

Venture Exchange Program: Future Food 2.0

Program Guidelines

Opening Date:	18.11.2024
Closing Date and time:	08.12.2024
	Australia: 11:30pm (Australian Eastern Daylight Time)
	Singapore: 8:30pm (Singapore Standard Time)
	Please take account of time zones when submitting your application.
Administering entity	Commonwealth Scientific and Industrial Research Organisation (CSIRO)
Enquiries:	If you have any questions, contact us at vep@csiro.au
Date guidelines released:	Future Food 2.0 (Round 2), Version 1.0: 18.11.2024
Type of program opportunity:	Targeted competitive

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Introduction

These guidelines ("Guidelines") contain information for applicants regarding Future Food 2.0 (Round 2) of the Venture Exchange Program, ("VEP", "Program")

You are advised to read these guidelines and sample Participation Agreement before submitting an expression of interest (EOI). This document sets out:

- the purpose and key details of the Program
- the eligibility, Expression of Interest (EOI) and selection criteria and process
- responsibilities and expectations in relation to the Program.

These guidelines may be changed from time-to-time. The updated version will be published online. The version available when successfully selected companies ("Participant Organisations") enter into a binding agreement ("Participation Agreement"), will apply to that Participant Organisation.

We have defined key terms used in these Guidelines in the glossary in Section 9.

1 About the Venture Exchange Program

The CSIRO Venture Exchange Program was created to foster bilateral research and commercial ties between Singaporean and Australian companies within the agrifood ecosystems. The VEP offers an opportunity for selected startups and small-to-medium enterprises (SMEs) - the Participant Organisations, to enhance their cross-border and commercialisation capabilities and access complimentrary research capabilities to accelerate market readiness.

VEP supports Participant Organisations to engage with research and industry partners in both countries with complementary capabilities showcased via events, facilitated connections and site visits.

The VEP seeks to:

- encourage startup, SME and research collaborations to stimulate food, and future protein industry growth and the acceleration of sustainability and food nutrition
- generate new, world-leading knowledge and technology in food and future proteins that can be translated into marketing insights, commercial projects, new companies and development for the agriculture and food industry
- build food and future protein scientific capability for both countries that addresses major national challenges.

The Program supports Participant Organisations and local innovation ecosystem stakeholders to:

- explore reciprocal country research capabilities and commercial market opportunities
- develop market readiness strategy/ies including research and development and or pilot projects
- engage across the value chain in both countries to identify synergies and build partnerships.

1.1 Program Delivery

To participate in the Program, successfully selected applicants will be asked to enter into a Participation Agreement with CSIRO.

Participant Organisations will appoint at least two Nominated Participant/s such as co-founders, owners, or executives who will participate in the Program. At least one of the two Nominated Participants is expected to attend and actively participate in the following "Program Activities":

- Virtual workshops supporting development of cross-border value propositions, developing an overseas
 entry strategy, communications across borders, managing IP and legal agreements across borders and
 designing and managing effective demonstrations, pilots or collaborative research projects.
- 1:1 facilitation and coaching from Program Facilitator and Expert-in-Residence.
- Advisory Group per entity, consisting of Program Facilitator, Expert-in-Residence, and two
 representatives from Cohort Partners organisations meets 3 times in the Program, at weeks 4, 8, and
 12, for 1.5 hours online sessions.
- In-person immersion weeks:
 - Brisbane, 17 21 February 2025 including attendance at EvokeAg.
 - Singapore, 7 11 April 2025 including attendance at FHA Food & Beverage Expo.
 - Funded economy class return airfare and accommodation for 5 nights for one representative per Participant Organisation. Travel is specified in section 6.
- Facilitated connections: coordinated site and facility visits and connections including to relevant research organisations, ag and food businesses, incubators, accelerators, government agencies and investors.

1.2 Program key dates

Date	18.11.24 - 08.12.24	18.11.24 – 13.12.24	14.12.24 – 20.12.24	03.02.25 - 25.04.25
Stage	Expression of Interest	Evaluation discussions	Selection and outcome	Program Activities

Table 1: Program delivery, Future Food 2.0

Expressions of Interest for Round 2 are open from 18 November 2024 to 8 December 2024.

Successfully selected Participant Organisations will participate in Round 2 Program Activities from 3 February 2025 to 25 April 2025, or as advised by the Program Delegate. Following this period, an evaluation period of 12 months will commence.

