



**Queensland  
Government**

Department of Regional Development,  
Manufacturing and Water



# Manufacturing Hubs Grant Program

Round 3 program guidelines

**Version 1.2 13 February 2023**

[rdmw.qld.gov.au](http://rdmw.qld.gov.au)

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# 1. Introduction

The Manufacturing Hubs Grant Program (MHGP) Round 3 supports the growth of Queensland's regional manufacturing industry by helping small to medium enterprises (SMEs) build their advanced manufacturing capabilities.

The program assists regional manufacturing SMEs to:

- improve productivity by building international competitiveness, generating jobs and stimulating private sector investment
- adopt new technologies in equipment, robotics, processes, systems, software, data use and analytics
- improve energy efficiency and sustainability, and progress energy and carbon footprint management
- create and maintain high performing workplaces through increased management capability, leadership, and the development of skilled employees including advanced manufacturing apprenticeships and traineeships.

Grants between \$10,000 and \$500,000 are available for manufacturing SMEs in the SA4 Regions of Cairns, Townsville, Central Queensland, Mackay and the Gold Coast.

Round 3 is open until 30 June 2024 or until all funding is allocated.

The program is administered by the State of Queensland through the Department of Regional Development, Manufacturing and Water (the department). It supports the [Manufacturing Hub Delivery Model](#), [Queensland Advanced Manufacturing 10-year Roadmap and Action Plan](#), Advanced Robotics for Manufacturing Hub (ARM Hub), [Advancing Queensland's Priorities](#) and department's [Strategic Direction](#).

## 2. Manufacturing Hubs

The department operates Manufacturing Hubs in Cairns, Townsville, Rockhampton, Gladstone, Mackay and Gold Coast. In addition to delivering the MHGP, these hubs provide a catalyst to promote and deliver world-leading technologies, improved processes and practices, workforce development and training, private sector investment and local jobs for regional SMEs.

Each hub focuses on strengthening key manufacturing sectors of each region (see Figure 1).

Through the regional manufacturing hubs, manufacturers can connect with the ARM Hub to access cutting-edge robotics and associated technologies, robotics expertise, skills development, and industry knowledge.

Contact details for the hubs are at Section 8.

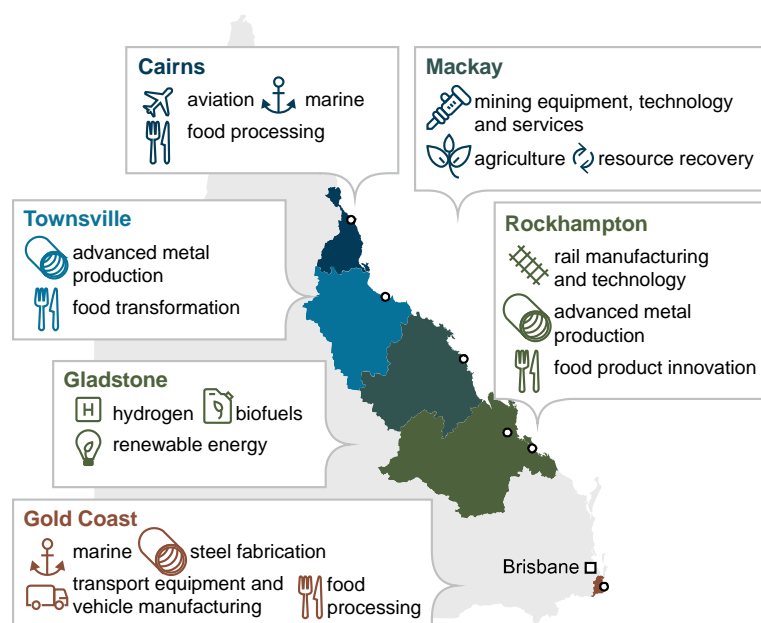


Figure 1: Key manufacturing sectors by hub region

## 3. Eligibility Criteria

### 3.1 Eligible Business Criteria

To be eligible to receive funding under the MHGP, an applicant must:

