

1. Scaleup Accommodation Rebate Application

Form Preview

Overview

* indicates a required field

BEFORE YOU BEGIN

Welcome to the application form for Investment NSW's Tech Central Scaleup Accommodation Rebate (the **Program**).

Please read the Program guidelines and understand the requirements before proceeding with your application. Guidelines can be viewed here investment.nsw.gov.au/scaleuprebate.

Due to the large volume of applications, we cannot accept mandatory documentation once your application has been submitted, so please upload all necessary documentation to this form.

For the application, the required attachments include:

- Financial statements including profit and loss statement for the last three years
- Payroll records (e.g. payroll tax statement, employee records) for the last three years
- A copy of your Eligible Lease Agreement
- Pitch deck or information memorandum (maximum six A4 pages)
- Two separate quotes from reputable fitout lease companies (if available)
- A copy of your fitout works contract (if available)

PROGRAM QUESTIONS

For queries about the guidelines, deadlines, or questions in the form, please contact us [here](#). You are strongly encouraged to save your application form every five to ten minutes to reduce the risk of losing your information.

SMARTYGRANTS QUESTIONS

If a technical error occurs, staff at SmartyGrants are available to help you. Contact details are below, and ensure you quote your application number.

- Call during business hours: +61 3 9320 6888 (Australia), +64 4 889 3068 (New Zealand)
- Email: service@smartygrants.com.au

Help is also available to guide you through this form - please download the [Help Guide for Applicants](#).

FILLING OUT THE APPLICATION FORM

On the right hand side of every screen, there is a box which links directly to every page of the application form. Click the link to move directly to the page you want. You can also click 'Next Page' or 'Previous Page' on the top or bottom of each page to move forward or backward through the application form.

SAVING YOUR DRAFT APPLICATION FORM

If you want to leave a partially completed application, press 'Save' and log out. When you log back in and click the 'My Applications' link at the top of the screen, you will find a list of applications you have started or submitted. You can re-open your draft application and continue where you left off.

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DOWNLOAD DRAFT APPLICATION

You can also download any application, whether in draft form or submitted, as a PDF file. Click on the 'Download' button at the bottom of the application navigation panel.

SUBMITTING YOUR APPLICATION

You will find a 'Review' button at the bottom of the navigation panel. You need to review your application before you submit it. Ensure that all fields and mandatory questions marked with an asterisk '*' are completed. Once you have reviewed your application, you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

IMPORTANT: Any question marked with an asterisk '*' is mandatory. Failure to answer any of these questions will stop you from being able to complete and submit your application form. Once you have submitted your application, no further editing or uploading of supporting documents is possible. When you submit your application form, you will receive an automated confirmation email with a copy of your submitted application attached. **This will be sent to the email address that you used to register with SmartyGrants.**

If you do not receive a 'confirmation of submission' email, then your application has not been received. Review the error message highlighted in red and ensure that all mandatory fields have been completed. You should then be able to successfully submit your application.

COMPLETING AN APPLICATION IN A GROUP OR TEAM

A number of people can work on an application form using the same login details, as long as only one person is working on the application form at a time. Ensure that you save as you go.

IMPORTANT: Please ensure that you submit your application once completed. Any unsubmitted applications will not be considered for assessment.

Please confirm you have read the above information before proceeding. *

Yes No

You must answer 'yes' before proceeding to the application.

Have you read and understood the Program Guidelines? *

Yes No

If you answered 'no', you will not be able to proceed.

Privacy Statement

* indicates a required field

Investment NSW collects the information in your application, which may include "personal information" for the purpose of the *Privacy and Personal Information Protection Act 1998 (NSW)*. We collect this personal information for the purpose of considering and assessing your application. If your application is successful, your information will also be used to provide the funding to you, assist you in meeting your obligations and for reporting on the programs to which your funding relates.

Providing your personal information is voluntary, however if you do not provide this information, we will not be able to assess your application and you will not be considered for funding.

We may also disclose your personal information to the following third parties:

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- Our Community Pty Limited being the application portal provider to help administer the program
- a credit assessment agency to help complete due diligence checks
- third party consultants to help assess and recommend applications
- other NSW government agencies (including the Department of Premier & Cabinet, Regional NSW and Service NSW) to help assess and administer the program, monitor activity, assist organisations whose applications are successful in meeting their obligations, and introduce unsuccessful applicants to other support programs that may be of assistance to them.

