

# New to R&D Grant

## Stage 1 - Eligibility Application Form

### Example

This application form example is intended to give you visibility of what's required for a New to R&D Grant Stage 1 application. It is important that you read our Guidance for the full details about the New to R&D Grant product. If you use this form as a template, **when you are ready to apply, log into the online portal (IMS), copy and paste the information into the relevant sections – please do not submit or upload this form.**

## SECTION 1: APPLICANT INFORMATION

### 1.1 Application Details

#### Purpose of the New to R&D Grant

New to R&D Grants are intended to provide support to businesses that are new to R&D, to build capabilities to perform R&D on a systematic basis over the longer term.

We recommend that you read the following documents:

- The [Ministerial Direction](#) sets out the rules for the New to R&D Grant
- [Example of the Funding Agreement](#)
- [Guidelines for Eligible Costs for New to R&D Grants](#)

**Stage 1** focuses on basic eligibility criteria for a New to R&D Grant application. If you don't meet these requirements, you will not be eligible, and the application will stop there.

If you do meet these requirements, your Stage 1 application will be assessed, and we will advise the decision on whether you can process to the next application stage.

**Investment area:** **New to R&D Grant**

**Contracting organisation:**

The contracting organisation ('business') is the applicant business and will be legally responsible for signing the New to R&D Grant Funding Agreement, should the application be successful. Please check the information before completing an application, as it can cause processing delays if applications are received under the wrong business name.

[Read-only field – Pre-populated]

**Postal and Courier addresses:**

[Read-only field – Pre-populated]

**New Zealand Business Number:**

NZBNs are unique identifiers allocated to NZ businesses to make it easier for business to interact with government and with each other. Each NZBN is a 13-digit Global Location Number (GLN) provided by GS1 New Zealand.

[Read-only field – Pre-populated]

**Estimated R&D costs:**

Provide your indicative R&D Costs (excl GST).

**\$ GST exclusive**  
Enter amount here

**\$ GST amount**  
[Pre-populated - Calc]

**\$ GST inclusive**  
[Pre-populated - Calc]

**R&D title:**

Use a brief title to describe your R&D that is not commercially sensitive. **If your Application is approved, application title, project title, business name, funding type and value will become public information.**

Enter text here

## 1.2 Key Contacts

### Provide details for the contact person.

The contact person is the person in your business we can discuss the New to R&D grant application with and who we will send all grant and contract related information to.

*Information required: Name, company email address and phone number*

[First name] [Last name], [Organisation], [Role = Contact person]

## SECTION 2: ELIGIBILITY DECLARATION (Pre-populated)

### 2.1 Eligibility

**To help us determine if your business is eligible to apply for a New to R&D Grant, please confirm that you meet each of the eight criteria below and provide your financial information for us to assess your ability to co-fund your share of the R&D expenses and cover usual business expenses for the period of the contract.**

**For the purposes of completing questions 4 - 8**, please note that the word "Group" refers to a corporate group where this business is part of a group of companies OR is under the control of common shareholder/s (eg parent/subsidiary companies, sister companies)

#### 1) You confirm that your business is an eligible business entity:

Only businesses that are operating and incorporated in New Zealand are eligible to receive the New to R&D Grant. Please see the [guidance](#) on our website for more information about eligibility.

To be eligible for the New to R&D Grant, businesses must be one of the entities listed, select one box from the list below:

- A Company incorporated and registered in New Zealand under the Companies Act 1993
- A Limited Partnership registered under the Limited Partnerships Act 2008.
- A Māori Incorporation or a Trust established under Te Ture Whenua Māori Act 1993 or a similar organisation managing Māori assets under multiple ownership.

#### 2) You confirm that you are not an entity that is 50% or more owned or controlled by one or more of the entities listed in the bullet points below:

Government shareholding may affect your eligibility. Please see the [Ministerial Direction](#) for more information about eligibility.

- Local authorities and Local Regional Promotional Bodies
- Government department or agency
- State Owned Enterprise
- Public Finance Act 1989 Schedule 4A Company
- Crown Entity
- Crown Research Institute (CRI)
- Tertiary Education Organisation (TEO) including foreign-owned TEO
- Entities controlled by any of the above (control means 50% or more ownership)
- Sole traders

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- Charitable Trust
  - Partnership
  - Joint Venture
  - Look through company, or
  - a company that was incorporated in another country but is registered to do business in New Zealand (registered under the Overseas Register – ASIC or NON-ASIC – not incorporated under the New Zealand Companies Act 1993)

We confirm that we are NOT an ineligible entity type

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**3) You confirm your business is new to R&D and has not spent more than \$50k in total on R&D over the last three financial years?**

Confirmed

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**4) You confirm your business has not received R&D funding (any grant or loan) from Callaghan Innovation or any other government agency on or since 1 July 2019.**

Unless you have only received funding through a Getting Started Grant, in which case you are eligible to apply and can tick the 'Confirmed' box.

Confirmed

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**5) You confirm your business is not associated with another business whose R&D capability it can draw upon.**

Refer to the [Grouping guidance](#) for further guidance on what we mean by being 'associated with another business'.

Please talk to your Funding Engagement Specialist if you have any questions on this requirement.

Confirmed

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**6) You confirm that your business intends to conduct R&D in the future**

New to R&D Grants are intended to provide support to businesses that are new to R&D, to build capabilities to perform R&D on a systematic basis over the longer term. This grant is not to fund one off R&D projects.

Confirmed

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**7) You declare your business is solvent and can pay its debts as they fall due:**

Confirmed

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**8) You confirm your business (or "Group") has the financial resources to fund the business's share of the total eligible R&D costs as well as the other business expenses forecast for the duration of the New to R&D Grant:**

In confirming this point, you must be confident that the business (or group) has the financial capacity to support its normal business running costs and provide the difference between the grant funding and the R&D costs.

Confirmed

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## 9) Provide evidence that your business can fund its share of the R&D costs.

Upload the following documents:

1. **Cashflow Forecast (for the next 12-month period) including assumptions for revenue lines**
2. **Bank Statement to confirm the opening balance of the Cashflow Forecast**
3. **Latest year-to-date Balance Sheet**
4. **Latest year-to-date Profit and Loss Statement**

Financial Information - Cashflow Forecast

*(This template is only available after you have created your application within the online portal (IMS))*

**Upload documents here**

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## DECLARATION

**This section is to provide you with the opportunity to read the declaration that you must agree to, upon submission of your Eligibility Declaration.**

You agree that by submitting this application to Callaghan Innovation, you declare and acknowledge the following:

- You are authorised to submit the application on behalf of the applicant;
- The applicant is a legal entity capable of entering into a contract with Callaghan Innovation and adhering to all obligations as set out in the Funding Agreement.
- The information in the application is true and correct.
- Information received and generated by Callaghan Innovation in relation to this application may be released by Callaghan Innovation in accordance with Callaghan Innovation's external reporting requirements or if required by law, including in accordance with the requirements of the Official Information Act 1982 (OIA) or the Privacy Act 1993 (PA). Any release under OIA or PA of confidential or sensitive information will be discussed with you first.
- You consent to the disclosure of this application and all information relating to this application, to New Zealand Trade and Enterprises, Ministry of Business, Innovation and Employment, Callaghan Innovation, Inland Revenue, StatsNZ and other government departments or agencies for the purpose of achieving wider government policy objectives.

**To submit your Eligibility Declaration, click the 'Submit to IMS' button in the 'Print and submit' section, which is the next section.**

**Note: The application must be submitted by your business's 'super user'**

(If you do not hold this role, you will not see the "Submit to IMS" button)

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