

# Are you Grant Ready?

## R&D Growth Grant Pre-application checklist

This checklist is intended to help you determine if you are ready to talk about an R&D Growth Grant. For more information please see the [Growth Grant guides and FAQs](#) on our website.

Please discuss your proposed R&D Growth Grant with us to confirm you are eligible for funding and ensure you are supported through the process. Contact your Callaghan Innovation or Regional Business Partner account manager or phone us on 0800 4 CALLAGHAN.

### STEP 1: AM I ELIGIBLE?

#### Confirm the business is an eligible entity

You must be one of the following: a company registered under the Companies Act 1993; or a New Zealand registered limited partnership; or a Maori incorporation or trust:

For more information, see the [Ministerial Direction](#) which sets out the government rules for Business R&D Grants

#### Confirm the activity is R&D

Research & Development (R&D) is defined as meeting NZ IAS 38 and expensed under the standard

See the [Ministerial Direction](#) for a definition of research and development (R&D) or [talk to us](#).

#### Confirm the business spent at least \$300,000 on eligible R&D expenditure in each of the last two years and this expenditure was at least 1.5% of revenue

See our guidelines on [Evidencing R&D and RDI for Growth Grants](#)

Not there yet? If you are experienced in R&D and expect to reach this level of R&D expenditure this year, you may be eligible for a Transitional Growth Grant. [Talk to us](#) for more information.

#### Confirm the R&D will be conducted in NZ and provide benefit to NZ

R&D undertaken outside of NZ is not eligible for funding except in limited cases.

- [Talk to us](#) if the expertise you require is only available overseas.

### STEP 2: WHAT INFORMATION DO I NEED?

#### Company details and evidence of sufficient management capability and stability

Description of company details including group structure, shareholders and directors, and evidence of sufficient management capability and stability to be able to conduct the R&D activity for the next three years.

#### Evidence of sufficient financial stability to be able to conduct the R&D activity for the period of the grant (3 years)

- [Review Report and Confirmation of R&D Spend](#)
- Financial statements for the most recent two full financial years:
  - statement of financial performance or P&L; and
  - Statement of financial position or balance sheet; and
- Management accounts for current year to date.  
These must confirm eligibility (\$300,000 R&D expenditure and R&D expenditure at least 1.5% of revenue each year)
- Cash flow forecasts that demonstrate the business' ability to fund the R&D over the period of the grant

NB: For listed companies, published forecast information can be used.

See our guidelines on [Evidencing R&D and RDI for Growth Grants](#)

#### Business bank account details and any banking covenants in place

The bank account must be in the name of the organisation applying for the grant.

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**An R&D plan with estimated R&D expenditure for 3 years**

An R&D Programme Template spreadsheet can be downloaded from the online portal once you begin your application.  
See our guidelines on [Evidencing R&D and RDI for Growth Grants](#)

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**ADDITIONAL INFORMATION YOU MAY NEED**

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**If your business is 50% or more beneficially owned by overseas interests**

A deed of guarantee will be required from the ultimate parent which will guarantee compliance with the [funding agreement](#).

**If you are part of a group of companies and financially dependent on the parent**

- Group consolidated financial statements for the previous two years; and
- Consolidated management accounts for the year to date; and
- Details of any financial commitments to the group.

**If your financial statements are qualified**

An audit management letter with the responses of management.

**If your business is owned by a trust**

The trust deed.

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**STEP 3: HOW DO I APPLY?**

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**Talk to us to get started**

[Talk to us](#) and we'll help you through the application process.

Please see a copy of the [application form](#) questions on our website. It's a good idea to read these thoroughly before you start completing it online, so you can see exactly what's involved.

Please read the [funding agreement](#) before you apply, to ensure that you understand, and can comply with the terms of the agreement.

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*If you are not able to provide this information, you may be eligible for other Callaghan Innovation R&D Grants. See our [website](#) for more information about what is required for these grants – or talk to us on 0800 4 CALLAGHAN.*