

Sample form, not for offline completion.

Visit <https://innovationbooster.grantplatform.com> to apply.



# Department of Energy and Economic Diversification

**GOVERNMENT OF  
WESTERN AUSTRALIA**

## Innovation Booster Grant - Round 8

The Innovation Booster Grant (IBG) is a competitive Western Australian government grant, funded through the New Industries and Innovation Fund (NIIF). The grant targets early-stage founders, innovation-driven SMEs, and startups in Western Australia to improve capability and commercialise innovative projects, ideally in one of the State's priority sectors as outlined in Diversify WA.



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Entry Name

Applicant (Business) Name

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### 1. Applicant Details

Please provide the current information for your company/business.

#### Project Details

**Project Title:**

10 words

Please provide a title that describes your project in 10 words or fewer.

If your application is successful, this will be published online so please ensure it is clearly defined.

**Project Description:**

50 words

Please describe your project in layperson's terms in 50 words or fewer.

If your application is successful, this may be published online so please ensure it is clearly defined.

Which tier are you applying under?

Tier 1 - Applicants headquartered in regional WA (select only if the main business address is located in regional WA)

Tier 2 - First Nations founded business

Tier 3 - Female founded business

Tier 4 - All remaining applicants

**Please refer to Section 4.1 Funding Availability in the Innovation Booster Grant Guidelines.**

Select all that apply.

## Business Details

Full business name

Trading name (if different to business name) (optional)

Organisation type

	▼
Sole trader	
Company	
Partnership	
Not for profit	
Other	

Total number of employees at time of applying (1-20 employees)

Year that business was established

Business website (optional)

Dealroom profile (optional)

The WA Government manages the WA.Dealroom.co platform which collects publicly available information on startups, accelerators, and investors operating in Western Australia into an open access platform. Information includes company profiles, employment size, sectors and investment information, this means you are able to track companies, sectors, growth and investment over time.

To claim and edit your company profile: <https://knowledge.dealroom.co/knowledge/creating-claiming-editing-company-profile>

## Business street address

Street address

Suburb

Postcode

Is your postal address the same as your business's street address?

	▼
Yes	
No	

## Contact Person

The contact person can be you or someone else in your business. The Department will use the details provided below to contact you about your application, including to inform you of the outcome.

Full Name

Position

Phone

Email

This email will be used for all future written correspondence.

# Industry Sector

The following sector list was compiled based on Australian and New Zealand Standard Industrial Classification codes. Please select all that apply.

Which of the following industry sectors best describes your business?

Agriculture, Forestry and Fishing

Mining

Manufacturing

Electricity, Gas, Water and Waste

Services

Construction

Wholesale Trade

Retail Trade

Accommodation and Food Services

Transport, Postal and Warehousing

...

This is for information only and is not considered in assessing your application.

What market(s) do you currently operate in?

Please indicate the primary market(s) in which your business operates and provide a brief description.

- Local
- Interstate
- International

This is for information only and is not considered in assessing your application.

What market(s) are you targeting for future expansion?

Please indicate the primary market(s) in which your business would like to operate and provide a brief description.

- Local
- Interstate
- International

This is for information only and is not considered in assessing your application.

# Demographic information

We are collecting data on diversity and inclusion to help us inform future New Industries and Innovation Fund policy.

This question is **voluntary**, and relates to the ownership (at least 50% of the organisation's members or proprietors) or control (at least 50% of the organisation's board or management committee) of your business. All personal information is protected by a strict Privacy Act.

Which diversity groups reflects your business ownership or control? (select as many as applicable).

- Aboriginal and/or Torres Strait Islander
- Disability
- Culturally and linguistically diverse
- Female Founded
- Youth Entrepreneurs (under 24yo)
- Regionally Based
- Prefer not to say
- Not Applicable

Please specify the metropolitan or regional area where your business address is headquartered.

- Wheatbelt
- South West
- Pilbara
- Peel
- Perth Metro
- Mid West
- Kimberley
- Great Southern
- Goldfields-Esperance

## How did you hear about us?

How did you hear about the Innovation Booster Grant?

WA.gov website, or announcement by the Minsiter
Media (i.e news article)
Social Media Post (i.e LinkedIn, Facebook)
Google/online research
An information session
Other

Did you attend the online Innovation Booster Grant Information Session?

