



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

# Accelerator Program Access Grants (APAG)

## Health and Medical Life Sciences Industry

Guidelines for APAG



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## Program Overview

Western Australia is fast becoming a global hub for health and medical life sciences with our proximity to the growing ASEAN market and strong health leadership.

Western Australia has the skills, research capabilities, infrastructure, clinical trial facilities and business environment to meet the increasing interest and demand for digital health, medical technology (medtech), biotechnology (biotech), pharmaceuticals and health and wellness products and services.

In October 2021, the Western Australian Government announced a Health and Medical Life Sciences Industry Strategy (Strategy) to support the sector's growth as a key sector of *Diversify WA*. This was supported by \$8.65m over four years from the 2022-23 State Budget to implement its five key objectives.

These key objectives are:

- Strengthening the innovation ecosystem
- Facilitating commercialisation
- Developing skills and attracting talent
- Attracting investment
- Supporting infrastructure for advanced manufacturing.

The Department of Jobs, Tourism, Sciences and Innovation (JTISI) is responsible for the implementation of the Strategy. Through delivering programs and policies, these efforts intend to support new and emerging businesses in Western Australia to create jobs and diversify the economy.

## About the Accelerator Program Access Grants

The Accelerator Program Access Grants (APAG) provides funding for senior or executive level managers to travel to and participate in recognised national or international incubator, accelerator or business training programs. Up to \$20,000 will be provided per organisation, which the organisation can use to fund either 1 or 2 team members (at the organisation's discretion and cost) within the program, helping to offset flights, accommodation, and registration costs.

The program is delivered by JTISI and aligns with the Strategy's government focus by providing opportunities for high level industry staff to gain the experience of successful end-to-end commercialisation in the sector, enabling them to flourish in C-suite roles.



APAG is designed to:

- Increase the skills and experience of WA leaders through opportunities provided by national and international programs;
- Assist Western Australian companies working in health and medical life sciences to advance their business and products;
- Assist them to build business relationships and get exposure to new networks in order to grow their commercial opportunities and jobs; and
- Showcase talent and build the profile of Western Australian industry.

APAG supports travel to and/or participation in major domestic or international programs that relate to the health and medical life sciences industry. These can be:

- Executive or senior-level internships
- Accelerator programs
- Incubator programs

APAG is an extension of the existing Health and Medical Life Sciences [Market Access Grant Scheme](#), administered by JTISI. This scheme assists WA small and medium enterprises with the costs of attending national and international conferences and events to help support their business growth, access to investment and potential partnerships.

## Funding

- A maximum of \$20,000 (excl. GST) per company to fund 1 to 2 team members is available to support travel and professional development activities. There is no minimum amount. Applications seeking funding in excess of \$20,000 will not be considered.
- Recipients are required to provide a net cash co-contribution of at least 20:80 applicant-to-Western Australian Government funding.
  - For example, a program registration and travel cost of \$24,250 (total cost excluding GST) would involve the recipient providing a minimum of \$4,850 (plus any GST), from their own means, to supplement a \$19,400 grant.
- To be eligible for APAG, travel must be completed no later than 31 December 2025, and acquitted within 30 days of undertaking travel. Prior to receiving funds, successful applicant organisations must enter into a signed Financial Assistance Agreement (FAA) with JTISI (Conditions and Obligations for Funding).
- Upon notification of success in this APAG round, recipients may book and purchase air tickets or register for their selected program, to capture early bird specials from the date of notification, prior to the FAA being executed. APAG cannot be used to support reimbursement for costs incurred prior to notification of a APAG award. That is, any expenditure prior to notification will not be reimbursed.



- This agreement must be executed (signed) before funding is received. Successful applicant organisations will receive 90 per cent of the grant up front. The remaining 10 per cent will be received upon acquittal.
- Grant recipients should note that, if it is determined during the acquittal and post-project reconciliation process that the project has unspent grant funds, those funds must be returned to JTTSI, following processes as outlined in the FAA.

## Eligibility Criteria

Applicant organisations must confirm all eligibility criteria below to be considered eligible. Evidence may be requested to verify certain claims.

You, as the lead, authorised organisational representative for this application, declare your organisation / company (the Applicant):

- Will apply through [apag.grantplatform.com](https://apag.grantplatform.com).
- Is a small to medium enterprise that employs at least 2, but no more than 200 people.
- Is not requesting funding for activities that are supported through another funding program external to your company.
- Confirms that the requested eligible expenditure is for future activity that will be completed no later than 31 December 2025.
- Has consulted with the Western Australian Life Sciences Innovation Hub (WALSIH) regarding its application prior to submission.
- Is a registered entity based and headquartered in Western Australia, and is at least one of the following:
  - Has been operating for at least 12 months at date of application
  - Is a spin-out of a university or medical research institute
- Holds at least one of the following:
  - A valid Certificate of Incorporation
  - A current Australian Business Number (ABN)
  - A current Australian Company Number (ACN)
- Is a legally solvent entity.
- Operates in the Health and Medical Life Sciences sector and is developing or expanding health and medical life science technology in Western Australia.