We may also be required to disclose information by law. For example, Investment NSW is subject to the *Government Information (Public Access) Act 2009* ("GIPA Act"), which means the information you provide may be required to be released in response to a request under the GIPA Act. We may also be required to disclose information to oversight and investigative bodies and to the NSW Parliament.

Please refer to the website <https://www.investment.nsw.gov.au/privacy/> for more information on Investment NSW's Privacy Policy and your rights to access or correct the information.

By submitting this application form, you consent to Investment NSW collecting, using and disclosing information about you in the manner described above.

You must comply with the *Privacy Act 1988 (Cth)* in relation to any personal information disclosed to you by Investment NSW in connection with this application or the Program. All applications become the property of Investment NSW on submission. Investment NSW may make copies of the application for any purpose.

If you have any questions or concerns regarding the privacy of your personal information, please contact informationaccess@investment.nsw.gov.au.

I have read and accept the Privacy Statement. *

Yes No

If you answered 'no' you will not be able to proceed.

Attachments and Supporting Documents

You will need to upload the following attachments to support your application. Please ensure you have the documents ready and available to upload before proceeding.

Files up to a maximum of 5MB are recommended. The larger the file, the longer it takes to attach.

Some requested document fields are mandatory. Failure to attach them will stop you from being able to successfully submit your application form.

NOTE: Maximum file size is 25MB. Only documents in JPEG, PDF, DOCX, or DOC format will be accepted.

ATTACHMENT CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Financial statements including profit and loss statement for the last 3 years | <input type="checkbox"/> A copy of your Eligible Lease Agreement |
| <input type="checkbox"/> Payroll records (e.g. payroll tax, employee records) for the last 3 years | <input type="checkbox"/> Two separate quotes from reputable fitout companies (if available) |

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Pitch deck or information memorandum (max. 6 A4 pages)

A copy of your fitout works contract (if available)

Your Information

* indicates a required field

Does your organisation have an ABN? *

Yes

No

If no, are you an international entity outside of Australia seeking to be located within the Target Area? *

Yes

No

ABN details

Is your organisation registered for GST? *

Yes

No

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

In order for us to consider your application you must be able to demonstrate that you will establish an eligible entity type and satisfy the GST, ABN and Australian bank account criteria before entering into any funding agreement.

If your application is successful, any funding agreement will also be dependent on you satisfying these criteria at the time of entering into such agreement.

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Please enter the country where your business is registered. *

Please enter your registration unique identifier, if available.

Please confirm that if you are successful, you will be able to satisfy this criteria. *

Yes

No

Organisation details

Organisation name *

Trading name (if different from above)

Organisation primary address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation postal address

Address

Organisation contact details

Organisation contact *

Title

First Name

Last Name

Job title *

Phone number *

must be an Australian phone number (+61)

Primary email *

Must be an email address.

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Organisation website

Must be a URL.

Are there any additional contacts you would like to nominate, including joint applicants? *

Yes No

Additional contacts

Please provide the contact details for any additional contacts, including joint applicants.

If this is a joint application, you should identify all other members at the proposed location of the commercial lease, sub-lease or occupancy agreement.

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

Contact name	Job title	Phone number	Primary email
		Must be an Australian phone number.	Must be an email address.

Adverse findings and legal proceedings

Is the organisation, your director(s) and/or yourself subject to any adverse or legal findings? *

Yes No

If yes, please provide details.

Additional information

Please provide details of adverse findings or legal proceedings. *

Eligibility Criteria - Part 1

* indicates a required field

Scaleup Technology Business

Under section 2 Eligibility Criteria, Scaleup Technology Business is defined as a business which:

- develops and commercialises new technology as part of their core service or product offering
- employs at least 10 full time equivalent roles in NSW
- is generating revenue from core services or products and has achieved growth of 20 per cent or more in either employment or revenue year on year, for at **least 2 years**

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immediately prior to the date of your complete application or at the calendar month end prior to the date of your complete application.

Briefly describe your business and what you do. *

Must be no more than 250 characters.

Which industry does your organisation belong to? *

These categories are based on the Australian and New Zealand Standard Industrial Classification (ANZSIC) codes.

Please upload your pitch deck or information memorandum (max. 6 A4 pages). *

Attach a file:

Turnover in FY20/21

\$

Must be a dollar amount.

Please upload a copy of your financial statement for FY20/21. *

Attach a file:

Current Full Time Equivalent Employees (including Founders) *

Must be a whole number (no decimal place) and at least 10.

