

MVP Ventures

Program Guidelines



Contents

About the Program	4
Program funding	5
Eligibility criteria	5
Assessment criteria	10
How to Apply?	11
Assessment process	13
Successful applicants	14
Appendix A – Eligible expenditure	17
Appendix B – Ineligible expenditure	18
Appendix C – Technology Readiness Levels Index (TRL)	19

About the Program

MVP Ventures (the Program) is one of a suite of initiatives funded by the NSW Government under the Future Economy Fund's Commercialisation Pathways Program, to drive commercialisation success in NSW.

The Program is an expanded initiative of the highly successful Minimum Viable Product and Building Partnerships program designed to address gaps in the product lifecycle between early-stage research and mature investment opportunities.

This program provides grants to drive the commercialisation of highly innovative and new products, processes or services that are at least at prototype or minimum viable product stage.

This document sets out:

- the purpose of the Program opportunity
- the eligibility criteria
- how the Program applications are assessed
- how the Program will be monitored and evaluated
- responsibilities and expectations in relation to the Program.

The Program is administered by Investment NSW, within the Department of Enterprise, Investment and Trade (DEIT or 'the Department').

Objective

The objective of the Program is to:

- support businesses to increase the commercialisation of innovative products and services in NSW
- attract and retain commercialisation activities in NSW.

The Program targets new products, processes, or services within Technology Readiness Level (TRL) 3 – 9 to help them move along the TRL scale and enable them to attract large-scale private investment. The TRL scale is at Appendix C.

The Program is designed to support businesses throughout their commercialisation journey and innovative firms who successfully complete projects funded under the Program are permitted to reapply for additional funding to make further progress along the TRL scale.



Program funding

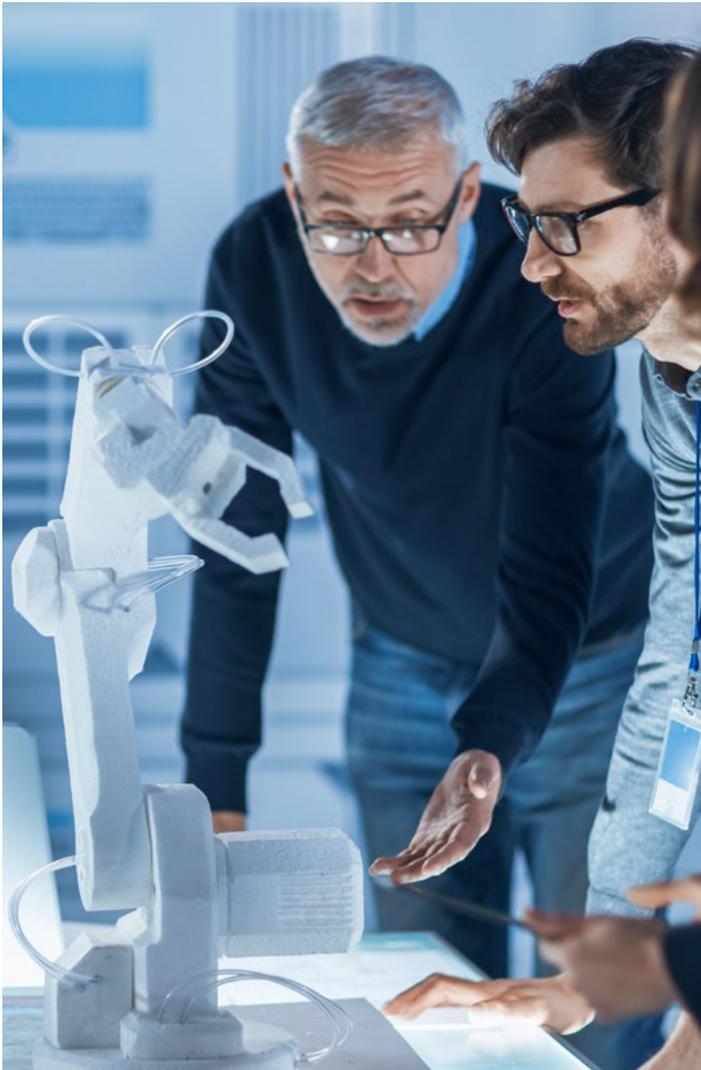
DEIT will provide up to \$10 million per annum for the Program to 2026.

The minimum grant amount is \$25,000 and the maximum grant amount is \$200,000.

