

Guidelines

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1. About the program

The Government of South Australia recognises that innovative startups with high-growth potential are fundamental to the success of the State’s economy.

The FIXE Scholarship Program supports the development of essential entrepreneurial skills and mindsets needed to grow successful and sustainable innovative businesses in South Australia.

Scholarships are offered to South Australian businesses to enable founders and key team members to participate in professional development and training courses in key areas of leadership, management, innovation, and resilience. Businesses can also apply to access training and development courses that help them adapt to tough economic conditions caused by the COVID-19 pandemic.

The key performance measures for the FIXE Scholarship Program include increasing revenues, exports, investments, and jobs within the recipient businesses.

2. Grant conditions

Key points:

Grant funding	From \$1,000 to \$5,000 to eligible businesses through a competitive selection process.
Matched funding	2:1 matched funding requirement. Recipients will be offered \$2 of funding for every \$1 or more they contribute in cash. Higher cash contributions will be considered more favourably.
Funding rounds	See the program webpage for the funding round open and close dates. Up to four rounds per year will be open subject to available funding. Eligible businesses will be limited to one application per round and businesses will be limited to receive one scholarship per 12 months.

Important notes:

- Until COVID-19 travel and social distancing restrictions are removed, both applicants and course providers must demonstrate the ability to use video conferencing or similar technologies.

3. Eligibility criteria

Businesses must meet all the following eligibility criteria:

Business criteria

- The business and its operations are primarily based in South Australia.
- The business is less than 7 years old (as of the submitted application date) and continues to be solvent and active.
- The business holds an active Australian Business Number (ABN) or Australian Company Number (ACN).
- The business generated less than \$5 million in revenue in the last financial year.
- The business is operating in one or more of South Australia's Growth State priority sectors.
See <https://www.growthstate.sa.gov.au/sectors>

Course Eligibility

- The minimum total course cost must be \$1,500 (ex GST).
- The nominated course can be completed in six months or less.

- The course focusses on leadership, management, innovation, resilience or helps you adapt to tough economic conditions caused by the COVID-19 pandemic.
- The course enables participants to apply learnings immediately to support business continuity, growth and sustainability.
- The course is delivered in real-time by expert facilitators and instructors.
- The course has a specified course outline and learning outcomes.

Ineligible courses include:

- Longer academic courses such as a bachelor's degree or post-graduate degree including a Master of Business Administration.
- Pre-recorded video style courses or programs without a live instructor/facilitator.
- Courses with a greater focus on obtaining qualifications (unless it is demonstrated essential to the growth of a business).
- Membership based platforms.

4. Assessment criteria

Applications will be assessed in a competitive environment against all applications submitted using the following criteria:

1. Business criteria

- a. Demonstrates progress in the development of innovative global breakthrough products and services for domestic and international markets, which are not easily replicated by competitors.
- b. Demonstrates the high growth potential of the business based on revenue, investments, jobs, customer traction and sales pipeline including deals closed or deals near closure.

2. Course criteria

- a. Demonstrates how the nominated course and learning outcomes will contribute to the growth of the business and the potential to generate new and/or increased revenue, investments and jobs.
- b. The following courses will be considered more favourably:
 - Accredited courses (approved by a professional body) and courses provided by industry-recognised providers.
 - Courses with a high proportion of in-person facilitator led training.
 - Courses that are customised by the provider to address specific needs of the business.

3. Need for funding

- a. Justifies why the requested funding is needed (i.e. why the business would be unable to undertake the nominated course without the funding).

5. Eligible grant expenditure

Grants are provided to help pay for eligible professional development courses focused in key areas of leadership, management, innovation, resilience or any training and development to help adapt to tough economic conditions caused by the COVID-19 pandemic. Courses can be located locally, nationally, or internationally.

Multiple staff from within a business may participate in a course if allowed by the course provider and the applicant co-funds any additional course costs.

6. Ineligible grant expenditure

Grants are strictly not to be used for:

- Courses that have been paid for before approval of the application.
- The costs of travel, accommodation or equipment relating to a course.
- The costs of attending/participating in business missions or conventions or accessing membership-based platforms.

7. Compliance and Disclosure of information

- Applicants must declare they meet the Eligibility Criteria.
- If any information in applications is found to be false or misleading, or grants are not used per the terms of funding, the grant will be repayable on demand.
- Any information provided to the Department for Innovation and Skills (**Department**) to apply for funding or report on progress, including information identified by the applicant as confidential, may be disclosed by the Department:
 - to its employees, advisers or third parties to evaluate and assess the applicant's claims;
 - within the Government of South Australia where this serves the legitimate interest of the Department;
 - in response to a request by a House or Committee of the Parliament of the Commonwealth of Australia or South Australia;
 - where information is authorised or required by law to be disclosed; and
 - where the information is already in the public domain.
- General details of successful Recipients may be disclosed including but not limited to, the name of Recipient, project summary, estimated and actual economic outcomes and amount of funding subject to the Government's consideration of any commercial and public interest factors.

