



Research and Innovation Fund

Stream 3 Guidelines

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Introduction

The **Department of State Development (DSD)** is focused on fostering a high performing research and innovation system that supports the growth of innovative and competitive businesses and industries. The **Research and Innovation Fund (RIF)** supports collaboration between businesses, researchers, and universities to solve industrial problems, commercialise new products and services, attract investment into research and research infrastructure in the State, and encourage the establishment and growth of startups.

By driving an increase in the State's research and innovation performance, the RIF contributes to an increase in the State's productivity by enabling the research, technology, and innovation that underpin the strategic objectives and missions under the [South Australian Economic Statement](#).

The RIF was launched in February 2019 and is targeted to support initiatives and projects that:

- strengthen the State's research and development capacity and capability; developing awareness of, and participation in, Science, Technology, Engineering, and Mathematics (STEM) career paths;
- support the commercialisation of products and services with clear potential to benefit the State through the creation of high-value jobs, revenue, and exports;
- contribute to the growth and development of the State's entrepreneurial and innovation ecosystem to enable organisations to grow and scale into global markets; and
- encourage greater business investment in research, development, and innovation in South Australia.

The RIF is delivered through three streams of activity. Stream 3 of the RIF is designed to support the growth of South Australia's innovation ecosystem by supporting programs, events, and activities that have broad benefit to the startup community.

Within Stream 3 of the RIF, there may be discrete programs which will each have their own set of applicable guidelines and specific terms and conditions which may apply. If you are unsure of the applicable guidelines for your proposed project/program, please contact DSD [here](#).

Purpose

Research and Innovation Fund Stream 3 Funding (RIF Stream 3) aims to support the growth of South Australia's innovation ecosystem by supporting programs, projects, events, and activities that have broad benefit to the startup community such as:

- attracting high calibre experts to serve as entrepreneurs-in-residence;
- attracting accelerator/incubator support funding from the Commonwealth Government and/or the private sector;
- facilitating startup delegations to visit key investor or customer markets;
- raising awareness of startup investment amongst angel investment groups;
- strengthening entrepreneurship learning and development;
- hosting nationally significant conferences that recognise and showcase the work of startups, entrepreneurs, and future industries; and
- growing regional startup communities.

Projects represent a single, focused effort to accomplish specific outcomes that are aligned to government strategy. A program is an initiative in which there are expected to be multiple applicants. There can be multiple rounds of funding with multiple applicants. It is anticipated that there will be program specific Guidelines and program specific application forms.

A competitive application for a RIF Stream 3 funding will be able to demonstrate alignment with the [RIF Investment Principles](#), ensuring that the investment:

- delivers on the innovation commitments within the State Government's strategic plans and priorities;
- is supported by key stakeholders through provision of cash and/or in-kind resources;
- strengthens the State's research and development capacity and capability;
- encourages greater business investment in research, development, and innovation;
- supports the commercialisation of products and services with clear potential to benefit the State through the creation of high-value jobs, revenue, and exports;
- contributes to the growth and development of the State's entrepreneurial and innovation ecosystem to enable organisations to grow and scale into global markets; and
- enables early-stage businesses to grow and scale through improved access to finance, skills, technology, and markets.

Funding Details

Funding Amount

Funding amounts under RIF Stream 3 may range from \$20,000 up to \$500,000. Proposals for higher funding amounts may be considered in exceptional circumstances.

Maximum funding amounts and funding periods may vary at the discretion of the Minister for Industry, Innovation and Science (Minister).

Eligibility Criteria

Eligible Applicants

To be eligible an Applicant must be:

- a company incorporated in Australia with an active Australian Business Number (ABN);
- a non-tax-exempt business;
- registered for Goods and Services Tax (GST); and
- based or willing to be based in South Australia prior to commencing the project.

If based outside of South Australia, there may be special circumstances that merit consideration of an Applicant; however, the South Australian Government may impose a contractual obligation on the Applicant (if successful) to relocate and maintain the relevant enterprise (in whole or part) in South Australia.

Eligible Projects/Programs

The project/program activities must be undertaken in South Australia and the Applicant must be able to demonstrate that the project objectives align with:

- the [South Australian Economic Statement](#); and
- the [RIF Investment Principles](#); and
- any other relevant strategies, action plans and policy objectives that apply to the Applicant's project.

The Applicant must also demonstrate that the proposal will lead to the:

- strengthening of the State's research and development capacity and capability;
- creation of innovative solutions;
- translation of research into industry or commercial outcomes;



- adoption of critical technologies; and
- developing awareness of and participation in, Science, Technology, Engineering, and Maths (STEM) career paths.

Eligible Expenditure

The funding must only be used for eligible expenditure the recipient incurs on agreed project/program activities, which must be:

- a direct cost of the project/program (this can include wages for skilled staff directly employed for the project/program or professional service provides such as technical consultants); and
- incurred by the project/program between the start date and end date stipulated in the agreement.

