

# coLab Application Form



**Note:** All parts of the application form including all supporting information necessary to enable evaluation against the criteria must be completed and / or provided.

# Gate 1: Applicant Details

## Form 1

Full Name/s of Applicant - Entity Name:	
Brief description of the entity (maximum 50 words):	
Full description of the entity (strictly maximum 150 words):	
ABN or ACN of Applicant:	
<p>If the entity is a Trust, provide details of the nominated Trustee:</p> <p>You may be required to supply copies of the following either during the Applicant evaluation period, or at any time during the course of the contract.</p> <p>Evidence that the nominated trustee is authorised to act on behalf of the Trust.</p> <p>Have you provided evidence of the nominated trustee authorised to act on behalf of the trust with your Application:</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
Date of company registration:	
Are you registered for GST:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Street address of Applicant:	
Postal address of Applicant:	
Is the Applicant's primary place of business within Australia:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone No of Applicant:	
Mobile No of Applicant:	
Applicant's email address:	
Contact name for Applicant:	

<p>How did you hear about this Application? (please tick relevant box)</p>	<input type="checkbox"/> Councils website <input type="checkbox"/> coLab website <input type="checkbox"/> Innov8 Logan Blog <input type="checkbox"/> Innov8 Logan LinkedIn <input type="checkbox"/> Innov8 Logan Twitter <input type="checkbox"/> Innov8 Logan Facebook <input type="checkbox"/> Advance Queensland <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Online <input type="checkbox"/> Other _____
<p>Any addenda issued after the date of the Application:</p>	<p>Addendum Number <input type="checkbox"/></p> <p>Date:</p>
<p>Number of Allocated Desks requested:</p>	

# Gate 2: Selection Criteria

Form 2

**Note: Supporting Documents or information can be provided to demonstrate achievement against the criteria set out below**

**Gate 2 - Criteria will be assessed according to clause 13.2 in the Information Pack**

**Table 1 – Response to Gate 2 criteria for Portfolio Companies**

## 1. Strong financial position

The extent of which Applicants can demonstrate a strong financial position and established investment capital.

**\*Information provided in this section is strictly confidential\***

Where applicable, from which of the following sources has the company raised or received investment?

- Venture Capital Fund
- Private Equity Fund
- Angel Investor

Please list venture capital or private equity investor(s)

If a private company, list the current investors holding 10% or more in the company

Has the company merged with another company within the past three years?  Yes  No

If so, what year?

What percentage of the revenue growth reflected in the financial data given is attributable to the merger?

**Please use the same currency (i.e. Australian dollar) for all figures below and in full form e.g. five-hundred thousand should be inputted as 500,000.**

Financial year-end	2020/2021	2019/2020	2018/2019
Total full-time employees (or equivalent)			
Annual revenue			
Income before taxes			
EBITDA			
Total assets			
Total equity			

## 2. Alignment to coLab Objectives

The extent to which the Applicant can demonstrate alignment to these objectives.

*(Maximum of 300 words for each response below).*

### **coLab Objectives:**

- ***To attract existing and new high-growth ventures to the City of Logan***
- ***To create high value new jobs based in the City of Logan***
- ***For high-growth ventures to continue to expand their business***

Describe the customer problem and how your company's solution/product addresses this problem:

Describe how your company has validated that the solution/product aligns with market needs and demand:

Describe your company's ability to expand to global markets:

### **coLab Objectives:**

- ***To support and grow Logan City's innovation ecosystem***
- ***To raise awareness of Logan City's innovation economy***

How will your entity support and grow Logan City's innovation ecosystem?

Describe your willingness to relocate in full/part to Logan City:

### 3. Compliance

#### 3A. Compliance with the Contract and Application Conditions

In accordance with clause 5.2 of the Application Conditions, an Application may not be considered as conforming if the Applicant has failed to supply any of the information required by this document, or the Application does not accord with the requirements of any of the Application documents or has been lodged on the basis of any condition or qualification.

Response:

Applicants must **complete and submit** the Statement of Compliance with their submission.

Please **tick** which of the following are relevant to their submission:

- Full compliance [F]:** Fully compliant with all clauses and conditions in the Application Conditions and the form of contract.
- Partial compliance [P]:** Partially compliant with clauses or condition items within the Quote Conditions, and the form of contract where applicable, subject to certain qualifications.
- Non-compliance [N]:** Not compliant with or do not accept any and/or all clause or condition items within the Quote Conditions and the form of contract.

Applicants must complete and submit the below table, if they are submitting a submission that is either **non-compliance** or **partial non-compliance**.

Part & clause or condition number	Indication of Non-compliance	Comments and Information

#### 3B. Capacity to commit to the program

Applicants must also confirm, and provide details in relation to, their capacity to commit to the program delivered at The coLab Growth Hub including engagement with the Entrepreneurs in Residence and mentor programs and other programs/services.

Response:

- Applicant acknowledges and warrants that it has read the Conditions of the Application provided in the Information Pack

# Insurance Details

## Form 3

Applicants are required to attach a current Certificate of Currency for the below nominated insurances as evidence within their submission.

<b>Policy covering the Sublicensee’s Property for full insurable value and on a full replacement basis against all insurable risks</b>	
Policy number:	<<Provide details>>
Name of insurer:	<<Provide details>>
Named insured:	<<Provide details>>
Expiry date of the Worker’s Compensation insurance policy:	<<Provide details>>  <b>NOTE:</b> Specify any exclusions and deductibles to the above Insurance Policy.

<b>Public risk insurance - minimum coverage of \$10,000,000.00</b>	
Policy number:	<<Provide details>>
Name of insurer:	<<Provide details>>
Named insured:	<<Provide details>>
Sum insured:	<<Provide details>>
Expiry date of the public liability insurance policy:	<<Provide details>>  <b>NOTE:</b> Specify any exclusions and deductibles to the above Insurance Policy.

Where an Applicant is not currently insured against any relevant insurances, the Applicant is to confirm they will insure and provide evidence of relevant insurances prior to commencement of the Term under the Contract.

Tick here if the Applicant does not currently hold the required insurances. The Applicant confirms to insure and provide evidence of all relevant insurance's prior to commencement of the Term under the Contract.

# Declaration of Commission and Incentives, Conflict of Interest and Collusion

## Form 4

In submitting its offer, the Applicant warrants to the Principal that to the best of their knowledge, as at the date of the offer, that:

a) Commission and Incentives (Clause 16 of Application Conditions)

- No family, business or pecuniary relationships exist between the Parties to the Invitation Process that would adversely impact on the Request for Application or any Contract established as a result of the Invitation Process.
- Neither the Applicant nor its officers, employees, agents and/or sub-contractors have:
  - engaged in any unethical behaviour or sought and/or obtained an unfair advantage, or
  - received or will receive any pecuniary or in-kind advantage from any other person, in relation to the Invitation Process
  - no officer, employee, agent, sub-contractor, or family member associated with the Applicant is or has been engaged by Council in a position or role that in any way relates back to the Application
  - no officer, employee, agent, sub-contractor, or family member associated with Council has been offered any benefit or inducement associated with the Application.

The Applicant must immediately notify the Contact Officer in writing if any warranty contained in this Application Form becomes incorrect.

b) Conflict of Interest

(Clause 17 of Application Conditions)

Applicants must supply details of any possible Conflict of Interest that exists or may arise in relation to the Invitation Process.

**Note:** If there is nothing to declare, Applicants must insert NIL.