8. Selection process

Submitted applications will be assessed by an assessment panel. The panel will consider applications and submit its recommendations to the Minister for Innovation and Skills or a delegated representative for consideration. Whether an applicant is successful or not will be determined by the Minister and/or the Department in its absolute discretion.

There is no obligation to approve any assistance.

The Department will send a notification email to the designated contact provided in the application form to advise whether an application is successful or unsuccessful.

If an application is unsuccessful, the applicant may re-apply in future rounds when open.

9. How to apply

Please read all of these Guidelines (including the Terms and Conditions) before you apply. The Terms and Conditions section outlines contractual details including grant **payments** and **reporting**.

Applicants must apply using the online application form when rounds are open. Visit

<https://www.fixe.org.au/scholarship-program>

All questions in the application form must be completed and all requested documentation attached to ensure timely assessment.

Late applications cannot be accepted or considered.

10. Terms and Conditions

By submitting an application form, applicants acknowledge that they agree to the following Terms and Conditions at the time of application which sets out the obligations and conditions under which the Grant will be given to approved applicants.

If a grant is approved, applicants should note that in accordance with these Terms and Conditions, no changes can be made to the Purpose, Approved Course, and Eligible Expenditure without prior consideration and approval from the Minister and/or a delegated representative in writing. Such requests may be accepted or rejected at the sole discretion of the Minister and/or a delegated representative.

Grants may be subject to GST and income tax. Successful applicants should seek advice on these and other tax implications from their tax advisors or the Australian Taxation Office.

In these terms and conditions:

“**Agreement**” means these terms and conditions and the Scholarship Application Form;

“Approved Course” means the professional development and training program/course delivered by the provider as outlined in the Scholarship Application Form which has been approved by the Minister;

“Course End Date” means the date of the completion of the Approved Course as outlined in Scholarship Application Form which has been approved by the Minister;

“Eligible Expenditure” means the cost of the Approved Course. For avoidance of doubt, Eligible Expenditures **does not** include any costs incurred to attend the Approved Course, such as travel, accommodation, equipment or other consumables;

“Funding End Date” means the date that is twelve (12) months after completion of the Approved Course;

“Funding Period” means the period from the date the application set out in the Scholarship Application Form is approved until the Funding End Date;

“Grant” means the grant amount approved by the Minister;

“Matched Funding” means the cash contribution provided by the Recipient to the Approved Course costs, which must be equivalent in value to at least half of the Grant amount or such other amount as approved by the Minister;

“Minister” means the Minister for Innovation and Skills (acting through the Department for Innovation and Skills);

“Purpose” means the purpose of reimbursing Eligible Expenditure incurred by the Recipient for the nominated person(s) as outlined in the Scholarship Application Form to undertake and complete the Approved Course;

“Scholarship Application Form” means the application form completed by the Recipient to apply for the Grant;

“Recipient” means the recipient of the Grant.

1. Subject to the Recipient submitting a completed Completion Report/Survey and Acquittal to the satisfaction of the Minister and a valid tax invoice for the Grant no later than 30 days after the Course End Date, the Minister will endeavour to make payment of the Grant to the Recipient within 30 days.
2. As and when requested by the Minister, the Recipient must provide details, with evidence in support, on the progress of the Purpose and on the application and expenditure of the Grant to enable the Minister to be satisfied that the Grant is being used effectively and efficiently.
3. The Recipient must send the following reports and information to the Minister within the Due Date specified below:

Report/Survey	Information Required	Due Date
Completion Report/Survey	Report/survey (to be completed in a template if provided by the Minister) which sets out the following: <ul style="list-style-type: none"> • Evidence of completion of the Approved Course; • Completed financial acquittal details showing expenditure of funds equivalent to an amount which totals the Grant amount 	Within 30 days after the Course End Date

Report/Survey	Information Required	Due Date
	and the Matched Funding amount; <ul style="list-style-type: none"> • Evidence of full expenditure of the Matched Funding above the Grant expenditure; • Details and feedback about the Approved Course. 	
Post Completion Report/Survey	Report/survey (to be completed in a template if provided by the Minister) on any additional feedback and benefits of the Approved Course to the Recipient's business and details about the Recipient's business (including revenue, investment and FTE)	On the Funding End Date