2 Program eligibility criteria

2.1 Who is eligible to apply for the Program?

We cannot consider your Program application if you do not satisfy all the eligibility criteria. To be considered, you must meet all the following:

Australian applicants:

- be an organisation that is either
 - incorporated in Australia with an ABN and ACN; or
 - an incorporated trustee applying on behalf of a trust

- have less than 200 employees
- have a technology/solution that aligns with the agrifood sector.

Singapore applicants:

- be an organisation that is
 - incorporated in Singapore with a Unique Entity Number (UEN); or
 - a foreign company registered in Singapore with a UEN; or
 - a foreign company invested by a Singapore-registered fund or venture capital; or
 - a foreign company that has participated in a Singapore-based tech accelerator program
- have less than 200 employees
- have a technology/solution that aligns with the agrifood sector.

2.2 Who is not eligible to apply for the Program?

You are not eligible to apply if you are:

- an individual
- a partnership
- an unincorporated association
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- a non-corporate Commonwealth entity
- an employer of 100 or more employees that has not complied with the Workplace Gender Equality Act (2012)
- an organisation included on the National Redress Scheme's website list of 'Institutions that have not joined or signified their intent to join the Scheme'
- any organisation that does not satisfy the eligibility criteria specified in section 2.1.

3 How to submit an EOI to the Program

Before submitting an expression of interest (EOI), you must read and understand these Guidelines, paying close attention to Eligibility and Selection Criteria, and the sample Participation Agreement published online.

To a submit an EOI you must:

- complete and submit your EOI online
- provide all the information requested
- address all eligibility and selection criteria
- review privacy and other application consents specific to the program
- submit your application by the notified closing date/time.

Applications must contain all the information necessary for assessment without the need for further written or oral explanation, or reference to additional documentation, unless requested by the Program Delegate.

Personal Information is collected, including sensitive information of Nominated Participants for the purposes of delivering the Program, see section 8.4, Privacy.

Applicants should not disclose commercial Confidential Information in the EOI. Participant Organisations should take all reasonable steps to ensure they do not disclose material which would undermine their ability to secure patent or other protection for Participant Organisation Confidential Information, or which would jeopardise or hinder their commercial activities.

You are responsible for ensuring that your EOI is complete and accurate. If we consider that you have provided false or misleading information, we may not progress your application. If you find any false or misleading information after submitting it, you should contact us immediately at vep@csiro.au.

You cannot change your EOI after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

3.1 Questions during the EOI and selection process

If you have any questions during the EOI and selection period, contact vep@csiro.au. We will respond to emailed questions within three working days.

4 Assessment and Selection

We assess all eligible applications against the EOI assessment criteria and compare them to other eligible EOIs. Only eligible applications will proceed to the assessment stage. We then provide advice to the Program Delegate on the merits of each EOI. The Program Delegate decides which EOIs can progress to Stage Two.

Stage One: EOI

The application form to submit an EOI will ask you a series of questions around the assessment criteria as listed in section 4.1. The assessment criteria apply to **Round 2** and you must address all the assessment criteria listed below in the EOI. We will assess your application based on the weighting given to each criterion and competitively rank against other submitted EOIs. The level of detail included in your EOI should reflect what you want the assessors to understand about your application.

Assessors may request further information from you, by email or phone, if required, and may seek additional information about an EOI from independent technical experts and other government agencies where appropriate.

Stage Two: Evaluation

Proceeding to Stage Two will be by invitation only. Assessors will form a selection panel and will review each eligible EOI on its merits and compare it to other eligible EOIs before recommending which EOIs should be invited to participate in an evaluation. During evaluation you will speak with up to two assessors

and may be requested to provide supporting evidence for your answers around the same assessment criteria.

Evaluation may commence during the EOI period and will conclude no later than 13.12.2024. Companies may be invited for a discussion with assessors soon after submitting an EOI, as such we encourage early EOI submissions. You will be issued with a date and time to meet with assessors. Be prepared for a short notice for your evaluation appointment.

Selection of companies into the Program also takes into consideration any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant and or any perceived or existing conflicts of interests declared by you. This includes the applicant's directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act*) or its application that could bring CSIRO or the Australian Government into disrepute if it were to select the applicant. Such issues and risks include where we consider there may be a conflict with Australian Government policy. Where possible and subject to national security and other considerations, we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the EOI and, if so, whether they are sufficient to warrant the exclusion of your application from the selection process.

The selection panel consists of CSIRO employees and or external technical and commercial professionals approved by the Program Delegate as having knowledge and experience aligned to the Program objectives. Each individual in the selection panel is required to declare any conflicts of interest and recuse themselves from any applications affected.