You must have a minimum of 10 employees in NSW to be eligible.

Please upload a copy of your payroll record for FY20/21. *

Attach a file:

e.g. Payroll Tax Statement, employee records

Under the definition, you are also required to demonstrate that you have achieved growth of 20 per cent or more in either employment or revenue year on year, for at least 2 years. Please select one below.

Revenue

Employment

The following section is only required if you are demonstrating 'growth of 20 per cent or more in revenue year on year, for at least 2 years'.

Please upload a copy of your financial statement including profit and loss for FY19/20. *

Attach a file:

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Please upload a copy of your financial statement including profit and loss for FY18/19. *

Attach a file:

You are only required to upload a copy of your payroll records for FY19/20 if you are demonstrating growth of 20 per cent or more in employment year on year, for at least 2 years".

Please upload a copy of your payroll record for FY19/20. *

Attach a file:

Please upload a copy of your payroll records for FY18/19. *

Attach a file:

Eligibility Criteria - Part 2

* indicates a required field

Eligible Lease Agreement

To be eligible, your commercial lease, sub-lease or occupancy agreement must:

- for new leases, not have commenced, and occupy at least 300 square metres for a minimum of three years within the Target Area
- for existing leases, be able to demonstrate that you are increasing the total commercial leased space by an additional 300 square metres or more for a minimum of three years

Multiple agreements cannot be combined to achieve the 300 square metres threshold.

Please confirm which type of Agreement you are seeking *

- | | |
|---|---|
| <input type="radio"/> New - Lease Agreement | <input type="radio"/> Expansion - Lease Agreement |
| <input type="radio"/> New - Sublease Agreement | <input type="radio"/> Expansion - Sublease Agreement |
| <input type="radio"/> New - Occupancy Agreement | <input type="radio"/> Expansion - Occupancy Agreement |

How many square metres does your new commercial lease occupy? *

Must be a number and at least 300.

Provide a numeric response, e.g. 1234.

Please attach a copy of your Eligible Lease Agreement. *

Attach a file:

Maximum file size is 25MB.

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To be eligible, one of the primary uses must include research and development activities which include:

- development of new products, technologies and business models
- using or leveraging technology
- developing further intellectual property in NSW
- enabling and contributing to the growth of the innovation and technology ecosystem in the Target Area or in NSW
- partnering with research and knowledge institutions to achieve commercial outcomes
- activities which can be a catalyst for enabling supply chain development and growth.

Please confirm that you will be using the premises for the activities outlined above. *

- Yes No

Eligibility Criteria - Part 3

* indicates a required field

Do you require the fitout rebate as part of your commercial lease, sub-lease or occupancy agreement? *

- Yes No

To receive the fitout rebate, successful applicants must execute a fitout works contract(s) no later than 180 days from the date you are notified of the outcome.

Estimated Fitout Works Budget

To be eligible to claim the fitout rebate:

- your fitout costs and expenses must be incurred on hard fitout
- construction must be undertaken by a registered or licensed building service 'contractor' who is named as a builder on the building licence or permit. A copy of the builder's licence or registration will need to be provided as part of your supporting documentation for the Program
- your fitout costs and expenses must be no more than the then current market rates for fitout costs and expenses of that nature
- you must obtain (and provide to us) two separate quotes from reputable fitout businesses

Eligible expenditure items include:

- plastering
- electrical infrastructure
- mechanical installations
- interior fixtures such as walls, flooring and lighting
- or as otherwise agreed in writing with Investment NSW

You must incur the expenditure on your fitout after the start date and before the end date of your funding agreement for it to be eligible.

Ineligible expenditure items are:

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- removable equipment such as furniture, printers, security cameras, telephones, computers, Wi-Fi, AV equipment, whitegoods and other kitchen appliances
- landscaping and plants
- company branding such as signage
- operational items such as stationery

This is not an exhaustive list and other expenditure items may be ineligible.

Expenditure	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Estimated Preferred Fitout Budget Total

Total Expenditure Amount *

\$

This number/amount is calculated.

Please provide supporting documentation, if available.

Attach a file:

Attach any relevant documents associated to your fitout, e.g. quotes, engineering designs and plans.

Rebate Calculation

* indicates a required field

The Total Amount Requested is calculated based on the following:

For the Rental Rebate:

- Year 1: Annual rental costs x 40%, up to \$600,000.
- Year 2: Annual rental costs x 40%, up to \$600,000.
- Year 3: Annual rental costs x 40%, up to \$300,000.