Ineligible Expenditure

The grant cannot be applied to costs incurred for any of the following:

- costs incurred before the start of the funding period, which commences on execution by both parties of the funding agreement;
- any other expenditure items determined by the South Australian Government as ineligible expenditure on a case-by-case basis.

The definitions of 'eligible expenditure' and 'ineligible expenditure' are included in any applicable Program Guidelines under which the grant may be awarded and are applicable unless notified by DSD. DSD may update the definition of 'eligible expenditure' and 'ineligible expenditure' from time to time.

Project/Program Contributions

Applicant Contribution

Co-investment thresholds for RIF Stream 3 Grant Programs with separate Grant Guidelines are specified in the relevant Program Guidelines.

Applicants must have co-contribution funding prior to the execution of any grant agreement/s. An application may be conditionally approved subject to confirmation that co-funding is secured.

Applicants must:

- list all cash contributions to the project/program, including the source of the contribution, which constitute the matched funding required under RIF Stream 3;
- identify if the matched funding is confirmed or tentative and state any conditions upon which the matched funding is dependent; and
- provide evidence for the matched funding amount, such as grant applications (in draft or final format), grant guidelines, grant approval letters, and/or letters of support.

In-kind contributions (non-monetary resources provided by the Applicant to support the project/program) may be considered in special cases as a part of the total matched funding when determining the total eligible project costs under the condition that the in-kind contributions are auditable financial expenses.

Not-for-Profit Sector Indexation

Applicants who qualify as a 'not-for-profit entity' (as set out in the Premier and Cabinet Circular PC 044 - [South Australia Funding Policy for not for profit sector](#)) must ensure their request for funding in their application is inclusive of indexation as required by the [Department of Treasury and Finance](#).



Application Process

Before You Apply

Please read all of these Guidelines and consider how your business and your proposed project/program meets the following:

- eligibility requirements;
- eligible expenditures;
- budget, e.g., maximum grant amount;
- co-contributions; and
- timeframe, e.g., start and end date of the eligible activity period.

How to Apply

Whilst RIF Stream 3 is open to Expressions of Interest (EOI) on an ongoing basis, specific calls for proposals may be invited at any time by DSD to address specific priorities or seek comprehensive proposals that address a number of initiatives.

There are two stages to the application process. The first stage is an EOI Application and subject to an assessment process applicants may be requested to proceed to stage 2 which will include a Full Application on an application form that will be provided to Applicants after the EOI process.

The application process is outlined in **Attachment 1** of these Guidelines. EOI Applications can be made at any time and interested Applicants must submit an **Expression of Interest (EOI)** to DSD through this [link](#). The EOI should set out the funding request, and status and amount of matched funding and purpose of the project/program and expected outcomes to the state.

Upon submission of an EOI Application, Applicants will receive an acknowledgement of the EOI.

Project/program EOIs will be assessed by DSD, and, at the absolute discretion of DSD, competitive proposals will be invited to submit a formal **Full Application** on an application form provided by DSD. Upon submission of the Full Application, Applicants will receive a receipt of the application along with a copy of their submission.

Assessment Criteria

Applicant Eligibility will be assessed at the EOI stage. The responses to specific questions in the EOI will also be assessed.

The Full Application form may ask questions that directly relate to the assessment criteria outlined below. Each assessment criteria must be addressed. The application form will have word limits for all responses.

Alignment with the [South Australian Economic Statement](#)

Applicants may be asked to demonstrate this by describing how the project/program:

- will deliver outcomes that will drive innovation and collaboration in South Australia;
- will support the State's strategic objectives and missions as outlined in the South Australian Economic Statement; and
- will benefit Priority Industry Sectors for South Australia.

Project/Program Strategy and Expected Outcomes for South Australia

Applicants may be asked to provide a description of:

- the project/program strategy and expected outcomes and impact in strengthening the State's research and development capacity and capability including how the applicant proposes to measure and monitor against expected outcomes and impact; and
- how the project/program will lead to the growth of the State's entrepreneurial and innovation ecosystem with the potential to create high-value jobs, revenue, and exports.

Demonstrable Capability to Deliver the Project/Program

Applicants may be asked to provide details of:

- current and proposed staff members who will deliver the project/program; and
- the governance arrangements in place to oversee the delivery of the proposed project/program.

Risk Management

Applicants may be asked to describe:

- the key risks associated with the successful delivery of the proposed project/program outcomes and impact and how the identified risks will be managed and mitigated.

Additional Application Content

The following additional information may be requested:

- Outcomes of previous funding (if applicable)

Descriptions of the outcomes from previous project/programs funded in whole or in part by the South Australian Government (if applicable).

- Supporting Documentation

Any supporting information (e.g., project/program plan/business plan, Commonwealth Government grant application, Commonwealth Government grant agreement, letter of support etc.).