4.1 Assessment Criteria

Assessment criterion 1 Organisation & People (25%)

You should demonstrate this through identifying:

- that the Organisation has sufficient people and capacity to fully participate in the Program and undertake market readiness and or R&D or pilot preparations while conducting business as usual
- evidence if any, of team experience in developing international markets and in commercialisation.

Assessment criterion 2 Technology, Innovation and Readiness to Collaborate (25%)

You should demonstrate this through identifying:

- a clear value proposition for the technology/solution including its disruptive potential in the agrifood industry
- ownership of IP or right to commercialise your technology/solution
- how your product/technology/solution development or market will be furthered by cross-border research or commercial collaboration/s

Assessment criterion 3 Potential to Commercialise (25%)

You should demonstrate this through identifying:

- addressable market size and value for the product/technology/solution in Singapore/Australia/globally
- awareness of target customer, your competitive landscape
- awareness of potential obstacles to commercialisation.

Assessment criterion 4 Financial Positioning (25%)

You should demonstrate this through identifying:

• that the Organisation has sustainable revenue or probable investment/funding for the next 12-24 months and that funds can be allocated for international collaboration/s.

4.2 Announcement of selected Participant Organisations

In accordance with the Participation Agreement, we may publish non-sensitive details of Participant Organisations on csiro.au. This is information may include:

- name of Participant Organisation
- high-level description of Participant Organisation sector and product/service
- Participant Organisation location

4.3 Notification of application outcomes

The issue of these guidelines does not imply that CSIRO is bound to select an applicant. CSIRO reserves the right to accept/reject any or all of applications submitted at any stage without assigning any reasons whatsoever.

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the Program and associated Grant, which will be set out in the Participation Agreement.

Unsuccessful applicants may submit a new application in future program Rounds if you meet the eligibility criteria.

5 Successful applicants

5.1 Participation Agreement

You must enter into a legally binding Participation Agreement, in order to participate in the Program Activities.

You will be required to elect and list in the Participation Agreement **two Nominated Participants** who will actively participate in the Program Activities. These Nominated Participants, such as co-founders, executives or similar, must be over 18 years of age. Program Activities may only be attended by your Nominated Participants. For any changes to Nominated Participants you must contact us immediately at vep@csiro.au.

The provision of Program Activities may have specific conditions determined by the selection process or other considerations made by the Program Delegate. We will identify these in the offer of your selection into the Program, within the Participation Agreement. We will manage the arrangement directly with you and will provide specific contact details for this purpose. This includes issuing and executing of documents. Execute means both you and the Program Delegate have signed the Participation Agreement.

You will have no more than 7 days from the date of a written offer to have an appropriate delegate execute the Participation Agreement. The offer may lapse if you do not sign the Participation Agreement within the 7 days. Under certain circumstances, we may extend this period.

We base the approval of your acceptance into the Program on the information you provide in your EOI. We will review any requested or required changes to these details to ensure they do not impact your participation in the Program as approved by the Program Delegate.

You may not request changes to the terms of the Participation Agreement.

You should let us know if anything is likely to affect your participation in the Program Activities.

5.2 Communications

Guidance on publicity and promotional activities, such as announcements of Program acceptance, will be provided after the Commencement Date and adhering to the guidance will form part of your agreement with us.

These guidelines provide important information and direction to Participating Organisations regarding CSIRO logo and name use throughout the Program, as detailed in the Participation Agreement or as instructed in writing to you.

The overall goal of guidance on publicity and promotional activities is to support Participating Organisations to promote participation in Program Activities whilst ensuring any and all communications regarding the Program is in keeping with CSIRO approval processes.

You must familiarise yourself with the guidance from the outset of the Program to avoid brand and logo misuse and are advised to contact vep@csiro.au for any questions or concerns.

6 Travel

6.1 Travel Costs

Participant Organisations will receive a Travel Allowance to support reasonable costs of economy or equivalent return airfare/s and 5 nights accommodation for one Nominated Participant to attend the inperson immersion weeks in Australia and Singapore. The Travel Allowance supports the eligible costs outlined in Table 2, up to the maximum allowance listed in Table 2 and only on receipt of a tax invoice that must include tax receipts of flights and accommodation expenses.

All other costs including visa, airport transfers, incidentals, meals and transport not provided as part of the Program, travel insurance and medical costs, are at the expense of the Participating Organisation.

Eligible air transportation is limited to an **economy class fare** for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the Participant Organisation must provide evidence showing what an economy airfare cost at the time of travel.

The Travel Allowance payment is subject to one Nominated Participant from the Participating Organisation attending all (100%) of scheduled in-person Program Activities.

