



Department of  
**Jobs, Tourism, Science  
and Innovation**



# 2023 INNOVATION BOOSTER GRANT

2023

FREQUENTLY ASKED QUESTIONS

Assisting WA small businesses and startups improve their capability and commercialise their innovations.

## FREQUENTLY ASKED QUESTIONS

### ELIGIBILITY

#### **What is innovation?**

Innovation means improvements in technology, products, services or business operations that lead to distinct competitive advantage or productivity gain.

#### **What is a startup of small business?**

For the purposes of this grant, we are defining both a startup and small business within the same definition used in the *Small Business Development Corporation Act 1983*.

#### **Which business or industry sectors are eligible to be considered?**

Businesses across all sectors are eligible subject to them being a Western Australian based startup or small business.

#### **My business has over 200 employees – can I apply?**

No. Only startups and small businesses with up to 25 employees can apply.

#### **My business is located outside Western Australia – can I apply?**

No. Only businesses registered, operating and developing their innovation in Western Australia are eligible (including sole-traders, private sector firms, partnerships and non-profit entities).

#### **I don't have an ABN or ACN – can I apply?**

No. Only businesses registered and operating in Western Australia that have an ABN or ACN can apply.

### ELIGIBLE EXPENDITURE

#### **What types of activities are eligible for funding?**

- Research and Development
  - technical development
  - compliance testing
  - proof of concept
  - product testing and validation
  - laboratory verification
  - certification
- Product Development
  - engineering design work
  - prototype development
  - innovation design
  - building an MVP (minimum viable product)
- Technology Transfer and Intellectual Property
  - protection of intellectual property
  - legal advice
  - licensing

- Commercialisation Support Services
  - innovation management and consulting
  - commercialisation strategies (including marketing strategies which support market entry)
  - commercialisation feasibility studies

### **What types of activities are NOT eligible for funding?**

Funding cannot be spent on general business/operational/business planning activities that are usual requirements of a business. These activities include:

- training courses;
- hardware and software purchases (for standard business purposes);
- business and strategic planning;
- design and production of marketing or promotional materials or events (unless it can be demonstrated that this expenditure is focused on the commercialisation pathway);
- 'business as usual' website development;
- maintenance and upkeep of facilities; and
- any other general business / operational / business planning activities that are usual requirements of a business.

### **Can I apply for funding for more than one Service Provider?**

You can apply for funding to access up to three service providers. However, the services accessed must fall under the same eligible expenditure category applicants indicated on their application. Applicants can use up to three of the listed sub-categories under one category, but they cannot use more than one service provider for the same sub-category.

For example: An applicant identifies Product Development as their eligible expenditure category. They can use one quotation from a Service Provider for engineering design work and one for innovation design. However, they cannot use quotations from two separate Service Providers both for innovation design.

**\*Please note:** In 2023 applicants do not have to use an external Service Provider.

### **Can I apply for funding for an activity that has already commenced prior to this application?**

No. Only activities which commence after the Financial Assistance Agreement is executed will be funded.

## **SUBMITTING AN APPLICATION**

### **Can I send a hard copy application?**

All applicants are required to apply via the [Innovation Booster Grant Platform](#).

If you are experiencing difficulties contact the Program Manager at [innovationbooster@jtsi.wa.gov.au](mailto:innovationbooster@jtsi.wa.gov.au)

### **How do I know my application has been received?**

If your application form has been successfully submitted via the [Innovation Booster Grant Platform](#), you will receive a confirmation email.

### **Can I submit more than one application?**

Yes, you may submit more than one application but they must be for different innovative ideas or projects. However, applicants (entity applying) and the innovation are only eligible for one Innovation Booster Grant.

### **Where can I find the Project Plan spreadsheet?**

The downloadable spreadsheet can be found on the [Innovation Booster Grant webpage](#). You need to download the workable spreadsheet, fill it out, save it and add it as an attachment when you submit your application on the [Innovation Booster Grant Platform](#).

**\*Please note:** There are two (2) project plan spreadsheets on the IBG webpage, an example one (1) that is not interactive and a workable document that is the one you will need to complete.