4. Any time prior to the Funding End Date, the Recipient agrees that the Recipient will share the Recipient's experiences and learnings from the Approved Course by providing a presentation at event(s) organised by the Department (subject to the Recipient's availability) and providing information (in a timely manner) to the Minister for inclusion in case studies organised by the Minister.
5. The Recipient must use the Grant only for the Purpose specified above.
6. If the Recipient:
 - (a) fails to comply with this Agreement at any time; or
 - (b) have in any dealings with the Minister, or in the Scholarship Application Form, or in reporting details, provided any false, misleading, incomplete or incorrect information, the Minister may:
 - (a) require the Recipient to repay either the whole or a portion of the Grant (whether expended or not) within 14 days of a written demand from the Minister;
 - (b) withhold funds not already paid;
 - (c) withhold future grants from the Recipient; and/or
 - (d) terminate this Agreement.
7. The Minister will need to be satisfied the Recipient is using the Grant for the Purpose and the Recipient is complying with this Agreement, and will need to be able to make an informed assessment of the Recipient's ongoing financial position and of the overall effectiveness of the Grant. To enable this, the Recipient must provide any information requested by the Minister or its auditors or financial advisers (including documents, records, management accounts, financial statements, annual reports).
8. The Recipient must provide timely advice to the Minister of:
 - (a) any significant changes to the nature and/or scope of the activities conducted by the Recipient; or
 - (b) any change to the authorised scope of the Purpose.

9. If required by the Minister, the Recipient must prepare financial statements at the end of each financial year during the Funding Period of the Grant, or if the Grant is for a period of less than one year, at the end of the Funding Period. The Recipient must ensure the financial statements are prepared in accordance with Australian Accounting Standards, are signed by an appropriate authorised senior officer of the Recipient's organisation and are submitted to the Minister.
10. The Recipient agrees the Minister may direct that the Recipient's financial accounts be audited at the Recipient's cost, and the Minister may specify the minimum qualifications which must be held by the person appointed to conduct the audit.
11. The Recipient must allow any officer or person authorised by the Minister to enter the Recipient's premises to inspect the Recipient's operations (including equipment, premises, accounting records, documents and information) and interview the Recipient's employees on matters pertaining to the Recipient's operation and the Recipient's reporting obligations under this Agreement.
12. If the Recipient chooses to acknowledge receipt of the Grant and such acknowledgement is intended to include any of the FIXE or South Australian Government logos (**Logos**), the Recipient should contact dismedia@sa.gov.au for approved Logos and the Recipient further agrees that usage of such logos is conditional on the Recipient complying with any guidelines or directions for use.
13. The Recipient must comply with all legislation applicable to the Grant and the Purpose and with any constitution or rules which govern the Recipient's operations.
14. The Recipient acknowledges the Grant represents a one-off contribution by the Minister towards the Purpose, and the Recipient agrees any request for subsequent funding will require a new application to the Minister. The Minister is under no obligation to agree to pay any subsequent funding to the Recipient.
15. The Recipient acknowledges the Minister will not be liable to reimburse the Recipient for any losses or cost over runs that may result from the operation of this Agreement or the carrying out of the Purpose.
16. The Recipient must take out and maintain for the Funding Period a policy of public liability insurance in respect of the whole of its assets and undertakings with a reputable insurer, against all such risks as are usually insured against by persons and companies pursuing a business enterprise of the same or a similar nature.
17. The Recipient agrees the Grant is personal to the Recipient, and the Recipient must not assign, transfer or encumber any of the Recipient's rights or obligations under this Agreement.
18. The Recipient grants the Minister and the State of South Australia a non-exclusive, perpetual, royalty free licence to use any reports created as part of the Purpose.
19. The Recipient warrants that the information provided in the Scholarship Application Form is true and correct in every respect.
20. The Recipient acknowledges that the Scholarship Application Form, including any attachments and supporting documents, once submitted to the Minister will become subject to the operation of the Freedom of Information Act 1982 (SA), and could, subject to the provisions of that Act, be released pursuant to a request made under that Act.
21. The Recipient authorises the Minister, acting through the Department to disclose any information contained in the Scholarship Application Form, and any attachments and supporting documents, to any other agency of the South Australian Government or to any

agency of any other State or to third parties engaged by the Department for the purpose of or in connection with the assessment and administration of this grant together with program monitoring, reporting and evaluation purposes.

22. This Agreement:

- (a) is governed by the laws in the State of South Australia. The courts of the State of South Australia have exclusive jurisdiction in connection with this Agreement.
- (b) constitutes the entire agreement between the parties in respect of the matters dealt with in this Agreement and supersedes all prior agreements, understanding and negotiations in respect of the matters dealt with in this Agreement.