Yes

No

## 2. Eligibility

To be eligible for an Innovation Booster Grant (IBG) applicants must meet all Applicant Eligibility criteria outlined in **Section 5.1 of the Innovation Booster Grant Guidelines.**

Please complete the questions below to confirm that your business is eligible to apply.

a. Is your business registered in Western Australia and does it possess a current Australian Business Number (ABN) or Australian Company Number (ACN)?

	▼
Yes	
No	
Other	

ABN / ACN

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b. Will your business continue to be based in Western Australia for the next three years?

	▼
Yes	
No	

c. Is your business a WA-based small to medium sized enterprise (SME) or startup that employs between one and 20 people?

	▼
Yes	
No	

Includes sole traders, private sector firms, partnerships and non-profit entities.

d. Is your business solvent and will pass due diligence checks?

	▼
Yes	
No	

e. Has your business has previously raised significant capital of \$5,000,000 or more?

Yes
No

f. Is your project/initiative developing your innovation in Western Australia, with a total budget less than \$100,000?

Yes
No

g. Is your project/initiative pre-revenue?

Yes
No

Your business can have previous revenue, but the project/initiative cannot have previous revenue.

h. Has your business received an Innovation Booster Grant (previously called Innovation Vouchers Program) for the same project/initiative in previous rounds of the program?

Yes
No

i. Have you received, or are likely to receive, Western Australian State Government funding for the same project/initiative?

Yes
No

j. Is your business willing, and does it have the financial capacity, to co-contribute the applicable amount of matched funding?

Yes
No

For matched funding requirements see **Section 4.1 Funding Availability** in the Innovation Booster Grant Guidelines.

Matched funds must be cash that is held by your business at the time of application.

In-kind contributions are not recognised.

Please note recipients are responsible for the payment of GST on invoices for expenditure related to the project. The Department does not increase the grant amount to include GST.

k. Grant funding, and matched funds, will be used to procure and pay for support service(s) that are external to and not affiliated with your business?

Yes
No

An affiliated business may include a parent or subsidiary company, a company that has shared founders or board members, or other such relationships.

l. Grant funding, and matched funds, will be used for a future project/initiative?

Yes
No

Grant funding, and matched funds cannot be used for work already commenced or completed.

Expenditure on the project may not commence until the business has entered into a Financial Assistance Agreement with the Department.

m. Do you confirm that grant funding, and matched funds, will not be spent on business-as-usual operational expenses?

Yes
No

Grant funding, and matched funds must only to be used for expenditure associated with the project you are applying for.

Funds may not be used for 'in-house' or 'business as usual' activities (Eg: existing staff costs, website development)

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### 3. Evaluation - Criteria 1

For a competitive application, please address the five criteria as clearly as possible and use concrete evidence where possible.

The amount of detail and supporting evidence you provide in your application should allow the evaluation panel to determine your capacity and capability to deliver the project to completion.

Each criterion is assessed out of 10, with the maximum score being 50. Further information is available in **Section 6 of the Innovation Booster Grant Guidelines**.



If you are undertaking a complex project which requires more time, please consider applying for the **Commercialisation Bridge Grant** if suitable.

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### 3. Evaluation - Criteria 2

For a competitive application, please address the five criteria as clearly as possible and use concrete evidence where possible.

The amount of detail and supporting evidence you provide in your application should allow the evaluation panel to determine your capacity and capability to deliver the project to completion.

Each criterion is assessed out of 10, with the maximum score being 50. Further information is available in **Section 6 of the Innovation Booster Grant Guidelines**.

#### Need for Funding

**Criteria 2:** Demonstrate how your project provides a competitive solution to a market need in Western Australia, and why it deserves WA Government funding. 300 words

Describe the need for the Grant giving consideration to;

- a. how the Grant will directly help address your financial need in advancing your innovative project;
- b. why you cannot fund this project yourself (difficulties and gaps in funding); and
- c. what the Grant funds will be spent on and how this will enable you to advance your innovation.

What is the current annual revenue for your business?

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### 3. Evaluation - Criteria 3

For a competitive application, please address the five criteria as clearly as possible and use concrete evidence where possible.

The amount of detail and supporting evidence you provide in your application should allow the evaluation panel to determine your capacity and capability to deliver the project to completion.

Each criterion is assessed out of 10, with the maximum score being 50. Further information is available in **Section 6 of the Innovation Booster Grant Guidelines**.

#### Competitive Advantage

**Criteria 3:** 300 words  
How will your innovative idea/project differ from those currently available? What are the advantages of your product/service?

