

Are you Grant Ready?

R&D Project Grant Pre-application checklist

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

Please discuss your proposed R&D Project 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 about eligibility, see the [Ministerial Direction](#) which sets out the government rules for Business R&D Grants

Confirm the activity is R&D and costs are expensed

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

Confirm the business is not eligible for an R&D Growth Grant

You must not be receiving or be eligible to receive a Growth Grant (the exception is a collaborative R&D Project).

[Talk to us](#) for more information.

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 period of the project grant.

Evidence of sufficient financial stability to be able to conduct the R&D activity for the period of the project grant

- Financial statements for the two most recent 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; and
- Cash flow forecasts that demonstrate the business's ability to fund the R&D over the period of the grant.

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

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.

Eligible R&D project costs and an R&D plan and estimated R&D expenditure for the duration of the project

Eligible costs are completed using a Project Costing Template spreadsheet that is downloaded from the online portal once you begin your application.

Please see our [Guidelines on Eligible Costs for Project Grants](#) to help you calculate your project costs.

Business case and plan

You will be required to articulate your business case and business plan, including value proposition, competitive advantage, pathway to market, ability to deliver on the proposed project and potential financial returns.

ADDITIONAL INFORMATION YOU MAY NEED

If your total project cost is greater than \$500,000

An organisation chart and executive team biographies.

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.

STEP 3: HOW DO I APPLY?

Talk to us to get started

[Talk to us](#) about your project 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.

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.