Key dates

Applications open	1 December 2022
Applications close	1 December 2026
Assessment and notification of outcomes	40 business days*
Successful applications announced	Ongoing

* This is dependent on the Department receiving all required documentation with your submitted application.



Eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

Who is eligible for funding?

To be eligible, you must:

- have an Australian Business Number (ABN)
- be non-tax exempt
- have a physical office or headquarters in NSW and demonstrate that core activities include research and development
- have an account with an Australian financial institution
- be one of the following:
 - a company incorporated under the *Corporations Act 2001* (Cth) (including a company limited by guarantee)
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006* (Cth)

You must also:

- hold intellectual property (IP) or rights to commercialise
- have an aggregated turnover of less than A\$1 million for each of the three financial years prior to the lodgement of your application (unless the entity is controlled by a publicly funded research organisation).
- be an entity with less than or equal to 20 FTE.

If you are a subsidiary of a parent or holding company, you may be eligible but the parent or holding company must also meet the Eligibility Criteria.

If you are an entity located outside of Australia, and you do not currently satisfy the above criteria, you may still apply, provided that you will satisfy those criteria at the date of execution of your funding agreement.

Who is not eligible for the grant?

You are not eligible if you are:

- insolvent
- an individual
- an unincorporated association
- a partnership
- receiving NSW Government or Commonwealth assistance from another program for the same purpose
- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- any organisation not included under *Who is eligible for funding?*
- currently receiving funding under the Program.

Eligible projects

To be eligible, your project must:

- be related to the commercialisation of your product, process or service
- involve progressing your product, process, or service along the Technology Readiness Level (TRL) scale between 3 and 9
- undertake funded activities in NSW
- be aligned with one of the priority industries or technologies listed in the NSW Industry Development Framework
- be completed within 12 months of funding
- demonstrate why sufficient funding for the entire project cannot be accessed from alternative sources and that the project would not proceed in NSW without government support
- demonstrate a minimum 50% cash contribution (see Matched Funding)
- identify an Eligible Validating Entity that will complete the qualification activities to validate the quality, functionality and intended behaviours of the product, process, or service.
- include only Eligible Expenditure.

Eligible projects could include:

- prototyping and piloting studies
- proving commercial viability of an innovative product, process or service to a customer or investor
- completing development of an innovative product, process, or service
- demonstrating your product, process, or service in an operational environment.

Eligible projects **do not** include:

- basic research or technical experiments
- developing a product, process, or service for internal use only (i.e. not for sale)
- commercialising the next version or iteration of an existing product, process, or service where updates and changes are minor.

Matched Funding

To be eligible under this program, you must commit the required 50% matched funding as a cash contribution towards the costs of the proposed project. Your project should only include Eligible Expenditure and you cannot use in-kind (non-cash) contributions as matched funding.

An applicant will need to contribute matched funding depending on the total cost of the proposed project. For example, if an applicant requests an MVP Ventures grant of \$105,000 (excl. GST) and the total cost of the proposed project is \$210,000 (excl. GST), the applicant will need to contribute \$105,000 (excl. GST) of matched funding.

Evidence of having the matched funding, or immediate access to matched funding, must be clearly demonstrated at the time of submitting an application.

Documented evidence may be provided as, but not limited to:

- a letter or statement from a financial institution
- an executed financier or investor agreement (which may be conditional on receiving an MVP Ventures grant)
- an executed shareholder agreement.

Other Commonwealth and NSW Government grants will not be accepted as matched funding for the proposed project.



CASE STUDY

NeedleCalm Pty Ltd

NeedleCalm is an Australian-made medical device that helps reduce the fear, stress, pain and anxiety associated with needles. They received funding under the Minimum Viable Product program from the NSW Government in 2019. At that stage they were just starting out in a very competitive sector and the grant provided crucial support, helping them move to the next stage of their business growth.

They are now an award-winning business, recently winning a Good Design Award and receiving a Judges Commendation in the CHP Australia Diamond Awards 2021.



Eligible expenditure

Funding will only be provided to projects based on eligible expenditure that is non-recurring and directly related to the development and commercialisation of innovative products, or services including:

- wages
- consultant fees
- direct prototyping materials
- equipment
- other direct costs including patent filing costs for new IP, workshop or laboratory usage charge outs, travel costs.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the guidance in place when you submitted your application applies to your project.

How we acquit eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your funding agreement. You may need to provide evidence such as quotes for major costs.

The funding agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

For detailed guidance on eligible expenditure, please refer to Appendix A.