- be registered for GST and hold an active Australian Business Number (ABN)
- be an SME (i.e., an Australian business employing between 5 – 200 full time equivalent employees), or demonstrate that the business should be considered an SME, for which its principal activity and majority of annual turnover is derived from manufacturing
- have its main operations located in one of the eligible Queensland SA4 Regions (Cairns, Townsville, Central Queensland, Mackay and the Gold Coast)
- have operated within Queensland for a minimum of three consecutive years prior to submitting its application
- have a proposed Eligible Activity that meets the requirements set out in section 3.2
- be able to demonstrate the expected outcomes of the proposed Eligible Activity
- accept that the department may require security over any or all of the funded items
- not have, and not be an Associated Entity of an entity that has a current active application or funding agreements under MHGP
- not be insolvent or have owners or directors that are undischarged bankrupts
- have the financial capacity and standing necessary to conduct the proposed Eligible Activity, which includes the funds to contribute financially to the project and not be a federal, state or local government entity, statutory authority or not-for-profit organisation
- be willing to enter into a binding funding agreement with the department that will stipulate that the funding will be used to fund Eligible Activities.

Applicants should note that a detailed due diligence and probity review may be undertaken on the applicant including, but not limited to, the checks and searches below:

- applicant bona fide checks (status, corporate structure, ownership, directors review etc.)
- background and probity searches (ACCC, Banned & Disqualified, Bankruptcy, Adverse Media, Courts)
- financial capability (historical financials) and viability (funding capacity and sources)
- business and activity risks, and planned mitigations.

The outcome of the department's due diligence review may impact on the department's assessment of the application, that is, if deemed not to satisfy due diligence and financial probity, the application may be deemed ineligible for a grant and the department may elect to not progress the application further.



### Repeat applicants

MHGP applicants can only have one active application or funding agreement at any one time.

This criterion applies irrespective of whether an applicant is based in multiple locations (e.g., an applicant may have outlets in the Gold Coast, Mackay, and Cairns) and includes the applying ABN holder and any associated entities.

If an applicant has a current active funding agreement, they must complete this agreement before submitting their next application. The total funding received by any business in Round 3 cannot exceed \$500,000 per business (ABN holder and any associated entities) inclusive of any previous MHGP grants the business may have received.



### Applicants with multiple locations

Applicants who operate from multiple locations may need to demonstrate how they meet the eligibility criteria including being an SME, having their main operations in an eligible SA4 Region and operating in Queensland for three consecutive years.

For instance, if registered business address or head office is outside the eligible region or interstate, the business will need to confirm that its primary operating location (and the project location) is within an eligible SA4 Region. Similarly, where applicants operate out of multiple facilities, they must be able to demonstrate that the project site is either their primary site or that it operates with sufficient independence to be considered its own entity.

Applicants should contact their local Manufacturing Hub for further information.



### New businesses

Eligible applicants must have operated in Queensland for at least three consecutive years. In some cases, the business may not have been active for three years, such as where a business has recently changed ownership or structure. In this instance, the application should include evidence of operation for the former and current businesses and evidence of the change or transfer. Information may also be required to demonstrate the viability of the new business. Applicants should contact their local Manufacturing Hub for further information.

## 3.2 Eligible Activities

Grants will be available to successful applicants to support development of their advanced manufacturing capabilities through the following Eligible Activities:

- technology adoption
- skills and training
- business development
- ARM Hub services.


Applicants must identify their expected total activity costs (including Eligible Activity Costs and Ineligible Activity Costs), and the grant amount requested.

### 3.2.1 Eligible Activity Costs

Grants will only be available towards Eligible Activity Costs up to a maximum amount established in the subsequent funding agreement. The project site address must also be in one of the eligible SA4 Regions.


In preparing their application budgets however, applicants are expected to include whole-of-project requirements and both eligible and ineligible costs. For example, a budget to purchase and integrate a robotic welder may include purchase, business integration, training, installation, commissioning, servicing schedule, service support and upgrade capabilities.

Applications may include one or more Eligible Activities and associated critical costs. Below are Eligible Activities and some examples of Eligible Activity Costs:

|  |   |   |  |  |  |
|--|---|---|--|--|--|
| <br>Technology adoption | Enterprise Resource Planning (ERP) system installation, implementation and integration  |   |  |  |  |
|  | Purchase or upgrade of automated and robotic equipment for digital advancement, such as creation of a 'digital twin' <sup>1</sup>   | Energy efficiency and sustainability resulting from technology adoption   | Sophisticated material waste, reuse and recycling management |  |  |
|  | Innovative water use management   | New, integrated advanced manufacturing technologies, including equipment that is leading-edge and innovative (e.g. robotics and automation) or integral to support the introduction of innovative systems and processes |  |  |  |
|  | Purchase of capital equipment including machinery, cyber security systems, augmented or virtual reality equipment, software or upgrade to Internet of Things (IoT) capabilities |   |  |  |  |
|  | Installation, implementation and integration of inventory management or supply/value chain integration management systems   |   |  |  |  |
|  |   |   |  |  |  |


