

Ignite Program Innovation Partner Guidelines

Department of Trade, Business and Asian Relations

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1. Purpose and objectives

The Ignite Program (the Program) is a Northern Territory Government initiative to support businesses to develop and commercialise innovative products and services and increase investment in Northern Territory start-ups.

The Program helps start-ups fast-track their innovation activities by providing expert advice, unlocking funding, and opening doors to potential investors.

The Program provides a pathway for businesses to move from an early-stage innovation opportunity through to commercial readiness by supporting:

- planning and validation through Stream A; and
- development of a Minimum Viable Product¹ (MVP) or commercialisation activity through Stream B.

The Program is intended to support increased development and commercialisation of innovative ideas, strengthen the Northern Territory innovation ecosystem, support investment readiness and generate economic benefit for the Territory.

1.1. Objectives

The objectives of the Program are to:

- a. support Territory businesses to identify, validate and develop innovative ideas
- b. increase the number of innovative businesses capable of attracting customers and investment
- c. support the development of MVPs and other early commercialisation activities
- d. develop a pipeline of quality, early-stage investible start-ups in the Territory
- e. contribute to economic growth, employment and industry development in the Territory.

2. Program Participation

Participation, including approved funding are provided subject to these Guidelines, General Terms and Conditions – Grants and Subsidies and the NTG’s standard legal funding provisions.

These Guidelines, General Terms and Conditions – Grants and Subsidies together with the applicant’s Statutory Declaration, constitute the agreement governing the provision and use of funding.

3. Eligibility requirements – Innovation Partners

3.1. General eligibility criteria

An Innovation Partner is only eligible to participate in the Program if they:

- a. are a legal entity that holds a valid Australian Business Number

¹ Minimum Viable Product (MVP) is a product that has enough basic features to attract customers and offers the market something new and unique, either through a new product or offering an established product in a new or unique way.

- b. have capacity to deliver professional advisory services to a Recipient
- c. can demonstrate appropriate qualifications and previous experience in:
 - i. advising early-stage innovators
 - ii. developing innovation
 - iii. commercialising innovative ideas.
- d. can demonstrate a clear methodology to assist Recipients through problem framing, validation and pitching their innovation
- e. satisfy all the requirements of the Department specified in the application form.

The Department will conduct due diligence on Innovation Partner applicants to confirm:

- f. the applicant is eligible to participate as an Innovation Partner under this Program
- g. the veracity of any statement or declaration that may be contained in the application form.

3.2. Excluded entities

The following types of entity are not eligible under this Program:

- a. government agencies
- b. government owned or controlled bodies (including local governments)
- c. statutory corporations (whether Commonwealth, State or Territory)
- d. schools, universities or other educational institutions
- e. applicants that do not meet the criteria specified in the Department's General Terms and Conditions – Grants and Subsidies.

4. Conduct

4.1. Innovation Partner conduct

- a. By registering to participate in the Program, the Innovation Partner confirms to the Department that, at the date of application and for the duration of its participation, it meets and will continue to meet the eligibility criteria.
- b. All Innovation Partners must apply to be registered under the Program and receive written confirmation of registration from the Department before providing any services to Recipients.
- c. If an Innovation Partner no longer meets the eligibility criteria at any time during its participation in the Program, the Innovation Partner must provide written notice to the Department. If the Department receives this notice or otherwise reasonably believes that the Innovation Partner no longer meets the eligibility criteria, or if the Department:
 - i. is unsatisfied with the standard of service being provided by the Innovation Partner (on reasonable grounds and having given the Innovation Partner a reasonable opportunity to make submissions answering to any allegation in that regard)

- ii. has received notice from a Recipient or a member of the public that indicates the Innovation Partner is in breach of these Terms and Conditions, and after due enquiry the Department believes there has been a breach or non-compliance, or that any work carried out by the Innovation Partner is not to a standard that would be reasonably expected by a customer of a business carrying out services of the kind being offered by the Innovation Partner

then the Department may suspend or de-register the Innovation Partner's participation in the Program at its sole discretion.

- d. The Department is not responsible for any costs or expenses incurred by the Innovation Partner in meeting or maintaining eligibility criteria compliance or incurred as a result of suspension or deregistration.
- e. An Innovation Partner (or any related body or body claiming to act on behalf of the Innovation Partner), must not offer or accept any benefit (monetary or otherwise) to the Recipient or any third party, as inducement for a Recipient to accept a quote, other than the due and proper completion of the services set out and described in the quote(s).
- f. An Innovation Partner must not undertake or engage in any behaviour that does or may cause or be seen to cause negative public impacts upon the Department, the Program, or a Recipient.

4.2. Conduct of services

The role of an Innovation Partner is to support the Recipient to develop an Innovation Project Plan (IPP). Services may be in the form of one-on-one consulting, online training, or another method.

Innovation Partners must not complete the Recipient's IPP on their behalf.

Entry is contingent upon written notice from the Innovation Partner to the Department that the Recipient has been accepted as their client for the purposes of this Program. Notice of acceptance from the Innovation Partner must be provided within five (5) business days of being nominated.

Recipients will receive a voucher towards the costs of its nominated Innovation Partner to cover reasonable fees to a maximum value of **\$2000 (excluding GST)**.

Upon completion of the services provided by the Innovation Partner, it must redeem the voucher by submitting it to the Department, including full and complete evidence of the services provided to the Recipient. The Department will make payment to the Innovation Partner only after receiving confirmation by the Recipient that the services have been delivered to its satisfaction, and after any other acquittal processes required of Innovation Partner have been duly discharged by the Innovation Partner and/or the Recipient.

Any difference between the actual reasonable fees of the advisor billed to the Recipient and the value of the voucher are the sole responsibility of the Recipient to pay.

4.3. Application Process

- a. The Innovation Partner applies for registration through [GrantsNT](#).
- b. The Department reviews eligibility.
- c. Applications are assessed by an assessment panel.
- d. Applicants may be contacted to provide further information.

- e. The assessment panel makes recommendations to the Department's Delegate.
- f. The Department's Delegate makes the final decision.
- g. Successful applicants will be notified of the outcome and if necessary registered on the Program website.

5. Registered Innovation Partners – further information

Only approved, registered Innovation Partners may provide Stream A services under the Program.

Innovation Partners must be registered with the Department and meet the requirements set out in the Innovation Partner registration and participation requirements.

Innovation Partners do not support Stream B applications and are not part of the Stream B assessment panel.

6. General Conditions – Specific to Ignite

6.1. Intellectual property and public disclosure

Subject to any agreement between a Recipient and the Department in writing to the contrary, intellectual property contained in an IPP is owned by the Recipient.

Recipients agree to the Department referring to any financial support granted for the purposes of the Program in media releases, speeches, and annual reports at any time.

Recipients warrant to the Department that they are or will be entitled throughout their participation in the Program to deal with Information contained in their application (as developed during participation in the Program) and any disclosure or dealings will not infringe the intellectual property rights (including any Moral Rights within the meaning of the *Copyright Act (Cth) 1968*) of any third party.

7. Contacts

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