REGISTERED SERVICE PROVIDER BRIEFING

BOOST YOUR BUSINESS VOUCHER PROGRAM

7 November 2019
Today’s Agenda

1. Introduction

2. BYB Voucher Streams
   • Advanced Manufacturing
   • Asia Gateway
   • Food Innovation
   • Social Enterprise
   • Defence, Aerospace, Cyber and Security
   • Victoria-Israel Innovation

3. General Voucher Process

4. General Q&A

5. Informal discussions with policy owners
Introduction – key dates and information

Applications **open TBA - close midnight Sunday 22 December**

Outcomes notified by the end of March 2020

Refer to website for key information :


Any change to your company “pitch” (as detailed in the Registered Service Provider lists) please contact: vouchers@ecodev.vic.gov.au
BYB Vouchers

Six streams for Round 4:

TRADE
- Asia Gateway

INNOVATION
- Victoria-Israel Innovation

INDUSTRY
- Advanced Manufacturing
- Defence, Aerospace, Cyber and Security
- Food Innovation
- Social Enterprise

Market Engagement

Innovation

Business capability

Note the Entrepreneurs with Disability steam is not available in this round.
Change to the payment process

- **Voucher payment will be made upfront** rather than upon completion of the project.
- Once the project has commenced and a deposit has been paid from the applicant business to the Service Provider then we will make the payment for the full voucher value*. This must be within the first 2 months after the voucher is issued.
- For the first payment we will require:
  - Tax invoice for the full voucher value
  - Evidence that the project has commenced and the deposit has been paid by the applicant business.
- At completion of the project we will require:
  - Signed Voucher by both Service Provider and applicant
  - Signed statutory declaration stating all the co-contribution has been paid
  - Final report - the key deliverable of the project (as detailed in the **Scope of Services**), or written/visual proof the project has been completed

*If the voucher value is over $40,000 then we may require the payment to be split into two payments.
Answers to common questions from previous rounds

• For all streams other than Asia Gateway, a recipient is allowed a maximum of two Vouchers across the Program
• The project must be for a new piece of work
• Applicants need to apply with a Registered Service Provider identified
• Please be aware of the ineligible expenditure e.g. Travel, equipment, salaries and training (refer to the Guidelines)
• We aim to pay all invoices within one month of receiving the correct documents
General points to note

- **Applicant businesses** should submit the application form, **not the Service Provider**.
- Service Providers must be able to commit to undertaking all the projects they apply for within the correct timeframe (all projects must be started within 2 months and completed within 12 months).
- The department will review the Registered Service Provider list after this round.
- Report must be representative of the value of the project.
- There is a report template available which details the kind of information we expect. Email [vouchers@ecodev.vic.gov.au](mailto:vouchers@ecodev.vic.gov.au) if you want a copy.
Registered Service Provider Tasks – Before Application

• Discuss project and offerings available with potential applicant

• Provide the applicant with a **Scope of Services** (inc. quote)
  
  – A **description of the service activities** to be delivered (e.g. business review, market review, product assessment, etc.)
  
  – Description of the **final deliverable** - documentary evidence for project completion (e.g. report, business plan, etc)
  
  – **Total project budget and costs (forms quote)**
  
  – **Payment schedule** for each deliverable (including the deposit amount which must be paid within the first 2 months after voucher issue)
  
  – **Project timing and project completion date**
  
  – **Location of activities**
  
  – **Key team members** who will deliver the service activities
  
  – **Intellectual Property** arrangements (where relevant).
Submission of Voucher Applications

• The Applicant business submits the online application

• The application includes a **Scope of Services**

• *No other requirements from Registered Service Providers at this time*
Process at Approval

- A Letter of Offer will be provided to the Applicant (i.e. Recipient).
- A list of successful Voucher recipients will be announced by the Minister (and available on the website) by the end of March 2020.
- **Within 1 month of receiving the Letter of Offer**, the Registered Service Provider and the Recipient must prepare, sign and submit the **Service Agreement**, which includes:
  - Information as detailed in the **Scope of Services**, plus;
  - any other conditions of engagement, and
  - Relevant banking details (account name and number, BSB, ABN) – in order to streamline payments
- The Voucher document will then be issued to the Recipient and services may commence.
- Project must commence within 2 months of Voucher issue and be completed within 12 months of Voucher issue.
Both the Registered Service Provider and Recipient are required to participate in program evaluation activities which may include interviews and follow-up surveys.
Changes to individual streams:

Social Enterprise:

- Strongly encourage applicants from regional Victoria, or social enterprises able to demonstrate impact in regional Victoria.
- Open to successful social enterprises from other states who are intending to relocate or expand to Victoria.
- Include two new service activities:
  - Marketing and Branding Strategy
  - Market Development Plan

These additions support Social Enterprise stream objectives to increase the visibility and brand recognition of social enterprises to market.
Changes to individual streams:

**Advanced Manufacturing:**

New service activity
- Business Transformation

Change to previous service activity
- Business Process and Systems Improvements (other than coaching and mentoring)

**Defence, Aerospace, Cyber and Security**

- Businesses that employ have a revenue greater than $500,000 are eligible to apply. Preference will be given to Applicants that employ less than 200 people.
Changes to individual streams:

**Food Innovation:**

A new objective:
To reduce the barriers and challenges faced by Aboriginal businesses and Traditional Owner Enterprises in growing commercial bushfoods and botanicals businesses.

**Eligible**
Victorian Aboriginal bush food businesses that have a trading history exceeding two years or with a ‘proved domestic market product’ or ‘international market ready product’ are encouraged to apply.

**Ineligible**
Businesses who are commercially producing bushfoods and bush-botanicals and are unable to demonstrate a commercial connection to a Victorian Aboriginal business or Victorian Traditional owner group through an ethical partnership or joint venture arrangement.
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<thead>
<tr>
<th>Stream</th>
<th>Policy Owner</th>
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<tbody>
<tr>
<td>Advanced Manufacturing</td>
<td>Lale Ramadan, Advanced Manufacturing</td>
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<tr>
<td>Asia Gateway</td>
<td>Sarah Heseltine, Global Victoria</td>
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<td>Nicki Marks, Jobs, Innovation and Business Engagement</td>
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<td>Kirsty Fiddian, Social and Economic Inclusion</td>
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<td>Defence, Aerospace, Cyber and Security</td>
<td>Xavier Smith, Industry Intelligence and Capture Teams</td>
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<td>Simon Rabl, Innovation, Digital and BioEconomy</td>
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<td>Victoria-Israel Innovation stream and anything more general</td>
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