Guidelines for specific project/programs delivered under RIF Stream 3 may require additional information in support of the application.

Assessment Process for a Full Application

On submission, the Full Application will progress to the assessment stage. The timeframe involved in the assessment process will depend on several factors, including grant amount requested, the complexity of the evaluation and the availability of the Assessment Panel.

Assessment Panel

An Assessment Panel, comprising independent assessors and DSD representatives, will evaluate Full Applications and provide recommendations related to the provision of any funding from RIF Stream 3. The Assessment Panel may include independent members with specific subject matter expertise. A final decision to support an application will be made by the Minister. In exceptional circumstances, the Minister may consider or accept (at their sole discretion) any application, including without limitation an application that is not in accordance with these guidelines.



Successful Applicants with unconfirmed matched funding may receive an in-principle funding commitment, conditional upon securing the matched funding for the specified project/program.

Notification

Outcome

All applicants will be notified in writing of the outcome of their application. Applicants will be required to keep the outcome of the decision confidential unless approved otherwise by DSD and/or an announcement is made by the Minister and/or DSD.

Feedback may be sought by the Applicant from DSD.

Funding Agreement

Successful applicants will be required to execute a grant agreement or deed as determined by the South Australian Government. The agreement will include clauses relating to (but not limited to) the following:

- funding being conditional on matched funding as listed in the application;
- funding being provided in tranches over the project/program period and subject to the achievement of any specified milestones and reporting requirements;
- eligible and ineligible expenditure;
- reporting which will include measures for performance and impact of the project/program and how the funding has been spent, including provision of data in order for DSD to evaluate the success/impact of RIF Stream 3;
- a requirement for the recipient and related consortia to be interviewed/surveyed and to provide relevant information (including but not limited to data on revenue, cost, employment); and
- appropriate acknowledgement of DSD (including the Minister).

If any information in an application form or report is found to be false or misleading the funding provided through the program may be repayable on demand.

Additional Information

Freedom of Information

Applicants should be aware that all documents in the possession of the South Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1991 \(SA\) \(FOI Act\)](#). Information submitted in applications and all related correspondence, attachments, and other documents may be made publicly available under the FOI Act.

The FOI Act gives members of the public a legally enforceable right to access documents – subject to certain exemptions – held by South Australian Government Agencies, local government authorities, statutory and regulatory bodies, and South Australian Universities.

Privacy and Information Policy

DSD complies with the South Australian Government's [Information Privacy Principles Instruction](#). DSD collects information (including personal information) as reasonably necessary for the purposes and functions of:

- administering our grants and funding programs;



- keeping you informed about the program, relevant upcoming events, grant funding initiatives and outcomes, our services, special events or client feedback surveys, as well as our activities in general; and
- improving our websites and other services.

The collection and use of information extends to use of such information by the Minister for the purposes as outlined above.

Any information contained in or relating to an application, including information identified by an applicant as confidential information for the purposes of applying for funding under the RIF, may be disclosed by DSD to, or used by DSD:

- to its employees, advisers or third parties in order to manage the RIF (including but not limited to, for the purposes of evaluating and assessing the application);
- for the purpose of verifying other funding income for your project – DSD may provide information to other agencies nominated in your application;
- for due diligence, monitoring, reporting, and audit purposes.
- within the South Australian Government where this serves the legitimate interest of DSD;
- in response to a request by a House or Committee of the Parliament of the Commonwealth of Australia or South Australia;
- for training, systems testing, and process improvement, including compiling statistics and reports;
- if an application is successful, for promotion of project activities and outcomes;
- where information is authorised or required by law to be disclosed; and
- where the information is already in the public domain.

It is the intent of the South Australian Government to be transparent with regards to financial assistance provided to industry. The South Australian Government intends to publicly disclose details of all financial assistance provided through the RIF (which will include, but is not limited to, the name of the successful applicant, details of the project/program activity and amount of grant funding).

Disclaimer

No responsibility for any loss or damage caused by reliance on any of the information or advice provided by or on behalf of the state of South Australia, or for any loss or damage arising from acts or omissions made, is accepted by the state of South Australia, their officers, servants, or agents.

Variation

DSD reserves the right to amend these Guidelines and application terms as required.

Contact

For further information about this opportunity, please contact:

Email: rifcontact@sa.gov.au

Complaints and Feedback

DSD values your feedback and complaints and aim to provide the best possible service. Your contributions will help us to improve our services. Complaints can be raised with DSD via any of the following avenues:

- Online feedback form at <https://statedevelopment.sa.gov.au/department/contact-the-department/feedback>
- Email: DIIS.Feedback@sa.gov.au
- Post: Customer Engagement Team, GPO Box 320, Adelaide, South Australia 5001



Attachment 1: Research and Innovation Fund Stream 3 Application Process