The Travel Allowance shall be paid at the conclusion of all travel experiences, upon receipt of tax invoice/s, as per Schedule 1 of the Participation Agreement.

Travel costs are to be submitted in the template provided and must clearly demonstrate costs incurred for expenses outlined in Table 2 only.

The maximum travel allowance covers both in-person immersion weeks in Australia and Singapore and is subject to the Participating Organisation's management of the travel budget.

Participant Organisations must supply bank account details, which will be verified by CSIRO for the travel allowance to be reimbursed.

Additional Nominated Participants may attend the in-person experiences, at the Participant Organisation's cost.

Travel costs are to be submitted in the template provided at the commencement of the Program and must clearly demonstrate costs incurred for expenses outlined in Table 2 only.

Nominated Participants travelling to in-person experiences who anticipate eligible expenses to be above 'reasonable costs' must outline costs and reason for higher travel costs via email to vep@csiro.au. Any costs deemed unreasonable will be at the expense of the Participating Organisation.

In-person travel experience	Maximum Travel Allowance (total)	Eligible costs
Travel 1 Australia + Travel 2 Singapore	AUD \$4,500 (inc. GST)	 Flights, tax receipt required Accommodation, tax receipt required If the maximum allowance is reached, no further (flight, accommodation) allowances can be claimed.

Table 2: Maximum Travel Allowance covering both Australia and Singapore in-person experiences

Nominated Participants are responsible for visa, travel insurance and vaccination or medical requirements in relation to any travel associated with the Program. Nominated Participants should consult with their medical provider to obtain clearance to travel and conduct necessary due diligence regarding medical conditions before travelling to in-person activities.

7 Reporting and Evaluation

Participant Organisations will be required to submit reporting in accordance with the Participation Agreement. We will use this information to evaluate the Program and how well program objectives have been achieved. We may also interview you or ask you for more information to help us understand how the Program impacted the Participant Organisation, and the Nominated Participants.

The reporting required consists of:

- 1. Baseline survey prior to commencing the Program to:
 - understand key business performance metrics as a baseline
 - understand business growth projections and aspirations prior to your participation in the Program.
- 2. Final Program Report at the conclusion of the Program Activities, to:
 - outline if and how your cross-border collaboration/s and commercial activities have progressed
 - include evidence of cross-border achievements during the Program

Post-program survey 12 months post the Program conclusion to assist us to reasonably track how you
and your cross-border collaboration activities have generally progressed since completion of the
Program.

All reporting and survey responses must be returned within four weeks of receiving the online request.

Additionally, we may ask you from time-to-time information about your organisation, collaboration outcomes, and your participation in the Program. This may be for input into marketing and promotion communications materials, or for an update on progress, or any significant delays or difficulties in completing the Program Activities.

8 Other things you should know

8.1 Guideline updates

These guidelines may be changed from time-to-time. The updated version will be available online. The version in place when Participant Organisations enter into a Participation Agreement will apply to that Organisation.

8.2 Enquiries and feedback

All feedback, any complaints or questions about the Venture Exchange Program and process must be provided in writing to vep@csiro.au.

8.3 Conflicts of interest

There may be a conflict of interest, or perceived conflict of interest if you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a CSIRO employee, or an Assessor
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the CSIRO or Participant Organisations from carrying out proposed Program Activities fairly and independently.

As part of your application, you will be required to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest. If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

CSIRO is committed to conducting the affairs of the organisation with integrity and in the national interest consistent with the functions of CSIRO as set out in the Science and Industry Research Act 1949 (SIR Act), the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and other relevant legislation.

We publish our conflict of interest process via the CSIRO Code of Conduct on the CSIRO website.

All Program employees, Assessors or officials including the Program Delegate must also declare any conflicts of interest and manage such conflicts of interest in accordance with CSIRO's policies and procedures.

8.4 Privacy

We are bound to protect personal information in accordance with the Privacy Act 1988 and the Australian Privacy Principles.

Personal Information is collected, including sensitive information of Nominated Participants for the purposes of delivering the Program. This personal information may include Nominated Participants' name, business address, email address and phone number. By submitting an application the Participant Organisation agrees that we will collect, use and disclose the Nominated Participants' personal information in accordance with the CSIRO Privacy Policy and Venture Exchange Program privacy statement for the purposes of facilitating the Program.

As part of your application, you acknowledge that the Nominated Participants have been informed of Program privacy statement and CSIRO Privacy Policy and have provided their consent to the handling of their personal and sensitive information in the ways described in the CSIRO privacy statement and the CSIRO Privacy Policy for the purpose of the Program.