Explain what competitive advantage your innovation has in a sizeable market by identifying the;

- a. cost benefits of your innovation;
- b. distinct product features;
- c. delivery; and
- d. any other unique features.

What rights do you have to the Intellectual Property?

▼

I developed and own my IP

I have a licence or agreement in place to use the IP

I do not currently have the rights to the IP

Other

### 3. Evaluation - Criteria 4

For a competitive application, please address the five criteria as clearly as possible and use concrete evidence where possible.

The amount of detail and supporting evidence you provide in your application should allow the evaluation panel to determine your capacity and capability to deliver the project to completion.

Each criterion is assessed out of 10, with the maximum score being 50. Further information is available in **Section 6 of the Innovation Booster Grant Guidelines**.

### Capacity, Capability and Resources

**Criteria 4:** Demonstrate that you, your team and your selected support service(s) have the capability and capacity to advance your innovation. 300 words

Demonstrate how you will deliver the project by identifying how;

- a. your team, and your selected support service(s) have the relevant skills, experience and capacity to advance your project;
- b. collaborating with the support service(s) will meet this need, why you have selected them, and how you intend to work together; and
- c. how other resources (e.g. mentors, advisors, others) may contribute towards the project and its success.

To what extent has the availability of specialist skills enabled or hindered the progression of your business or idea? 50 words

This is for information only and is not considered in assessing your application.

### 3. Evaluation - Criteria 5

For a competitive application, please address the five criteria as clearly as possible and use concrete evidence where possible.

The amount of detail and supporting evidence you provide in your application should allow the evaluation panel to determine your capacity and capability to deliver the project to completion.

Each criterion is assessed out of 10, with the maximum score being 50. Further information is available in **Section 6 of the Innovation Booster Grant Guidelines**.

# Impact and Alignment to Government priorities

**Criteria 5:** What broader benefits might the innovative idea/project create for Western Australia?

300 words

Explain why your proposed project and associated plan is feasible, persuasive and back-able by demonstrating;

- that your application aligns with at least one of the priority sectors in the State's economic diversification strategy, **Diversify WA**;
- the impact your project will have on new job creation in Western Australia;
- the potential and real impacts that grant funding for your innovation will have on delivering tangible benefits for industry and customers, such as income growth, new markets, technological transfer, collaboration, future capital raising, and any other measurable benefits.

Which Diversify WA priority sector do you align with?

- Energy
- Tourism and events
- Creative industries
- International education
- Defence industries
- Mining and METs
- Space industries
- Health and medical life sciences
- Primary industries
- None

In your answer above, explain how your project aligns with each of the priority sectors selected.

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## 4. Expenditure

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### Forecasted Expenditure

Innovation Booster Grant request amount

1 word

Maximum request of \$50,000.

Matched funding amount

1 word

The Tier that you are applying under will determine your matched funding amount. Refer to Section 4.1 - Funding Availability in the Innovation Booster Grant Guidelines.

The Innovation Booster Grant FAQ document contains advice on calculating your matched funding amount.

Total project budget

1 word

The total project budget must be less than \$100,000.

This figure must also equal the total project budget as shown on the Forecasted Expenditure spreadsheet that you upload with your application (see below).

## Forecasted Expenditure

All applicants must complete and upload the Forecasted Expenditure spreadsheet as per Section 4.4 of the Innovation Booster Grant Guidelines.

This is a downloadable spreadsheet you can find on the Innovation Booster Grant webpage under 'Documents'.

The spreadsheet will show the direct, attributable costs of your project over its timeline, including consultant/supplier(s).

Only eligible expenses can be included as outlined in Section 4.2 and 4.3 of the Innovation Booster Grant Guidelines.

**Please Note: You must use the Forecasted Expenditure template provided or your application will be found ineligible. This template is the only format that will be accepted as it allows fair comparisons across competing applications.**

Forecasted Expenditure spreadsheet



I confirm that the Forecasted Expenditure spreadsheet that I uploaded with this application is in the template provided by the Department to allow fair comparisons across competing applications.

## Use of external support service(s)

Have you selected external support service(s) to engage for your project?

	▼
Yes	
No	

The support service(s) can be publicly funded, not-for-profit or privately-owned enterprises, for example:

- Private sector firms
- Private sector research organisations
- Universities
- Vocational education and training organisations
- Government entities, i.e. ChemCentre

Refer to the Innovation Booster Grant FAQ document for further information.

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## 5. Financial Viability

Has your business previously raised significant capital of \$5 million or more?