For detailed guidance on ineligible expenditure, please refer to Appendix B.

Eligible Validating Entity

You will be required to use this entity to:

- confirm at commencement that your product, process, or service meets the Innovation criteria
- confirm upon conclusion, that your project has achieved its objective to progress your product, process, or service along the Technology Readiness Level (TRL) scale between 3 and 9.

An Eligible Validating Entity must have the requisite technical expertise to assess the technical and functional progress of the product, process or service, and is one of the following:

- a company incorporated under the *Corporations Act 2001* (Cth) (including a company limited by guarantee)
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- a publicly funded research organisation.

The entity selected to validate your project must be engaged under arms-length conditions and you must take reasonable steps to avoid any perceived or actual conflicts of interest. It is a requirement at the time of your application to advise us of who you intend to use to validate your Eligible Project.

A template of the EVE form is provided online at investment.nsw.gov.au/MVPVentures.

All costs associated with validating your project's development will be considered eligible expenditure and should be included in your project budget.

If you need to change your validating entity during your project, you may do so in writing with DEIT.



CASE STUDY

Metakosmos

Metakosmos develop commercial and intelligent spacesuits (Kosmosuit®) and through the Minimum Viable Product grant was able to move from conceptualisation to the critical phase of prototyping through monetary support and program management guidance. The application process has helped to structure business plans for effective go-to-market strategies.



Assessment criteria

Applications for funding for eligible projects will be assessed against and must meet the following criteria

Criteria 1: Innovation

You must demonstrate that your product, process or service is:

- at a TRL between 3 – 9.
- a highly innovative or disruptive technology.
- a unique application of a technology that is significantly different to any previous innovation in the market.

Criteria 2: Commercialisation

You must demonstrate that your product, process or service has:

- a well-defined problem or opportunity that your product, process or service responds to.
- evidence of commercial viability, including:
 - the size of the potential market
 - the value created by the product
 - the product's competitive advantage.

Criteria 3: Deliverability

You must detail how you intend to deliver your product, process or service by outlining:

- your project plan including activities, key milestones, expenditure and deliverables.
 - the expected progress of your product from the current TRL (project commencement) to the proposed TRL at the project completion date.
 - a project team with the capacity and appropriate management, commercial, professional, and technical expertise to deliver the project.
-



How to Apply?

Before applying, you must read and understand these guidelines and the sample funding agreement.

These documents may be found at investment.nsw.gov.au/MVPVentures

To apply you must:

- complete the online application form on DEIT-PD.smartygrants.com.au/MVPVentures
- provide all the information requested
- meet all the eligibility criteria
- include all necessary attachments
- submit your application by the Key Dates.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the *Crimes Act 1900 No 40* (NSW) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately at investment.nsw.gov.au/contact-us

We are not obligated to accept any additional information, nor requests from you to correct your application after the closing time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

You should keep a copy of your application and any supporting documents. We will acknowledge that we have received your application after you submit through the online portal.

If you need further guidance around the application process or if you are unable to apply online, please contact us at investment.nsw.gov.au/contact-us or by calling 02 4908 4800.

Attachments to the application

We require the following documents to be provided with your application:

- a pitch deck (maximum 10 slides) or a link to an online video showcasing your product and explaining why it is a unique innovation (maximum 3 minutes)
- evidence of financial turnover (e.g. financial statements including profit and loss statements or accountant declaration (template provided on investment.nsw.gov.au/MVPVentures))
- evidence of less than or equal to 20 FTE (e.g. payroll tax statement, employee records)
- evidence of Matched Funding
- a completed Eligible Validating Entity form provided on investment.nsw.gov.au/MVPVentures
- a completed Project Information template.

You must attach supporting documentation to the application form in line with the instructions provided within the form.

Templates and additional guidance are available at investment.nsw.gov.au/MVPVentures

Joint (consortia) applications

We recognise that you may wish to submit a joint application with another applicant.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a funding agreement with DEIT.

You must have a legal arrangement with all parties prior to the execution of the funding agreement.

CASE STUDY

Canyon Solar

Canyon Solar is a modular PV solar shade system with integrated electric vehicle charging. The company received its first investment through the Minimum Viable Product grant which helped to fund the prototype and provided credibility by being backed by the NSW Government. Since receiving the grant the product has been further developed and validated, a patent submitted and additional funding secured as well as a first product contract sale.