Participants in the Program must comply with any directions given by CSIRO in relation to your use of personal information and must assist CSIRO to meet its obligations in relation to personal information collected, used or disclosed in connection with the Program. Participants must not use or disclose any personal information that you acquire, other than for the purposes of your role as a Participant. You also agree that you will take all reasonable steps to secure that personal information to ensure that it is not capable of being accessed by third parties. You must delete or return any personal information disclosed to you by CSIRO at the conclusion of your participation in the Program.

8.5 Confidential Information

You should not disclose commercial Confidential Information to CSIRO, Program team including Expert-in-Residence, subject matter mentors or other Participants in the Program. You should take all reasonable steps to ensure you do not disclose material which would undermine your ability to secure patent or other protection for Confidential Information, or which would jeopardise or hinder your commercial activities.

You should ensure information contained in your application will not compromise your requirements for confidentiality (such as protection of Intellectual Property).

8.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the Freedom of Information Act 1982 (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Officer in writing. This can be:

by email: FOI@csiro.au

• by post:

FOI Officer, CSIRO PO Box 225 Dickson ACT 2602 Australia

8.7 National security

It is your responsibility to consider any national security implications of your proposed Pilot Phase activities and to identify and manage any risks, particularly relating to export controls, potential for foreign interference and technology transfer.

You should also ensure there are appropriate controls around any sensitive research data including securing intellectual property.

Collaboration with foreign entities must be transparent, undertaken with full knowledge and consent, and in a manner, that avoids harm to Australia's national interests. It is your responsibility to consider the national security implications of your activities.

Know your partner

You should ensure that you know about who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, on all domestic and global partners and personnel participating in the Program Activities. This should take into account any potential security, ethical, legal and reputational risks, and where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

Export controls

As this Program involves collaboration with foreign entities, some provisions of Australia's export controls regime may apply to your Program Activities and Pilot Phase Activities. It is your responsibility to consider the implications, if any, of the relevant legislation on the proposed activities and to comply with any applicable requirements. Further information is available on the Department of Defence website.

9 Glossary

Term	Definition
Administering Entity	The entity that is responsible for the administration of the Grant administration processes.
Closing Date	The last date applications for the Program will be accepted
Commencement Date	The expected start date for the Program and Grant Activities
Commonwealth Entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Scientific and Industrial Research Organisation (CSIRO)	The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is the Australian Government's national science agency. CSIRO is constituted and operates under the Science and Industry Research
Completion Date	Act 1949 (SIR Act) and is responsible and accountable to the Commonwealth.
Completion Date	The expected date that Program activity must be completed by.
Confidential Information	All information disclosed in any form or media, which is by its nature confidential or which the discloser identifies as confidential.
Eligibility Criteria	The mandatory criteria which must be met to qualify for the Program. Assessment criteria may apply in addition to eligibility criteria.
Expression of Interest (EOI)	Online form that applicants use to apply for funding under the Program.
Guidelines	(This) Document containing relevant information for potential applicants to understand the purpose, outcome and objectives of the Program; the application and selection process; governance of the Program and Grant. These guidelines may be updated from time-to-time and will be published Online. The version in place when a Participant Organisation enter into a Participation Agreement will apply to that Organisation.
Nominated Participant/s	Appointed personnel from the business, such as co-founder or executive, who will take part in the Program Activities.
Opening Date	The first date applications for the Program will be accepted.
Participation Agreement	Binding agreement issued to successfully selected applicants, setting out the relationship between parties to the agreement, specifies the Program Activities, Travel Allowance and Grant Details.
Personal Information	Has the same meaning as in the Privacy Act 1988 (Cth) which is:
	 information or an opinion about an identified individual, or an individual who is reasonably identifiable:
	whether the information or opinion is true or not; and
	 whether the information or opinion is recorded in a material form or not.
Program Activities	All virtual and in-person activities undertaken by Nominated Participants in association with the delivery of the program.
Program Delegate	An Australian Government official within CSIRO with financial delegation responsibility for administering the Program.
Selection Criteria	Are the specified principles against which applications will be competitively assessed. These criteria are used to assess the merits of applications and to determine EOI rankings.
Travel Allowance	Financial assistance to support costs of one Nominated Participant attending the in-person travel experiences, as outlined in the Participation Agreement.

As Australia's national science agency and innovation catalyst, CSIRO is solving the greatest challenges through innovative science and technology.

CSIRO. Unlocking a better future for everyone.

Contact us

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For further information

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