|  |   |   |   |
|--|---|---|---|
| Engaging a technical expert for any of the following:  |   |   |   |
| Developing a quantifiable plan to transition from standard to advanced manufacturing, or expansion into an emerging market                           |   | Analysing a manufacturing sector for the business to expand or develop, inclusive of the purchase, adoption and integration or use of advanced manufacturing equipment, machinery, software, techniques or principles |   |
| Optimising/augmenting current resources/equipment or new equipment and technology investment, including an integration of advanced technologies plan |   | Developing a human resource management plan to support integration and boost commercial outcomes creating sustainable jobs  | Providing an in-depth analytical report for business transformation in the development of Industry 4.0 principles                           |
| Support for promotional activities related to business development at trade shows, exhibitions and industry events:                                  |   |   |   |
| Promotional literature and advertising expenses related to the event   |   | Marketing and communication expenses related to the event   |   |
| Lean audit, value stream mapping, error and down time reduction  | Supply/value chain digital data capture and analysis plan | Networking and digital connectivity implementation plan   | Implementation of digital connectivity enabling measurement, big data analytics, machine integration (sensors, data loggers, software etc.) |
| Market research  |   | Social media, digital media/market/export strategy  | Differentiation/diversification of existing products/services strategy  |
| Business model innovation  |   |   |   |
| Site visualisation deployment for improved structure and factory layout  |   | Progressive energy and carbon footprint management, development, and implementation plan  |   |
| Obtaining specific accreditations (e.g. ISO/AS/DIN/EN) directly related to a tangible business opportunity   |   |   |   |

Business development



## Business development




|  |   |  |   |                    |  |
|--|---|--|---|--------------------|--|
| <div>Skills and training</div>  | Engaging a suitably qualified trainer, certifier or professional to undertake a skills development analysis and training plan for upskilling the existing workforce, inclusive of current and future equipment, programs, software and technologies |  | Short courses or micro-credentials related to technology use, advanced systems or automated/robotic operation |                    |  |
|  |   |  | Business benchmarking   |                    |  |
|  | Professional development courses, such as:  |  |   |                    |  |
|  | Transitioning to supervision and management   |  | Frontline management  | Lean manufacturing |  |
|  | Certificate IV in Competitive Systems and Practices   |  | TAFE SkillsTech   | Sigma Six          | Other industry peak body, recognised and accredited training |

|  |  |
|--|--|
| Advanced Robotics for Manufacturing Hub (ARM) Hub commercial solutions projects including:   |  |
| Expert services – support for businesses seeking to trial new technologies, build capability or deliver solutions such as robotic vision, augmented reality or virtual reality designs and software user interface | Scale partnerships – partnerships with larger companies to increase capacity to scale and bid competitively on large commercial projects                             |
| Adoption sprints – support for identifying suitable technology to purchase and implement   | Demonstration projects – adoption trials of advanced manufacturing technology or process to prove concepts and overcome commercial challenges before full investment |

## ARM Hub services





|   |  |  |
|---|--|--|
|  | Associated project costs critical to the success of the proposed project:  |  |
|   | Servers to accommodate advanced systems and process connectivity (refer to ineligible costs associated with servers) | Freight  |
|   | Installation, commissioning and training for new equipment, robotics and automation systems                          | Training to support implementation of a new software system or integrated technology |

<sup>1</sup> Digital Twins (DTs) can be defined as (physical and/or virtual) machines or computer-based models that are simulating, emulating, mirroring, or “twinning” the life of a physical entity, which may be an object, a process, a human, or a human-related feature. Each DT is linked to its physical twin through a unique key, identifying the physical twin, and therefore allowing to establish a bijective relationship between the DT and its twin. A DT is more than a simple model or simulation. A DT is a living, intelligent and evolving model, being the virtual counterpart of a physical entity or process. It follows the lifecycle of its physical twin to monitor, control, and optimize its processes and functions. It continuously predicts future statuses (e.g., defects, damages, failures), and allows simulating and testing novel configurations, in order to preventively apply maintenance operations (Barricelli, B. R., Casiraghi, E. & Fogli, D., 2019. A Survey on Digital Twin: Definitions, Characteristics, Applications, and Design Implications. IEEE Access, Volume 7, pp. 167653-167671.)

