

# Business Innovation Program (BIP) - Stage 1 Enrolment Form Preview

## Business Innovation Program (BIP) - Overview

### Stage 1 - Enrolment

The [Business Innovation Program](#) provides integrated coaching, funding, and ecosystem opportunities in a wraparound service to support businesses to develop and implement a business innovation commercialisation plan.

The Northern Territory Business Innovation Strategy is managed by the Department of Trade, Business and Innovation on behalf of the Northern Territory Government. The goal of the strategy is to **ignite, inspire** and **intensify** a sustainable innovation ecosystem across the Territory, expanding and diversifying our economic growth through more successful start-ups, commercialisation of new products, services and processes, and accelerated growth of high potential businesses, driving opportunities to grow private investment and create jobs.

The Business Innovation Program (BIP) is a three stage process. Further information on what each stage entails can be found by visiting [www.nt.gov.au/BIP](http://www.nt.gov.au/BIP).

During stage one, your application will be reviewed by the Business Innovation team who will conduct due-diligence and eligibility checks to ensure the requirements for the Program are met.

Your application will also be review by our planning Innovator in Residence to determine suitability for the Program.

If your enrolment is deemed eligible in line with the Program criteria, you will be sent information on how to book a one-on-one appointment with our Innovator in Residence to proceed into the program.

Through the program you will be assisted in developing an Innovation Commercialisation Plan (ICP). You will be sent a link to an online form to complete your ICP once you have met with our Innovator in Residence. You can view what is required in the ICP and guidelines for completing it [here](#).

If your application in deemed ineligible, you will be advised in writing and offered the opportunity to have a debrief with the Business Innovation team.

**Before you begin: Please ensure you have read and understood the Program's [Terms and Conditions](#) in full.**

## Eligibility Requirements

\* indicates a required field

Please use the below questions to confirm your eligibility for the program. Further due-diligence checks will also be conducted by the Department to confirm eligibility requirements of the Program. Further information on eligibility requirements can be found in the Program's [Terms and Conditions](#).

**Applicants must be a Territory Enterprise to be eligible to enrol in the Business Innovation Program (BIP).**

A **Territory Enterprise** is a business that satisfies all of the following:

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- Operating in the Northern Territory - the enterprise is currently engaged in productive activities (i.e. production of goods or delivery of services) within the NT.
- Significant permanent presence - the enterprise maintains an office, manufacturing facilities or other permanent base within the NT.
- Has a registered ABN.

**I have read and understood the Program's Terms and Conditions \***

(Yes)  
Full terms and conditions can be found at [www.nt.gov.au/BIP](http://www.nt.gov.au/BIP)

**Have you reviewed the ICP guideline document? \***

Yes  No  
The Innovation Commercialisation Plan (ICP) guideline document can be found by clicking [here](#)

**Do you have a registered Territory Enterprise? \***

Yes  No - Ineligible  
Please refer to Territory Enterprise definition above.

**Do you have a registered ABN based in the NT? \***

Yes  No - Ineligible

**Have you previously commercialised innovation? \***

Yes  No

## Commercialisation further details

Please provide brief details on the project and the innovation that was commercialised and the current status of the innovation.

- Was the project commercialised in the Territory?
- What industry was the innovation relevant to?
- Did you create or support any jobs through the commercialisation of the innovation?

**Further details: \***

Word count:  
Must be no more than 200 words.

## Business Details

**\* indicates a required field**

Please use the below questions to provide information relating to your business.

**Legal entity name: \*** Organisation Name

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Legal entity name (not trading name). If a Trust, you must give the name of the Trustee of the Trust and attach a copy of the trust deed further below in this application form

**Trading name: \***

Can be the same as your legal entity name

**Entity type: \***

- Company  Partnership  Sole Trader  Trust  Incorporated Association  Aboriginal Corporation

Entity type as shown below using the ABN Look up

**Do you identify as an Aboriginal Business? \***

- Yes  No

**Applicant 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**What industry does your business most closely operate in? \***

- Agribusiness
- Creative industries
- Defence and defence support initiatives
- Energy and minerals
- Environmental services
- Human services
- International education and training
- Renewable energy
- Tourism
- Tropical health and research
- Non-EDF Sector

The above industries are listed in the Economic Development Framework (EDF). Further information about the EDF can be found by visiting [www.edf.nt.gov.au](http://www.edf.nt.gov.au).

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**Physical Address: \***

Address

  

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

**Postal Address: \***

Address

  

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

**Primary Phone Number: \***

Must be an Australian phone number. Please include area code.

**Primary Email Address: \***

Must be an email address.

**Geographic region of operation: \***

- Darwin and surrounding areas
- Barkly
- Katherine
- Alice Springs
- East Arnhem
- Daly-Tiwi-West Arnhem
- Central Australia (outside of Alice Springs)

**Primary Website: \***

Must be a URL.

## Trust Entity

If your Legal Entity is a trust, you will need to upload a copy of the Trust Deed to provide confirmation of who your Trustee is.

