



Digital Futures Fund

Frequently Asked Questions

Round One Applications

I applied to the program in Round one but was unsuccessful, can I apply again?

Yes, unsuccessful Round one applicants can apply to Round two of the program. Applicants should note that there have been changes to the program guidelines and application process since Round one and should ensure they read the Digital Futures Fund Program Guidelines January 2013.

Funding and expenditure

Do all the project partners need to contribute money?

No, the level of financial contribution made by each partner should be determined by mutual agreement between the project partners and reflect the resources required to successfully develop and implement the project and meet the program's co-contribution requirements.

Are recipients of Victorian Government funding eligible to apply?

Yes, recipients of Victorian Government funding are eligible to apply as long as previous or existing funding does not support the activities in your application. Applications seeking funding to continue or complete projects already underway are not eligible.

If we have funding from other sources, can this be included as a co-contribution?

Yes, applications can use funding from other areas, such as philanthropic contributions or government funding. All funding must be received and expended on the project within the grant period to be considered co-contributions.

If a vendor gives us a discount, can we count that as 'cash'?

No, discounts should not be reflected in your accounts as cash.

Can we provide an approximate of the project funding in the EoI application?

Yes, an estimate of project funding is acceptable in the EoI application. Applicants should note that the relative merit of the application will be judged on the estimates provided in the EoI application so please be as accurate as possible. If the project is shortlisted, applicants will be required to complete a comprehensive budget at Stage 2.

If I apply for a Digital Futures Fund grant can I still apply for the R & D tax incentive?

The R & D tax incentive is an Australian Government program operated by AusIndustry. AusIndustry should be contacted for information on your eligibility for the R & D tax incentive. Visit AusIndustry or call 13 28 46 for further information.

Can grant funds be spent outside Victoria?

Projects must be located and delivered in Victoria. In some instances grant funding may need to be used to access products and services that are not available in Victoria. The allocation of grant funds to project activities outside Victoria will be considered by the assessment panel on a case by case basis.

If we submit a business plan but are unsuccessful at Stage 2 of the application process, do we still receive our Business Plan grant?

Yes, if you submit a complete Business Plan at Stage 2 but are unsuccessful, you will still receive the Business Plan grant funds.

Financial Risk Assessments

Why is a Financial Risk Assessment (FRA) completed as part of the application process?

The purpose of the FRA is to determine the financial risk exposure of the applicant and whether an applicant is likely to remain financially viable over the duration of the project.

The lead organisation has been operating for less than three years and we are not able to meet the requirements for the FRA. What do we do?

If the lead organisation has been operating for less than three years, it should provide financial statements from the date of commencement of business.

If the lead organisation has been trading for less than two years, it should provide financial statements from commencement of business and Profit and Loss projections for the next 12 months to three years.

For new and start-up businesses, applicants should provide a business plan which includes financial projections. It is recommended that wherever possible applicants seek collaborative partners who meet the FRA requirements and select them as the lead organisation.

Collaborations

How can we find out about appropriate potential ICT partners and areas of expertise?

There are a number of sources of information you may wish to investigate:

- VicIT is a searchable directory of ICT companies in Victoria
- Victoria has a number of ICT clusters with specific ICT expertise

Are different departments or areas within a university considered to be separate entities?

Yes, different university departments or areas will be considered as individual parties to a collaboration.

When do the partners need to be 'locked-in'?

At a minimum, all EoI applications must include three partners, two of which must be Victorian-based non ICT SMEs. You should also list all confirmed project partners in your EoI application.

If some of your project partners are still to be confirmed at the time that Stage one EoI applications are due, you should list them by name (preferably), or role, and note that they are still to be confirmed. If shortlisted for Stage two, applicants will need to provide letters of support from all project partners confirming their participation in the project and contributions being made.

Can the Department recommend consultants to help with the Business Plan stage?

No, the Department cannot recommend specific businesses to assist with Business Plan preparation. The Government's Business Victoria website provides information about business planning and other support if required.

Are start-up firms eligible to participate in the program?

Yes, start-up firms can participate. Please note however that program funding is not for the purposes of supporting or sustaining start up enterprises.

Legal Issues

How does the Department handle personal information?

All personal information submitted to DBI will be dealt with in accordance with our Privacy Statement: www.dbi.vic.gov.au/privacy

How does the Department handle commercially sensitive information?

The Department generally regards 'commercially sensitive information' as information of a business nature that is unknown to persons outside your business and which could cause harm to the competitive position of your business if it were disclosed. If you need to provide information with your application that you regard as commercially sensitive, you should clearly nominate it as 'commercially sensitive'. If necessary this information can be submitted separately to ensure security.