### 3.2.2 Ineligible Activity Costs

Applicants will not be entitled to receive funding in respect to Ineligible Activity Costs which are costs and expenses that are or are associated with:

- any third-party consultant costs involved in preparing an application or supporting materials including any benchmarking reports used to support the application
- the applicant’s flights and all other transport related costs, all personal expenses, including meals, beverages, accommodation, and entertainment expenses
- costs associated with attendance at domestic and international trade show(s) and other related events where the Queensland Government or the Australian Government is already providing subsidised support for the applicant
- fees and charges associated with registering domestic or international patents or other intellectual property
- costs associated with trade skills and training courses below a Certificate III level
- training for apprentices and courses that already attract an Australian or Queensland Government subsidy
- costs for professional development, skills acquisition and accreditation that do not support or enhance the development of advanced manufacturing industry capabilities
- costs for general on-the-job training and supervision
- costs of purchasing second-hand equipment, or replacement or modifications of existing tools (e.g. drills, grinders, screwdrivers, hacksaws and hammers) or machinery (e.g. drill presses, lathes and other workshop machines), or equipment that will be leased or sold
- internal costs associated with implementing certification systems within the business
- legal or other professional advice (such as financial services provided by an accountant)
- normal operating costs (i.e., utility and telecommunication charges, building lease costs, product materials) or ongoing subscriptions
- costs for consultants/contractors that are associated entities with the applicant
- employee salaries or costs associated with recruitment activities
- website development not directly related to an Eligible Activity
- Eligible Activity Costs incurred or paid for by the applicant prior to entering into a binding funding agreement with the State



- any other costs deemed ineligible by the department including costs that the department considers are not reasonably incurred primarily for or in connection with the Eligible Activity.



### Security over assets

If an application is successful, the applicant will be required to enter into a funding agreement with the Queensland Government which may require assets such as funded equipment to be registered on the Personal Property Securities Register in favour of the Queensland Government. The department will meet any registration costs associated with this registration. If the applicant is also obtaining a loan to fund the project, they should confirm their financier is satisfied with these arrangements.

