

# NSW CRC Bid Support Grants

## Guidelines for Applicants

2009



Department of State and  
Regional Development



**1.0 Program Purpose**

- 1.1 The NSW Government, through the Department of State and Regional Development (DSRD), has established the NSW CRC Bid Support Grants (the 'NSW Grants') to provide, on a competitive basis, grants to NSW applicants seeking funding in the 2009 Rounds of the Commonwealth Government's Cooperative Research Centre Program (the 'Commonwealth Program'). Funding from the NSW Grants is for the preparation Commonwealth Program application materials (such as the Economic Impact Projection Template (EIPT)) and the interview. The NSW Grants are offered for the funding of new CRCs under the Commonwealth Program.
- 1.2 The NSW Grants are offered in recognition of the fact that a professionally developed and high-quality Commonwealth Program funding application is essential for success, and will enhance outcomes from CRCs to the State. The NSW Grants will assist the development of applications and therefore increase the success of NSW-headquartered CRCs in the 2009 rounds of Commonwealth funding.
- 1.3 The NSW Grants also seek to encourage consortia submitting applications that demonstrate significant potential contribution to the NSW society, environment and economy.

**2.0 Support available**

- 2.1 A one-off grant of up to \$30,000 may be awarded per CRC consortium on the basis of a successful application for a NSW Grant.

**3.0 Use of grant funds**

- 3.1 A NSW Grant is to be used to obtain necessary external expertise in the preparation of bids for funding under the Commonwealth Program. NSW Grant funds might be used for example:
  - to gain expert advice on product development, commercialisation and pathways to adoption, or economic modelling of research outcomes to demonstrate the CRC's impact;
  - to gain expert advice on governance and intellectual property matters, taxation, accounting, economic or other technical issues to inform the planning around CRC structure;
  - to convene partner forums or meetings in NSW to discuss the CRC consortium and application, and to increase the presence of NSW-based organisations in the CRC.
- 3.2 Grant funds are not to be used for capital items such as equipment.
- 3.3 Grant funds must be expended or committed in the course of preparing the application and bid material under the Commonwealth Program in Rounds 11 or 12. In light of the Commonwealth possibly running two 2009 funding rounds, funding provided under the NSW CRC Bid Support Grants program may be used to support Round 11 or 12 applications.
- 3.4 Having received a NSW CRC Bid Support Grant, the CRC consortium must submit a Commonwealth Program funding application.

- 3.5 Consortia that are successful in gaining a NSW Grant, but do not submit their application to the Commonwealth by the closing date of the Commonwealth's Round 12 will be asked to explain their failure to submit and may be required to return the grant to DSRD.
- 3.6 A consortium may only receive one NSW CRC Bid Support Grant over the 11 or 12 Commonwealth Program rounds.
- 3.7 A consortium that has received funding under the previous NSW CRC Business Case Support Grants Program (2006) will not be eligible to receive funding under for the NSW CRC Bid Support Grant (2009).
- 3.8 Expenses incurred for the development of Round 11 or 12 bids prior to receipt of the NSW Grant may be paid for using this Grant.
- 3.9 It is intended that the Grant will be used to fund expertise and services external to the applicant's CRC consortium partners for the development of the bid. CRC consortium partners **may not** utilise the NSW Grant to fund expertise and services provided in-house, by a parent company or organisation, or a subsidiary company or organisation.

#### 4.0 Eligibility criteria

- 4.1 The NSW Grants will be open to CRC Consortia that will apply for funding under the Commonwealth Program who:
  - a. Will be submitting a proposal for a new CRC; and
  - b. Will have their headquarters and a major research facility located in NSW. For the purposes of this grant, CRC headquarters are defined as the main administrative office of the CRC, and location of the CEO.

#### 5.0 Selection criteria

- 5.1 Applications will be ranked and preference given according to the following criteria:
  - a. The extent to which the establishment of the CRC will benefit the NSW economy, society and/or environment;
  - b. The level of participation of NSW industry and research groups in the CRC;
  - c. The source of the services or advice required for production of the application are external to the proposed CRC participating organisations, including their parent or subsidiary organisations; and
  - d. The services or advice being funded by the NSW CRC Bid Support Grant are an appropriate and cost effective use of the funds.
- 5.2 The responses to these criteria will be used by DSRD to determine whether to provide funding to the applicant, and how much funding to provide.