**Legal Entity** name in the business details section should be written as:

*ABC Pty Ltd ATF ABC Family Trust*

**Please contact your accountant if you are unsure.**

**Copy of trust deed \***

Attach a file:

## Aboriginal Corporations and Associations

Confirmation of intent by Board to participate in the program.

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**Has the Board confirmed their intent to participate in the program? \***

Yes

**Evidence of Confirmation of Intent by Board \***

Attach a file:

Requirements: meeting minutes must be from a duly constituted meeting where it has been agreed that the Department of Trade Business and Innovation be approached for assistance through the BIP. The meeting must have a quorum and be attended and signed by Directors registered for that organisation.

## Identifying as an Aboriginal business

**Aboriginal enterprises must be at least 50% Aboriginal owned and based in the Northern Territory.**

The definitions of Aboriginal are:

- Being of Australian Aboriginal or Torres Strait Islander descent
- Having previously and consistently in day-to-day life been known to be and/or identified as an Australian Aboriginal or a Torres Strait Islander
- Being accepted as an Australian Aboriginal and/or Torres Strait Islander in the community in which you live or have lived.

**Aboriginal Individuals:** A letter of confirmation of Aboriginal descent or certificate from your relevant (locality) incorporated Aboriginal organisation must be provided. **It must be stamped with their common seal** (Land Council, Community Care Centre, Arts Centre, etc.), or membership list from a relevant Aboriginal Corporation/Association/Land Trust (via ORIC).

**Aboriginal Organisations:** Must be incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* or with Australian Securities Investments Commission (ASIC) under the *Corporations Act 2001*.

**My business meets the application criteria as an**

**\***

**Confirmation of Aboriginal descent and/or Company Extract (if relevant) or Corporation Extract (ORIC) \***

Attach a file:

## Key Contact Person

\* indicates a required field

The Department will use the below details to make contact with you, should we require anything further. This is also the person responsible for this application.

**Please ensure this person is an authorised person of the organisation e.g. Sole Trader / Director / Secretary / Chairperson / Public Officer.**

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Non authorised representatives listed will result in the application being marked ineligible or being re-opened.

**Contact Person \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position: \***

I.e Director, Secretary, Chairman etc.

**Phone Number: \***

Must be an Australian phone number.  
Please include the area code.

**Email Address \***

Must be an email address.

**I confirm I am an authorised representative of the organisation: \***

Yes  
e.g. Sole Trader / Director / Secretary / Chairperson / Public Officer

## Proposed Innovation

\* indicates a required field

Please use the below questions to provide us with **brief** details on your proposed innovation project.

**Please provide a brief description of the business's proposed business innovation concept and industry challenge it seeks to solve: \***

Word count:  
Must be no more than 200 words.

**Who experiences this problem? \***

Word count:  
Must be no more than 100 words.

**Please outline the benefits to the Territory, with a focus on jobs and investment growth in the NT as a result of the commercialisation of this proposed concept: \***

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Word count:

Must be no more than 200 words.

## What industry will benefit from your proposed innovation? \*

- |  |   |
|--|---|
| <input type="checkbox"/> Creative Industries                     | <input type="checkbox"/> Agribusiness                         |
| <input type="checkbox"/> Environmental Services                  | <input type="checkbox"/> Tourism                              |
| <input type="checkbox"/> Human Services                          | <input type="checkbox"/> Energy and Minerals                  |
| <input type="checkbox"/> Defence and Defence support initiatives | <input type="checkbox"/> International education and training |
| <input type="checkbox"/> Tropical Health                         | <input type="checkbox"/> Other: <input type="text"/>          |
| <input type="checkbox"/> Renewable Energy                        |   |

You may select more than one sector. The above industries are listed in the Economic Development Framework (EDF). Further information about the EDF can be found by visiting [www.edf.nt.gov.au](http://www.edf.nt.gov.au).

## Program Evaluation

\* indicates a required field

The following questions will not affect the assessment of your stage one enrolment. The responses are used to continue the development of this program.

## How did you find out about the Business Innovation Program (BIP)? \*

- |  |  |
|--|--|
| <input type="checkbox"/> NT.GOV.AU Website                               | <input type="checkbox"/> TV                                      |
| <input type="checkbox"/> Previously accessed Business Innovation Support | <input type="checkbox"/> Radio                                   |
| <input type="checkbox"/> Friend / Family / Acquaintance                  | <input type="checkbox"/> NT Business Innovation Ecosystem Member |
| <input type="checkbox"/> Press Release / Media Announcement              | <input type="checkbox"/> Innovation.nt.gov.au Website            |
| <input type="checkbox"/> Newspaper                                       | <input type="checkbox"/> Small Business Champion                 |
| <input type="checkbox"/> Social Media                                    | <input type="checkbox"/> Other: <input type="text"/>             |
| <input type="checkbox"/> Internet Search Engine                          |  |

Please select all that apply, If Other is selected please specify how you heard about BIP.