- Is willing, and have the financial capacity to contribute, at least 20:80 Applicant-to-Western Australian Government funding.
- Confirms that no more than two members of staff (the Candidate/s) will access funds for this round of the APAG grant.
- Confirms that, if successful, funds will be utilised only on eligible expenditure to travel to and attend the stipulated internship and/or accelerator / incubator program.
- Confirms it has NOT previously received nor is likely to receive other Western Australian Government funding, for the same travel / activity.
- Declares any funding received or likely to be received from Commonwealth or other State/Territory Government agencies for the same travel / activity

Additionally, the Candidate/s must:

- Live in Western Australia.
- Be employed full time by the Applicant at senior management or executive level, or have significant ownership of the IP, (does not extend to include consultants), at the time of APAG application and funding use. Accepted job titles, or that of comparable level, include:
  - Founder or Cofounder
  - Chief Executive Officer
  - Director
  - Chief Operating Officer

## Assessment Criteria

- Can justify why this program will support and add value to your business/organisation.
- Can justify alignment with the Health and Medical Life Sciences Strategy and the proposed outcomes generated for their business/organisation and Western Australia.
- Can demonstrate a proposed travel budget with quotes and costs to the value of the asking amount.

## Eligible Expenditure for APAG

APAG is a limited access grant. The grant funds can be used towards:

- Registration and participation in a relevant incubator or accelerator program
- Economy airfares
- Accommodation (moderately priced hotels – 3 or 4 stars)



- Ground transportation
- Visas
- Travel Insurance
- Cost of living stipend (reasonable)

A draft budget will be required along with the Applicant's grant submission that includes quotes for any of the applicable expenditure items.

## How to Apply

Applications must be submitted using the online form that can be accessed at [apag.grantplatform.com](http://apag.grantplatform.com).

Applications for APAG are limited to one successful application per company / organisation, to support up to two (2) member/s of staff, commencing and completing travel together until no later than 31 December 2025.

## Decision Making Process

Applications are assessed against the Eligibility Criteria, and Eligible Expenditure outlined above.

JTSI will review the Eligibility Criteria to determine shortlisted applications based on the criteria outlined above, and to make recommendations for funding.

To assist with decision making, JTSI may seek advice from individuals with expertise in the area/s under consideration.

JTSI may also request further information from the Applicant if needed, to support claims against the evaluation criteria.

JTSI decisions and all related information and material are strictly confidential, subject to the requirements of the *Freedom of Information Act 1992* (see Conditions and Obligations 1.8).

The final approval for the Applicant funding lies with JTSI. JTSI's decision is final and no further correspondence will be entered into.

APAG applications will be considered **whilst funds are available**. In the event that funding is exhausted, APAG will be closed to new applications. Information regarding closures will be published on the website and [apag.grantplatform.com](http://apag.grantplatform.com) portal.

## The Timeline for the Grants Process

The table below provides indicative timing:



Steps in the process	Timing
APAG Closes	12pm AWST, Monday 2 December 2024
Assessment and notification of outcomes to applicants	Within 14 days of application submission
Execution of Financial Assistance Agreement and First Payment	Within 7 days of notification of outcome
Completion of activities	No later than 31 December 2025
Claim for final payment submitted	Within 30 days of travel

## Travel Activities

APAG supports travel to and/or participation in programs that relate to health and medical life sciences such as:

- Accelerator programs
- Incubator programs
- Senior or executive-level internships

The funded program, including all travel and associated costs funded through APAG, need to take place before the end of 31 December 2025.

## Outcome Communications and Feedback

The Applicant will be notified of the outcome of their application via the email address provided by the applicant lead in the application form.

The WA Government, may announce the successful applicants in a media statement. As part of this, JTSI may disclose select details such as business and project aims and expected outcomes. Recipients agree to disclosure of this information as part of the FAA with JTSI.

Due to confidentiality, feedback cannot be provided on the Evaluation Panel's deliberations.

However, queries regarding an application can be obtained by contacting [lifesciences@jtsi.wa.gov.au](mailto:lifesciences@jtsi.wa.gov.au).

## Conditions and obligations for funding

- The grant will be on a co-investment basis at a ratio no less than 20 per cent (applicant or place of employment) to 80 per cent (State Government) funding. Co-investment items cannot be in-kind and may be subject to an independent audit.