### **I want to attach diagrams to my application is this allowed?**

Applicants are able to attach up to two (2) pictures or diagrams of their innovation when submitting their application. This can include technical drawings, website screenshots, diagrams or photographs.

### **Can I make a late application?**

No. The closing time and date for applications is strictly **Wednesday 15 March 2023, 11am**. No late applications will be accepted.

### **Can I revise my application after lodgment?**

You may revise your application via the online IBG grant platform up to the closing date of **Wednesday 15 March 2023, 11am**.

## **USING THIRD PARTY SERVICE PROVIDER/S**

### **What are the funding options under the IBG?**

Service Provider Engagement – enables eligible startups or small businesses to engage an independent third party service provider to undertake eligible project work for them to advance their innovative idea or project.

### **What is a Service Provider (independent third party) declaration?**

The Service Provider(s) must include a declaration in their quotation or as a separate letter on company (service provider) letterhead stating:

*“This is to confirm that Service Provider ‘Company Name’ is an independent third party, and that Service Provider ‘Company Name’ has no direct connection or relationship with ‘Applicant Company Name’.”*

### **My Service Provider is not based in WA, is that okay?**

Whilst it is preferred that service providers are based in Western Australia, we understand that this is not always possible. If an applicant needs to engage a service provider from interstate or overseas we require a detailed explanation to be included along with the application form (i.e. the service the applicant requires is not available in WA).

## **APPLICATION OUTCOME**

### **When will I find out if I have been successful with funding?**

Successful recipients of 2023 IBG will be notified late May 2023. All eligible applicants will be advised on the outcome of their application at this time.

### **Will I need to enter into a Financial Assistance Agreement?**

Recipients of funding will be required to enter into a Financial Assistance Agreement with the Western Australian government prior to funding being released.

**When will funding be available if I am successful?**

Successful applicants can claim half their funds upfront in May/June 2023. Financial Assistance Agreements are required to be executed prior to project work commencing.

The remaining funds can be claimed at the end of the project, once completed and a final acquittal report has been provided to JTSI.

**What happens if my application is not successful?**

The IBG is expected to be a highly competitive process. Previous experience with the IBG indicates we will receive many more applications than can be funded. Applicants should weigh up the time taken to apply, and consider the 'invested cost' may not yield a return. Please respect that the decision on recipients is final and no further correspondence can be entered into.

**Will my idea be made public or shared with others?**

The content of all unsuccessful applications will remain strictly commercial-in-confidence. Shortlisted and winning ideas may be promoted in a way which retains the commercial integrity of the project in the public domain.

**Will I be asked to provide further information to support my application at any future stage?**

Yes, you may be. Those businesses recommended may be required to provide more detailed information about their business. Applications may be subject to due diligence, technical, financial and economic appraisals. The evaluations will also consider the level of funding sought by the applicants compared to how the application meets these requirements.

## IBG VALUE

**What is the value of each grant?**

A maximum of \$40,000 per application is available. Recipients will need to provide a net cash co-contribution of matched funds at a rate no less than 20:80 of applicant to state government funding. All co-contribution items may be subject to an independent audit.

For example, if the funding request is for the maximum \$40,000, the applicant's cash contribution must be \$10,000 for a total quote of \$50,000 (excl GST)

If the total quotation is for more than \$50,000, the applicant must commit (in the application form) to paying the difference over \$40,000, i.e. more than their 20:80 co-contribution.

**What happens if the cost to undertake my project is less than \$40,000?**

The maximum value of each grant awarded is \$40,000. Recipients will need to provide a net cash co-contribution of matched funds at a rate no less than 20:80 of applicant to state government funding. All co-contribution items may be subject to an independent audit.

**Are grant payments subject to GST?**

No. The Department does not regard grants under the Innovation Booster Grant as payment for a supply. Thus, the Department will not increase the grant to include GST, nor will it reimburse a Grant Recipient for GST paid or payable to a third party. Grant Recipients must provide the Department with a tax invoice for the GST exclusive value of the Grant.