Assessment process

Assessment of applications

We will review your application (including attachments) against the eligibility and assessment criteria. We will consider eligible applications on an ongoing basis, based on a non-competitive process and they will be assessed in the order in which they are received.

Throughout the assessment process, we may request additional information from applicants. Advice and information may also be sought from other NSW Government agencies or other parties (such as third-party credit assessors and technical experts) to assist with the assessment of applications.

We will consider your application on its merits, based on:

- whether it meets the eligibility criteria
- whether it meets the assessment criteria.

Decision-making

The Department's program delegate, being the DEIT Secretary or Chief Executive Officer, Investment NSW will determine which grant to approve, taking into account the availability of funds for the purpose of the Program.

DEIT's decision is final in all matters including:

- the approval of the grant
- the grant amount to be awarded.

We may also consider other factors that may affect our decision to provide the grant including whether there are any conflicts of interest, whether the applicant and any person associated with the applicant are fit and proper and whether there is any reputation risk associated with providing the grant.

DEIT reserves the right to assess the applicant's management, its Directors and Officers and entities or individuals that exercise control over an applicant against a fit and proper persons eligibility criterion.

The DEIT program delegate will not approve funding if there are insufficient program funds available within the relevant financial year for the Program.

Notification of application outcome

We will advise you of the outcome of your application in writing within 40 business days.

Unsuccessful applications will be notified via email and/or letter of the outcome of your application. If you are unsuccessful, we will advise you of the reasons why your application was unsuccessful. You can submit a new application for the same (or similar) project. You should include new or more information to detail how you addressed the feedback. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.



Successful applicants

Notification

Successful applicants will be notified in writing via email and/or letter. If you are successful, we will advise you of any specific conditions attached to the grant including a request to keep the grant confidential for a period of time, if an announcement is likely to be made by the NSW Government.

Funding Agreement

Successful applicants will be required to enter into a funding agreement with the NSW Government.

You will have 30 days from the date of a written offer to execute a funding agreement with DEIT. The offer may lapse if you do not sign the grant agreement within this time.

DEIT makes no binding funding commitment to the applicant unless and until both parties have signed the funding agreement. Each agreement includes standard terms and conditions that cannot be changed.

The funding agreement will require the successful applicant to provide a copy of all relevant insurances and any other supporting documentation relevant to the grant, or as requested by DEIT.

You should not make financial commitments reliant on this program until we have formally advised that you are successful, and a funding agreement is signed and executed by both parties.

The sample funding agreement may be found at investment.nsw.gov.au/MVPVentures

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations. We do not provide advice on your particular taxation circumstances.

How we pay the grant

The funding agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant
- the financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay the grant via milestone payments set out in the funding agreement.

Payments will be structured based on your total grant funding:

- 30% on execution of the funding agreement
- 30% for the second payment
- 40% for the final payment.

Payments will be structured based on your forecasted expenditure but cannot be less than 3 months from your previous claim. We will pay the final payment when you submit a satisfactory completion report demonstrating that you have completed the outstanding obligations for the project.

How we monitor your grant activity

We need to know of any key changes to your organisation, particularly if they affect your ability to complete your project, carry on business or meet the obligations under your funding agreement.

You must inform us of any changes to your:

- name
- address
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the funding agreement you must contact us immediately.

Reporting

You must submit reports in line with the timeframes in the funding agreement. You will need to report progress against your intended outcomes, as outlined in the funding agreement.

Progress report

The progress report is required for the second payment. The report must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- be submitted with the payment claim.

You must contact us to discuss any project or milestone delays as soon as you become aware of them.

Completion report

When you complete your project, you must submit a completion report. The report must:

- include details of your final progress achieved against the agreed project activities
- identify the total eligible expenditure incurred for the project
- include a signed declaration from the Eligible Validating Entity
- be submitted with the final payment claim.

Evaluation

We will evaluate the Program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the Program impacted you and to evaluate how effective the Program was in achieving its outcomes. We may contact you up to 3 years after you receive your final payment associated with the Program for more information to assist with this evaluation.

Acknowledgement

All recipients of NSW Government funding should acknowledge this financial support in accordance with the Funding Acknowledgement Guidelines for Recipients of NSW Government grants available at nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines

You must seek our written consent prior to any significant public announcement, marketing, press announcements, or official launch in relation to the Program.

Probity

DEIT will make sure the Program is fair and accountable according to the published guidelines and incorporates appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct.