Rental Amount Requested Year 1 *

\$

Must be a dollar amount and no more than 600000.

What is the total rental amount requested (in dollars only) in the first year?

Rental Amount Requested Year 2 *

\$

Must be a dollar amount and no more than 600000.

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What is the total rental amount requested (in dollars only) in the second year?

Rental Amount Requested Year 3 *

\$

Must be a dollar amount and no more than 300000.

What is the total rental amount requested (in dollars only) in the third year?

For the Fitout Rebate:

- Year 1: 30% of Fitout Costs or Total Commercial Lease space x \$220 per square metre.

Fitout Amount Requested Year 1 *

\$

Must be a dollar amount and between 0 and 440000.

If this is not required, please enter '0'.

Total Amount Requested

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Other Government Assistance

* indicates a required field

Has your organisation received any support from NSW or the Commonwealth Government for the same purpose as this Program? *

Yes No

Has your organisation applied for or received assistance from any other NSW or Commonwealth Government programs? *

Yes No

Is your organisation applying for, or intending to apply for any other NSW or Commonwealth Government program? *

Yes No

Assistance from NSW or Commonwealth Programs

Please list all NSW and Commonwealth Government funding or programs your organisation has submitted an application for.

This includes programs you have applied for and are currently awaiting the outcome (include the month and year the funding or program is expected to start and end).

What is the program or fund name?	What is the application status?	What is the project start date?	What is the project end date?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Must be a date.	Must be a date.

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Feedback

Please note responses to the following questions will not affect your application or its assessment.

Was the availability of the rebate a key factor in your decision to locate within 500 metres of 2 Lee Street, Haymarket?

Yes No

Did the availability of the rebate bring forward your decision to locate within 500 metres of 2 Lee Street, Haymarket?

Yes No

Were you considering locating or expanding in any other locations outside the 500 metres of 2 Lee Street, Haymarket?

Yes No

If 'yes', what other locations were you considering?

Evaluation and Continuous Improvement

Investment NSW regularly examines its programs to ensure they are achieving their intended outcomes and providing a benefit to people in NSW.

We will evaluate the Program in two stages:

- to study the implementation of the Program
- to measure how well the outcomes and objectives have been achieved

Are you happy to be contacted by Investment NSW within the next three years, for research related to the evaluation of the Program?

Yes No

Terms and Conditions

Application Terms (“Terms”)

Your application

1. Submission of an application to the Crown in the Right of the State of New South Wales acting through Investment NSW (ABN 78 520 401 237) (**Investment NSW**) constitutes an acceptance by you of the Tech Central Scaleup Accommodation Rebate Program Guidelines (**Program Guidelines**) and these Terms and you agree to be bound by both of them.

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2. Your application must be submitted to Investment NSW on or before 17.00 AEST, 16 June 2023.
3. Applications may only be submitted using the method described in the Program Guidelines.
4. Applications that are incomplete or do not comply with the instructions provided in the application form and/or the Program Guidelines may be rejected by Investment NSW. Investment NSW may, in its sole discretion, accept or reject an application which is incomplete or does not comply with the Program Guidelines, or for any other reason.
5. You agree to bear the costs of preparing and submitting your application without recourse to Investment NSW.
6. You confirm that all of the information provided as part of the application is true, correct and valid as at the date of your application.
7. You agree to indemnify Investment NSW against and in respect of all damages, losses, expenses and costs (including legal costs on an indemnity basis) which arise out of or in relation to any incorrect or invalid information that you provide to Investment NSW through this application.
8. If you are found to have made false or misleading claims or statements, or to have obtained improper assistance in relation to your application, Investment NSW may exclude your application from the evaluation process. You should be aware that giving false or misleading information to Investment NSW is a serious offence under the *Crimes Act 1900 No 40* (NSW).
9. An application submitted electronically will be treated in accordance with the *Electronic Transactions Act 2000* (NSW).
10. Assessment and approval of your application will be in accordance with the criteria outlined in the Program Guidelines.
11. Submitting an application does not guarantee approval under the Program. Approval is at the sole discretion of Investment NSW.
12. Investment NSW reserves the right to verify the information provided by you as part of your application and determine your eligibility for the Program.
13. You must seek the written consent of Investment NSW before making any public announcement about the Program and Investment NSW's and the State's role in the Program.
14. Nothing in this request for applications or your application will be construed as giving rise to any contractual obligations or rights, express or implied, (other than your agreement to these Terms and the Program Guidelines).
15. If your application is successful, the information provided in your application will form part of a funding agreement to be separately agreed and signed between you and Investment NSW.
16. If your application is unsuccessful, feedback will be provided. Unsuccessful applications will be notified via email and/or letter of the outcome of their application and will be offered a feedback information session]. Unsuccessful applicants may reapply at any time if material changes have occurred and you believe you are eligible under the Program Guidelines.
17. You are not eligible for any rebate until a funding agreement is agreed and signed.
18. Subject to the terms of any funding agreement entered into between you and Investment NSW, Investment NSW reserves the right to alter, amend, suspend, cancel or