5.3 The Department of State and Regional Development, in its discretion, may choose not to award funding under the NSW CRC Bid Support Grants Program.

## 6.0 Application process

- 6.1 The NSW CRC Bid Support Grant application form must be submitted by the due date.
- 6.2 For those CRC consortia applying for the Commonwealth CRC rounds 11 or 12 and wish to receive NSW CRC Bid Support Grant funding during February 2009, submit the NSW Grant application **by 5pm on Monday, 16 February 2009.**
- 6.3 For those CRC consortia applying for the Commonwealth CRC round 12, and which do not apply in, or are unsuccessful in, the NSW Bid Support round that closes in February, submit the NSW Grant application by **5pm on the third Friday after the Commonwealth Minister's announcement of round 12, possibly in July or August 2009.**
- 6.4 Application forms for the NSW CRC Bid Support Grants should be submitted to the CRC Liaison Officer:
- electronically to [crcliason@osmr.nsw.gov.au](mailto:crcliason@osmr.nsw.gov.au) OR
  - in hard copy, by mail or fax to:  
Chris Armstrong  
CRC Liaison Officer, OSMR  
Department of State and Regional Development  
GPO Box 5477  
SYDNEY NSW 2000  
Facsimile no: (02) 9338 6760
- 6.5 Short extensions to the deadlines may be given only in extenuating circumstances. A request for an extension, explaining the need for and length of the extension, should be submitted in writing to the CRC Liaison Officer, Office for Science & Medical Research (address/ fax number at 6.4 above).
- 6.6 All eligible applicants will be assessed on merit against the selection criteria.
- 6.7 The NSW Grants application form is available in electronic form at [www.osmr.nsw.gov.au](http://www.osmr.nsw.gov.au) or by e-mailing [crcliason@osmr.nsw.gov.au](mailto:crcliason@osmr.nsw.gov.au)
- 6.8 In summary, the following information is to be provided, as described in the application form:
- the CRC's name and the proposed location of its headquarters;
  - the identity of the core participant/s who will sign the final funding agreement for the Grant, if the Grant application is successful;
  - the purpose/s to which the Grant would be applied, including a description of the nature of the work that would be undertaken and its relevance to producing the Commonwealth application;
  - A list of the NSW-based participants.

- 6.9 Applicants should clearly identify in their application (including attachments) any information that the applicant requests be treated as confidential.
- 6.10 The application must be signed by at least one of the core participants (by the head of the organisation or their authorised delegate). Where not all core participants sign the application, the signatories must acknowledge that the application is made with the knowledge and on behalf of all core participants.

## **7.0 Selection process**

- 7.1 The role of the Department of State and Regional Development is to administer the NSW CRC Bid Support Grants, including:
- a. deciding which applicants (if any) will receive grants and the quantum of those grants, based on the recommendations of the Grants Advisory Committee;
  - b. entering into funding agreements with successful applicants;
  - c. making grant payments; and
  - d. monitoring grant recipients' use of funds. Grant recipients will be required to provide DSRD information on how the funding was utilised.
- 7.2 The role of the Grants Advisory Committee is to:
- a. assess and rank grant applications according to the Program's eligibility and selection criteria; and
  - b. make recommendations to the Department of State and Regional Development on which applicants should receive grants and the amount of those grants.
- 7.3 The Grants Advisory Committee will assess each application in competition with other applications.
- 7.4 All applicants will be informed of the outcome of the decision on their applications, whether or not they are successful.

## **8.0 Funding Agreements & Reporting Requirements**

- 8.1 All successful applicants who accept the offer of a grant will be required to enter into a formal agreement relating to the grant. The Agreement will specify obligations that relate primarily to the recipient's accountability for the grant, including using the grant for the purposes described in the application, the return of unspent grant funds and reporting on the use of the grant.
- 8.2 The funding agreement must be signed by at least one core participant in the CRC consortium and may be executed by all core participants. However, where not all core participants sign the application, the signatory or signatories to the funding agreement alone would be accountable for the grant as described in the agreement.