Conflicts of Interest

Any conflicts of interest could affect the performance of the Program. There may be a conflict of interest, or perceived conflict of interest, if DEIT staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial, or personal relationship with a party who can influence the application selection process
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation received a grant under the Program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us immediately.

Conflicts of interest for DEIT will be handled as set out in the Department's Code of Ethics and Conduct.

Enquiries and feedback

Any enquiry you have about the assessment process or the outcome of your application for the Program should be submitted in writing to investment.enquiries@investment.nsw.gov.au or by calling 02 4908 4800.

If you do not agree with the way we have handled your enquiry or complaint, you may wish to contact the NSW Ombudsman. The NSW Ombudsman will not usually look into a complaint unless the matter has been first raised directly with the Department.

NSW Ombudsman

Level 24, 580 George Street,
Sydney NSW 2000

Privacy

We treat your personal information according to the Department's Privacy Management Plan available at investment.nsw.gov.au/privacy and the *Privacy and Personal Information Protection Act 1998* (NSW).

This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone for the primary purpose for which it was collected unless an exemption applies.

We may also use or disclose information about grant recipients under this program for reporting purposes, including:

- recipient name
- recipient location
- funding amount.

Records Management

We comply with the management, storage and retention requirements of the *State Records Act 1988* (NSW) to the extent it applies to any documents created by the Department's funding applications or funding recipients under this program.

Government Information (Public Access) Act 2009 (NSW)

You should be aware that information in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009* (NSW). Information that is deemed to be commercially sensitive will be withheld.

The *Government Information (Public Access) Act 2009* (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain types of information freely available
- encouraging government agencies to release as much information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

Disclaimer

DEIT does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency, or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

DEIT recommends that users exercise care and use their own skill and judgement in using information from this publication and that users carefully evaluate the accuracy, currency, completeness, and relevance of such information. Users should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

The guidelines are subject to change at any time at the sole discretion of DEIT.

Copyright

This publication is protected by copyright. With the exception of: (a) any coat of arms, logo, trademark or other branding; (b) any third-party intellectual property; and (c) personal information such as photographs of people, this publication is licensed under the Creative Commons Attribution 4.0 International Licence. The license terms are available at the Creative Commons website at: creativecommons.org/licenses/by/4.0/legalcode.

DEIT requires that it be attributed as creator of the licensed material in the following manner: © State of New South Wales (DEIT), (2021). You may also use material in accordance with rights you may have under the *Copyright Act 1968* (Cth), for example under the fair dealing provisions or statutory licenses. The use of any material from this publication in a way not permitted by the above license or otherwise allowed under the *Copyright Act 1968* (Cth) may be an infringement of copyright. Infringing copyright may expose you to legal action by, and liability to, the copyright owner. Where you wish to use the material in a way that is not permitted, you must lodge a request for further authorisation with DEIT.



Appendix A – Eligible expenditure

This section provides guidance on eligible expenditure. We reserve the right to update this advice from time to time.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project and not be provided for the benefit or profit of affiliate persons
- be incurred by you to undertake the required project activities
- meet the eligible expenditure guidelines.

Eligible cost categories

You must record your eligible project expenditure under the following heads of expenditure:

Wages

Costs of gross wages or salary paid to an employee for activities which can be specifically identified and measured as having been performed on the project.

Wages of leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) are not considered eligible expenditure.

Eligible salary expenditure includes an employee's total remuneration package as stated on their PAYG Annual Payment Summary submitted to the ATO. On costs are not eligible.

Wage costs are only eligible for the hours that an employee works directly on project activities during the project period.

No more than 50% of the total grant can be counted towards wage expenditure.

Consultant fees

Costs of subcontractors or consultants incurred for work or services that are specifically identified and measured as directly contributing to delivery of the project, performed by organisations or individuals who are not employees of the entity, and who are engaged under a separate contract.

Prior to starting any project work, all contractors must have a written contract, purchase order, or formal agreement, directly related to the project that specifies:

- the nature of the work to be performed
- the hours and hourly rate
- all applicable fees and costs payable.

Invoices must be detailed and relate directly to the project. Activities performed by consultants and subcontractors must themselves qualify as eligible expenditure. Costs must be deemed reasonable by the Department.

Direct Prototyping Materials

Costs of construction and operation of prototypes contributing directly to proving the commercial viability of a new product, process, or service. Costs of tools and infrastructure necessary to undertake the project. The scale of expenditure must be reasonable to prove the concepts underpinning the project or establishing its commercial viability. Overheads and ancillary costs are not eligible. Importance of direct prototyping materials to the project must be demonstrated to the satisfaction of the Department.