- Successful applicants will be required to enter into a legally binding FAA with the Western Australian Government acting by and through JTSI.
- The terms and conditions of the FAA will not be negotiable at the time a funding offer is made.
- The funded project must be completed no later than 31 December 2025.
- Only eligible expenditure incurred after the notification of receipt of a APAG award can be claimed by successful applicants.
- The Applicant and/or the Candidate/s are responsible for any/all additional costs incurred by them as a result of fulfilling their obligations under the grant and FAA.
- The Western Australian Government will not accept liability for any damages, losses, liabilities, costs and expenses claimed or incurred by the Applicant or Candidate/s in connection with this grant.
- An upfront payment of 90 per cent will be made after the FAA is signed by an appropriate representative from the Applicant organisation, and endorsed by JTSI. The final 10 per cent of funding will be provided on acquittal following the completion of travel. It will be based on relevant invoices and/or quotations itemised in the proposed project's budget. On conclusion of the project, grant recipients must ensure that project cost estimates correspond with final proof of purchase receipts.
- Payments to successful applicants will be made via electronic funds transfer upon assessment of claims and evidence, to the satisfaction of JTSI.
- Failure to provide all necessary information may result in forfeiture of all or part of the grant.

## Tax information

- JTSI's view is that the grant is not regarded as payment for a supply and, therefore, does not incur GST. Furthermore, JTSI will not reimburse a grant recipient for GST paid or payable to a third party.

## Acquittal report

Following project completion, successful applicants must provide within 30 days:

- A final acquittal report, which must be submitted to JTSI.
- Proof of payments for the project/eligible expenditure, which are either included in the online form or emailed to [lifesciences@jtsi.wa.gov.au](mailto:lifesciences@jtsi.wa.gov.au).
- Proof of project completion, including acknowledgment of the travel and a report on the outcomes.



- Or such other information required by JTSI as evidence of eligible expenditure and completion of the project. Failure to provide the above information may result in forfeiture of all or part of the grant.

## Availability of funding

The provision of financial support under this program is at the absolute discretion of the State of Western Australia and is subject to the availability of funds.

## Audit, compliance and risk management

As a Western Australian Government agency, JTSI is required to ensure the most prudent and effective use of its financial assistance schemes.

Grant recipients will, therefore, be required to:

- Liaise closely with JTSI to assess whether expected outcomes are being achieved.
- Provide, if requested, additional information that may assist JTSI's internal audit, evaluation and review processes.
- Respond, if requested, to a client survey. The survey is used to obtain general feedback from clients on the effectiveness and efficiency of JTSI's services.

## Conflict of interest

Applicants and Candidate/s are required to disclose any information that may be relevant to an actual, likely or perceivable conflict of interest.

## Review of program

This program is subject to an internal review at the end of each financial year. At any time, JTSI may amend the guidelines and any related documents at its sole discretion to reflect any changes in the program, priority sectors or markets.

## Participation in review of project and surveys

All financial support provided by JTSI under this program is subject to a post-funding review. Recipients must make themselves available to participate in surveys conducted by JTSI up to two years after the funding ceases. Surveys are generally 5 to 10 minutes long and seek feedback on inputs, activities, results, usage and impacts related to the funding.

## Release of confidential information

The content of all applications will remain strictly confidential. JTSI will store personal information collected in this process, supporting documentation and any payment administration, monitoring and evaluation activities in compliance with its obligations in the *Privacy Act 1988*.



Successful projects may be promoted in a way that retains the commercial integrity of the project in the public domain.

Government records are subject to the *Freedom of Information Act 1992* (Western Australia), which provides a general right of access to records held by Western Australian State and local Government agencies. Exemptions do apply in certain circumstances. Further information on the *Freedom of Information Act 1992* (Western Australia) can be obtained from JTSI's website.

By submitting an application to this grants program, the Applicant and Candidate/s consent to information provided by the Applicant or collected by JTSI relating to the Applicant and the Candidate/s, or their Application being used by JTSI to assess their application, administer funding under the APAG, and administer FAAs relevant to this grants program.

## Media and promotion

Grant recipients are required to formally acknowledge the grant throughout the life of the project across any social, digital and/or onsite promotional opportunities once the Minister has formally announced the recipients.

Recipients may be provided with a Media Tool Kit to assist in promotional work and will be asked to consent to provide contact details, including a name, phone number and email address, to be shared for media and promotional purposes.

## Disclaimer

The provision of financial assistance by the State Government is at its absolute discretion. Nothing in the application process or the selection process shall give rise to any legal relationship or any other obligations between the Applicant and/or Candidate/s and the State.

Any obligations and responsibilities of the parties will be the subject of an FAA between the Western Australian Government and successful applicants.

## How will Final Awards be Decided?

JTSI will consider the scores of the assessors, the Applicant's award preferences, and our own research to identify successful applications.

## Contact Us

If you have any questions or need assistance, please contact JTSI by emailing [lifesciences@jtsi.wa.gov.au](mailto:lifesciences@jtsi.wa.gov.au)