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withdraw the Program for any reason and in any circumstances in its sole and absolute discretion and without notice to you.

Disclaimer

19. Subject to any applicable law, Investment NSW makes no representation or warranty of any kind, express or implied, in relation to any information or material provided in the application form or the Program Guidelines including as to its accuracy, currency or reliability.

20. The information and material provided by NSW Government as part of the application form and Program Guidelines is of a general nature only and is not legal or other professional advice or intended to be comprehensive. You are responsible for determining the validity, quality and relevance of any information or materials and taking appropriate independent advice before submitting an application or entering into a funding agreement.

21. NSW Government does not accept responsibility for and excludes liability for any loss, damage, cost or expense howsoever caused (including through negligence or matters outside its control), which you or any person may directly or indirectly suffer in connection with your or such person's use of or reliance on, information or materials contained in the application form or the Program Guidelines.

Privacy and disclosure

22. Investment NSW collects the information in your application, which may include "personal information" for the purposes of the *Privacy and Personal Information Protection Act 1998* (NSW) (**PPIP Act**). Investment NSW collects this personal information for the purposes of considering and assessing your application. If your application is successful, your information will also be used to provide the rebate(s) to you, to assist you in meeting your obligations and for reporting on the Program to which your funding relates.

23. Providing your personal information to Investment NSW is voluntary, however, if you do not provide this information, we will not be able to assess your application and you will not be considered for the Program.

24. Investment NSW may also disclose your personal information to the following third parties:

- a. Smarty Grants (through Our Community Pty Ltd ABN 24 094 608 705), being the application portal providers that assist Investment NSW to administer the Program;
- b. independent probity advisors assisting Investment NSW with its general risk assessment of the Program;
- c. legal advisers and other advisers to Investment NSW;
- d. a credit assessment agency to help complete due diligence checks, and
- e. other New South Wales Government agencies (including but not limited to the Department of Premier and Cabinet) to help assess and administer the Program, monitor activity, assist organisations whose applications are successful in meeting their obligations, and introduce unsuccessful applicants to other support programmes that may be of assistance to them.

25. Investment NSW may also use your information to promote and make announcements about successful applicants. Information (such as your company and business name, office location and CEO) will be used by Investment NSW for media announcements and case studies which may be published on NSW Government websites and other social media accounts.

26. We may also be required to disclose information by law. For example, Investment NSW is subject to the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**),

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which means the information you provide may be required to be released in response to a request under the GIPA Act. We may also be required to disclose information to oversight and investigative bodies and to the Parliament of New South Wales.

27. By submitting this application form, you consent to Investment NSW collecting, using and disclosing information about you in the manner described above.

28. You must comply with the PIPP Act in relation to any personal information disclosed to you by Investment NSW in connection with this application or the Program Guidelines.

29. Please refer to website <https://www.investment.nsw.gov.au/privacy/> for more information on Investment NSW's privacy policy and your rights to access or correct the information.

30. All applications become the property of Investment NSW on submission. Investment NSW may make copies of the application for any purpose.

Declaration

* indicates a required field

I confirm that:

- I have read and understood the Terms.
- I have read and understood the Program Guidelines with respect to assistance under this Program.
- I am authorised to make this application on behalf of the applicant.
- The applicant agrees to the Terms and Program Guidelines.
- The information provided in this application is true, correct and valid as at the date of submitting this application.

I agree to the Application Terms. *

Yes

No

Name *

Title

First Name

Last Name

Today's date *

Must be a date.

Thank you for your application

You will be notified of your assessment outcome within 10 weeks of this submission.

If you have any questions relating to your application, please contact programs@investment.nsw.gov.au.

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