Aus4Innovation

Innovation Centre Model Partnership Grant (Grant)

Proposal Template

Applicants are requested to complete this template and **submit in English in PDF format**. Reading the Guidelines carefully beforehand is encouraged. Please note that it is the applicant’s responsibility to provide sufficient information and justification for the evaluation team to make a competitive assessment against the assessment criteria. Attaching other supporting documentation is permissible. The proposal will form the basis of a contract if a grant is awarded and should contain sufficient information to draft the agreement and administer the project.

Additional support is available from the program office as you prepare your application, and applicants may seek feedback from the program office throughout the process of developing the detailed proposals, if needed. Emails will be the only communications channel, via the Program Office’s official email address: [Aus4innovation@csiro.au](mailto:Aus4innovation@csiro.au)

# Summary

A publishable description of what the collaboration with VISTI will deliver. Information provided in the Summary section should be **suitable for external publication**. It will be referenced in any published materials produced by Aus4Innovation, CSIRO and the Australian Embassy when describing the work.

## Title

Limit to 10 words

[Insert]

## Description

Limit to 1-2 paragraphs in non-technical language suitable for publication

[Insert]

## Schedule

Proposed start date (contract signing and first payment event) and end date (final report submission and final payment)

* Start Date: [dd-mm-yyyy]
* End Date: [dd-mm-yyyy]

## Project Value

Provide the total funding requested from the grant (up to AUD 150,000) and indicate the value of any co-contributions, where available.

* Grant Request AUD[$$$,$$$] (amount to be requested from Aus4Innovation)
* Partner’s Contributions AUD[$$$,$$$] (in cash, in-kind, etc)

# Organization’s Strengths and Qualifications

## 2.1 Introduction of the Organization

Provide a short description of the organization that will be partnering with VISTI under this Grant. Include official website, and other social media platforms where applicable. An established entity, able to enter a contract agreement with CSIRO, is required for this application

[Insert]

## 2.2 Applicant’s Scale and Portfolio

Demonstrate the scale of your portfolio, including areas that you specialise and/or have depth experience, such as technology transfer, business matching, IP related issues, financial capacity, industry linkage, or highly capable staff resources

[Insert]

## 2.3 International Experience

Provide information on international partners, overseas projects you have worked with/on, overseas offices you have operated and internationally based/experienced staff you have employed, or plans to expand to international markets in the future

[Insert]

## 2.4 Linkage to Vietnam

Provide information on any work you have carried out in Vietnam, or with Vietnamese partners, your office, and staff in Vietnam (where applicable). Plans on extending your market to Vietnam, including working in innovation and technology development, and collaborating with local partners, such as VISTI would be an advantage

[Insert]

# The Proposed Innovation Centre Model

Briefly describe your approach to work with VISTI to develop an Innovation Centre Model, why it will work in the Vietnamese context, and the potential for it to be sustained longterm.

[Insert]

## 3.1 Strength of approach and technical merits

Demonstrate what approach will be used, how, and why it will be effective. Provide information on whether the approach is based on an existing model in Australia that has proved successful, or is tailor-made for Vietnam based on knowledge of the context of Vietnam’s Innovation ecosystem

[Insert]

## 3.2 Capacity Building

Describe how the model can support capacity building for VISTI’s staff, as they engage in co-designing the model (where needed) and implementing relevant activities, and possible flow-on impacts beyond the project timeline. Specify activities that could be piloted together with VISTI within this Grant, where possible

[Insert]

## 3.3 Relevance to Vietnam

Describe the relevance of the model to Vietnam, i.e. its socio-economic development, innovation ecosystem, business environment, infrastructure, capacity and resource, etc., and the potential for a long-term operation in Vietnam

[Insert]

## 3.4 Value for Money

Justify how the approach presents value for money, and whether it can leverage additional funding, either from the applicant organization, or other sources

[Insert]

# Implementation plan

## Overview

Provide a brief description of how you will implement the project, and how you will work with VISTI during the course

[Insert]

## Key Activities and timeline

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Title** | **Start** | **Completion** | **Activities** | **Outputs** |
| 1 | [Insert] | [dd-mm-yyyy] | [dd-mm-yyyy] | [insert] | [insert] |
| 2 | [insert] | [dd-mm-yyyy] | [dd-mm-yyyy] | [insert] | [insert] |
| 3 | [insert] | [dd-mm-yyyy] | [dd-mm-yyyy] | [insert] | [insert] |

*Insert additional lines as needed*

# Budget plan

## Milestone Breakdown

Propose your milestone breakdown. To note Aus4Innovation can provide up to 30% of the grant value for initiation phase. Ideally milestone breakdown should be based on the key activities timeline. Payment of each milestone is contingent on a report demonstrating activities have been completed, and the acquittal of at least 80% of funds previously provided under the grant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Title** | **Start Date** | **Completion Date** | **Funding Request** |
| 1 | Initiation |  |  | A$[XXX.XXX] |
| 2 | [insert] |  |  | A$[XXX.XXX] |
| 3 | [insert] |  |  | A$[XXX.XXX] |

## Expense breakdown

Provide an estimation as to how the fund will be spent

|  |  |  |
| --- | --- | --- |
| **#** | **Category** | **Estimated cost** |
| **Grant investment** | | |
| 1 | [insert] |  |
| 2 | [insert] |  |
| 3 | [insert] |  |
|  | TOTAL |  |
| **Co-contribution (if applicable)** | | |
| 1 | [insert] |  |
| 2 | [insert] |  |
|  | **TOTAL** |  |

*Insert additional lines as needed*

# Staffing Plan

## Key personnel

Describe the key personnel engaging in this Grant

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Profile | Project Role | Contribution (days) |
| [insert] | [insert] | [insert] | [insert] |
| [insert] | [insert] | [insert] | [insert] |
| [insert] | [insert] | [insert] | [insert] |

*Insert additional lines as needed.*

# Communications

Describe your approach to communications and engagement

[insert]

## Engagement

Describe how you will engage with VISTI and other stakeholders, where needed during the development and implementation of this Grant

[insert]

## External Communications

Demonstrate how project results will be disseminated and broader stakeholders will be kept informed of program activities. A straightforward communications plan to reach out to targeted audience of the program’s results will be welcome.

[insert]

# COVID 19 and adaptability

## Overall

In recognition of the on-going COVID-19 pandemic with its disruption and challenges, which includes the on-going international travel ban, possible domestic lock-down in both Vietnam and Australia, it is important that applicant are well aware and prepared with adaption solutions, so that proposed activities can successfully be delivered under these constraints.

### Implications of COVID-19 on your proposed activities, and how these will be mitigated?

Describe specific measures to be applied to address the disruption caused by COVID-19, and how outcomes will be delivered, and within the agreed timeframe despite COVID-19 challenges. Be as detailed as possible.

[Insert]

# Monitoring and Evaluation

## What success will look like?

Describe success at the end of the Grant

[Insert]

## Sustainability

How your Organization will continue to work with VISTI to help embed the model into Vietnam innovation ecosystem? How will it work on a long-term basis?

[Insert]

## Outcomes

Complete the table below to describe the expected project outcomes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outcome | Metrics and Indicators | Means of Verification | Longer-term Impact | Recommended post-project follow-up action |
| [insert] | [insert] | [insert] | [insert] | [insert] |
| [insert] | [insert] | [insert] | [insert] | [insert] |
| [insert] | [insert] | [insert] | [insert] | [insert] |

*Insert additional lines as needed.*

# Attached Documents

List any supporting documents attached to this detailed proposal

* [insert additional items as required]