Equipment

The capital costs of equipment, which are incurred and paid and can be specifically identified as having been purchased for Project activities. Equipment costs include, but are not limited to, the purchase of equipment necessary for the Project activities, costs to alter or modernise the equipment, costs to get the equipment into working order, and shipping costs. Importance of equipment to the project must be demonstrated to the satisfaction of the Department.

Other direct costs

Patent filing costs for new intellectual property (IP)

IP costs generated by your project are eligible. This cost is allowable up to a limit of \$7,500 per patent. Trademark related costs are not eligible. Regulatory compliance costs are eligible if necessary to carry out the project.

Workshop or laboratory usage charge outs

Costs relating to workshops or laboratories that can be identified specifically as directly attributable to the project can be claimed in this section.

Details of how the workshop or laboratory charge out rates are calculated per hour or day are required. Costs can include specific labour (such as staff permanently in place to maintain and run the workshop or laboratory and not considered project specific), rent, rates, maintenance and equipment calibration costs. These should form the overall costs together with the available operational hours to inform the hourly/daily charge out rates. Each workshop or laboratory will need to be supported with actual usage data to claim costs.

Travel Costs

Reasonable travel costs, up to a limit of \$2,000 for the total project, may be claimed for individuals identified in the wages expense category where travel is necessary and incurred exclusively for the progression of the project. Travel costs must be at economy travel only. Itemised details and justification for the expenditure are required.

Appendix B – Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. Expenditure is ineligible if it is not directly related to the development and commercialisation of innovative products, processes or services and is not within eligible expenditure categories.

We may update this guidance from time to time, so you should make sure you have the current version from the investment.nsw.gov.au/MVPVentures website before preparing your application.

We may also impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a funding agreement or other by notice to you.

The following are examples of ineligible costs:

- costs incurred prior to us executing a funding agreement with you
- all forms of advertising and the production of promotional material (including websites and applications whose primary purpose is advertising or promotion)
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation, or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences)

- costs such as rental, renovations and utilities
- insurance costs
- debt financing
- losses on other projects or contracts
- depreciation of plant and equipment
- fines and penalties
- unreasonable compensation for officers and employees
- entertainment expenses
- donations/sponsorships/gifts
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees, and bank charges
- costs related to preparing the grant application, preparing any project reports, and preparing any project variation requests.

This list is not exhaustive and applies only to the expenditure of grant funds.

Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the Program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.



Appendix C – Technology Readiness Levels Index (TRL)

Technology Readiness Level		Description	
Basic technology research	1	Basic principles observed and reported	Lowest level of technology readiness. Scientific research begins to be translated into applied research and development (R&D). Examples might include paper studies of a technology's basic properties.
	2	Technology concept and/or application formulated	Invention begins. Once basic principles are observed, practical applications can be invented. Applications are speculative and there may be no proof or detailed analysis to support the assumptions.
Research to prove feasibility	3	Analytical and experimental critical function and/or characteristic proof of concept	Active R&D is initiated. This includes analytical studies and laboratory studies to physically validate the analytical predictions of separate elements of the technology.
Technology development	4	Product and/or process validation in laboratory environment	Basic technological products and/or processes are tested to establish that they will work.
	5	Product and/or process validation in relevant environment	Reliability of product and/or process innovation increases significantly. The basic products and/or processes are integrated so they can be tested in a simulated environment.
Technology demonstration	6	Product and/or process prototype demonstration in a relevant environment	Prototypes are tested in a relevant environment. Represents a major step up in a technology's demonstrated readiness. Examples include testing a prototype in a simulated operational environment.
System commissioning	7	Product and/or process prototype demonstration in an operational environment	Prototype near or at planned operational system and requires demonstration of an actual prototype in an operational environment (e.g. in a vehicle).
	8	Actual product and/or process completed and qualified through test and demonstration	Innovation has been proven to work in its final form and under expected conditions. In almost all cases, this TRL represents the end of true system development.
Systems Operation	9	Actual product and/or process proven successful	Actual application of the product and/or process innovation in its final form or function.

More information

 investment.nsw.gov.au

Contact us

 investment.nsw.gov.au/contact-us

 (02) 4908 4800

Level 9, 52 Martin Place, Sydney NSW 2000

Office hours: Monday to Friday 9am – 5pm

GPO 5341 Sydney NSW 2001

© State of NSW 2022