Yes
No

Have you, your business or any of its senior office bearers been involved in a business failure?

Yes
No

Office bearers include directors, partners, presidents, executive directors or project managers.

Business failure includes liquidation, voluntary administration or receivership.

Have you, your business or any of its senior office bearers ever been declared bankrupt?

Yes
No

Office bearers include directors, partners, presidents, executive directors or project managers.

Has any previous contract with you or your business been terminated prematurely or for cause?

Yes
No

Have you, your business or any of its senior office bearers ever been involved in a Government investigation?

Yes
No

Office bearers include directors, partners, presidents, executive directors or project managers.

Has there been any past, current, pending or finalised litigation against yourself, your business or any of its senior office bearers during the last three years?

Yes

No

Office bearers include directors, partners, presidents, executive directors or project managers.

Has there been any collection or approach by a debt collection agency on behalf of creditors for you, your business or its senior office bearers?

Yes

No

Office bearers include directors, partners, presidents, executive directors or project managers.

Will the cost of undertaking the activities proposed in this application adversely affect you, your business or senior office bearers' ability to meet other financial obligations?

Yes

No

Office bearers include directors, partners, presidents, executive directors or project managers.

## 6. Attachments

The following attachments are **optional** to be submitted with your application:

- A valid quotation
- A letter (or similar) detailing why you need to use a support service based outside of WA (if applicable)
- Up to two (2) pictures, diagrams or videos about your innovation
- An organisation/project team structure
- Relevant intellectual property documentation

All other supporting documentation will be disregarded.



Attachment type: (optional)

Project Plan spreadsheet

Image/Diagram of Innovation

Organisation/Team Structure

Consultant/Supplier Quotation

## 7. Applicant Declaration

### Privacy and Confidentiality Statement

The Department of Energy and Economic Diversification (DEED) collects the information sought in this application so that it can check the applicant's suitability for funding under the Innovation Booster Grant and for the purpose of verifying the applicant's ability to meet its contractual obligations. DEED will treat all information as confidential.

However, DEED operates within a public accountability framework and applicants are informed that DEED is subject to the Freedom of Information Act 1992 which provides a general right of access to records held by Western Australian State and Local Government agencies.

Applicants should be aware that information pertaining to the receipt of State Government financial support may be tabled in the Western Australian Parliament. This information could include names of recipients, the amounts of financial support, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Further information on the operation of the Freedom of Information Act 1992 can be obtained from the [DEED website](#).

I have read and agree to the Privacy and Confidentiality Statement.

### Applicant Declaration

I declare that I am authorised to complete, sign and submit this application on behalf of the applicant.

I declare that I have read, understood and undertake to comply at all times with the terms, conditions and requirements of the Innovation Booster Grant as outlined in the Innovation Booster Grant Guidelines or provided to you by DEED upon request.

I declare that the Forecasted Expenditure spreadsheet that I uploaded with this application is in the template provided by DEED to allow fair comparisons across competing applications.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this application and that DEED may, during the application process, consult with other agencies about the applicant's claims and may also enlist external technical or financial advisers to advise on information provided in the application.

I confirm that, where the services of consultants will be used for the delivery of the project, the consultant(s) will be independent and are not in a business relationship or association with the applicant. Also, the client understands that any contract for services by a consultant as part of this grant constitutes a private contractual arrangement between the applicant and the consultant. DEED shall not be deemed to be a party to any such contract.

I understand that if the application is approved, the applicant must enter into a Financial Assistance Agreement with the State Government before financial assistance is provided and acknowledge that no legal obligations will arise between the parties until such time as an agreement is formally executed.

I understand that upon receipt of the signed Financial Assistance Agreement to DEED, payment of the States Government's contribution will be made according to the agreement.

I understand that the final partial-payment of the State Government's contribution under the Innovation Booster Grant will only be paid to the applicant following the submission to DEED of written evidence that the project has been completed and paid for.

I declare that the applicant has not received funding for the activities specified in this application under any other State Government grant and is not likely to receive such funding for the financial year in which the project is undertaken.

I declare that the information contained in this application together with any statement attached is, to the best of my knowledge and belief, true, accurate and complete in all material particulars. I also understand that the provision of false or misleading information or the making of a false or misleading statement in this application is a serious offence.

I understand that the applicant has and will, while undertaking the activities specified in this application, maintain records that substantiate the applicant's undertaking of the activities and that DEED shall have access to those records.

Signed:

Full Name

Position title

Date