## Do you currently utilise services from any of our NT Innovation Ecosystem Partners? \*

- |  |   |
|--|---|
| <input type="checkbox"/> Department of Industry Innovation and Science (Australian Government)     | <input type="checkbox"/> GHD  |
| <input type="checkbox"/> Australian Industry & Defence Network                                     | <input type="checkbox"/> Industry Capability Network (ICN-NT)                     |
| <input type="checkbox"/> Business Enterprise Centre NT   | <input type="checkbox"/> Innovation and Science Australia (Australian Government) |
| <input type="checkbox"/> Centre for Appropriate Technology   | <input type="checkbox"/> Inspiring Australia                                      |
| <input type="checkbox"/> Charles Darwin University   | <input type="checkbox"/> Menzies School of Health Research                        |
| <input type="checkbox"/> City of Darwin  | <input type="checkbox"/> Property Council of Australia                            |
| <input type="checkbox"/> Commonwealth, State and Territory Advisory Council on Innovation (CSTACI) | <input type="checkbox"/> SmartEnergy NT   |
| <input type="checkbox"/> Darwin Innovation Hub   | <input type="checkbox"/> None   |
| <input type="checkbox"/> Desert Knowledge Australia  | <input type="checkbox"/> Other: <input type="text"/>                              |
| <input type="checkbox"/> Engineers Australia   |   |

Please select all that apply, If Other is selected please list all affiliations held, separating each by a comma.

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## Are you currently a member of our Business Innovation Network Northern Territory (BINNT)? \*

Yes  No - I would like to join  No - I do not wish to join

BINNT is a free networking group of Territory innovators and mentors. Further information can be found by clicking [here](#).

## Do you have a current Business Plan? \*

Yes  No

## Have you attended one of the BIP Information Sessions? \*

Yes  No

## Have you utilised any of the following services? \*

Small Business Champion  Treeti Business Consulting

Business Enterprise Centre NT  No

Darwin Innovation Hub / Entrepreneur in Residence  Other:

Residence

Innovator in Residence (DTBI)

Please select all that apply, If Other is selected please list all relevant services, separating each by a comma.

## Business Plan

Please upload a copy of your business plan: \*

Attach a file:

## Small Business Champion (SBC)

Who was the Small Business Champion you met with? \*

What date did you last meet with the SBC? \*

Must be a date.

If unsure of the exact date, use the last day of the month.

Are you currently engaged in any programs with your SBC? \*

Yes  No

## Darwin Innovation Hub

Who did you meet with at the Darwin Innovation Hub? \*

When did you meet with them? \*

Must be a date.



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**Are you currently a member or scholar of the DIH \***

Member

Scholar

No

## Unattested Declaration under the Oaths, Affidavits and Declarations Act

\* indicates a required field

- I have read, understood and agree to comply with the [Terms and Conditions](#) of the Business Innovation Program ("BIP"/ "Program")
- I have read, understood and agree to the [Privacy Policy](#).
- I understand some business/ organisation and contact information that we give to the Department as part of this application may be listed publicly and I acknowledge the disclaimer regarding how the information I provide will be stored and used;
- By completing this declaration I confirm that my business is not under external administration or in liquidation, is not insolvent and I have no reason to believe that it will become insolvent during the course of the program;
- We not currently being investigated by any law enforcement agency for fraud, NT Worksafe or Licensing NT non-compliance;
- I understand and consent to the Department conducting any due diligence in relation to my business as it sees fit, including but not limited to conducting spot audits and site inspections;
- I will advise the Department immediately if any details relating to my business/ organisation changes during the course of the Program;
- No offer of cashback or any other benefit (whether monetary or not) has been made to me, my business/ organisation or any related third party as a condition of acceptance of a quotation given to for works undertaken on the premises during the course of the Program;
- We have, and will maintain in force, all required permits, licences, insurances relevant to the conduct of the Contract(s);
- I understand the dispute resolution processes and agree to indemnify the Northern Territory Government against any loss or damages sustained under or in connection to works undertaken as part of Business Innovation Program;
- By applying to participate as an Eligible Recipient, I understand that my business/ organisation must comply with all laws relevant to our participation, including without limitation to all statutory requirements for permits and approvals in relation to the Works, Goods and Services, laws relating to any relevant Premises, and the obligations on persons to report unlawful activity under the *Independent Commissioner against Corruption Act (NT)*.
- I understand that by applying as an Eligible Recipient, my business/ organisation warrant to the Department that they have read, understood and fully accept these [Terms and Conditions](#) and fully release and indemnify the Department against any loss or damage he / she / it / they may suffer of any nature whatsoever (including without limitation personal injury or death) caused or contributed to by participation in the Program, the conduct or delivery of any Works, Goods or Services or otherwise.
- My business/ organisation as an Eligible Recipient, fully release and indemnify the Department against any loss or damage they may suffer of any nature whatsoever (including without limitation personal injury or death) caused or contributed to by participation in the Program.

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- I am a principal of the business/ representative of the organisation and I am duly authorised to make this Declaration.

**This declaration is true and I know that is an offence to make a declaration that is false in any material particular \***

Yes

**This declaration is made at: \***

Location or town the declaration is made at, eg. Darwin, Alice Springs, etc.

**Name: \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Date of Birth: \***

Must be a date.

**Position held: \***

e.g. Sole Trader / Director / Secretary / Chairperson / Public Officer

**Date of declaration: \***

Must be a date.