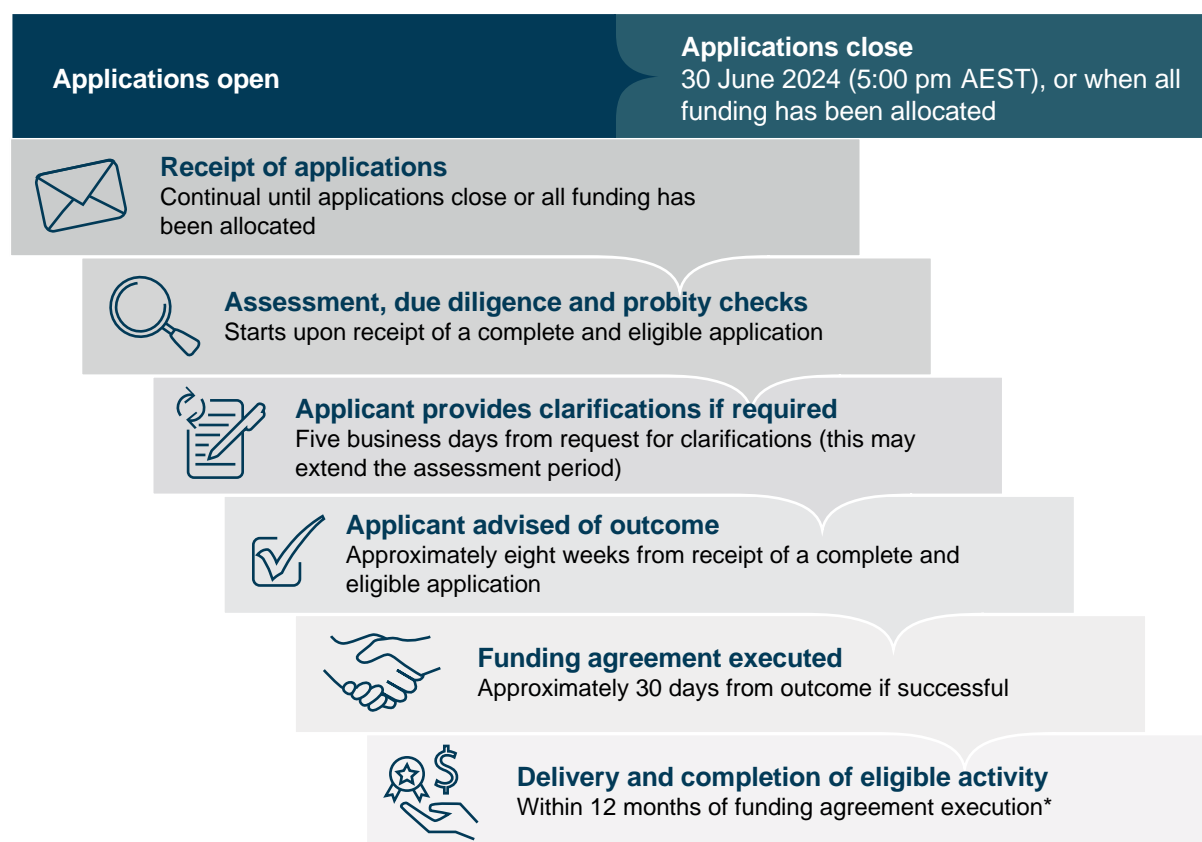
## 4. Application process

### 4.1 Grant amount

Applicants may request a grant between \$10,000 and \$500,000 (excluding GST). The grant amount must be no more than 50 per cent of the total Eligible Activity Costs.

### 4.2 Timeframes

The table below shows the key timeframes for applications. Other than the opening date for applications, all dates and times are indicative only.



\* The Eligible Activity must be able to be completed within 12 months of execution of a funding agreement. Where project planning demonstrates delivery beyond 12 months from commencement, the applicant must provide detailed reasons including supporting documentation for consideration of a project timeframe longer than 12 months.

**Figure 2: Indicative dates and timeframes**

## 4.3 How to apply

Applications will only be accepted when submitted electronically via the online application form to the relevant Manufacturing Hub.

The department may, at its discretion, accept or reject any application.

Applicants are responsible for their own application preparation costs.

### **Applications should include the following information:**

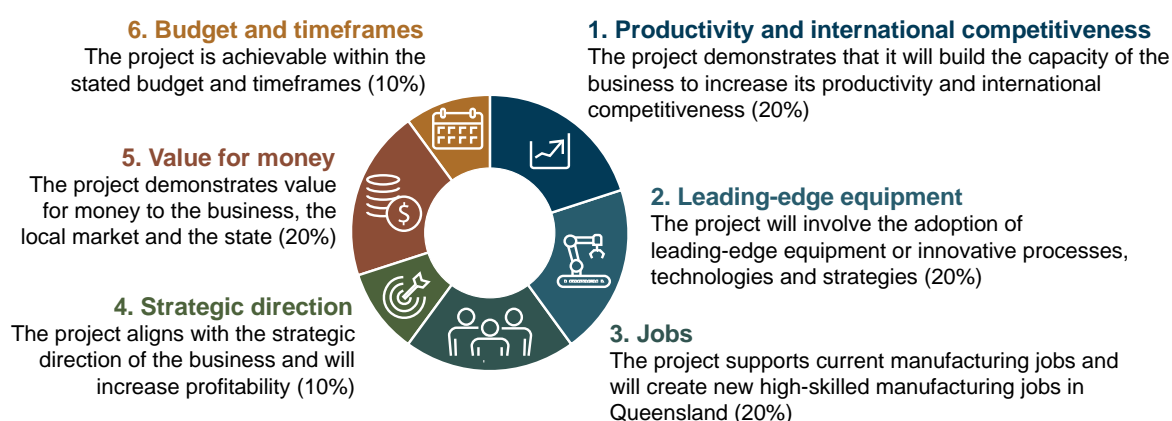
- a completed application form including:
  - a description of the opportunity, project scope and expected benefits
  - an explanation of how the project is Transformational and will position the applicant as an advanced manufacturer or undertaking new operations/functions at a significantly higher capability
  - confirmation of the number of full time equivalent employees employed by the SME (non-salaried directors, volunteers, persons paid by commission only, consultants and contractors are not included as FTE employees)
  - information on the structure and operations of the SME
  - detailed project cost breakdowns, including estimated Eligible Activity Costs and Ineligible Activity Costs.
- evidence to support information provided in the application form including:
  - business or strategic plan extract demonstrating the proposed project aligns with the strategic direction of the applicant
  - evidence that the applicant can fund the project costs not funded by the grant. This must include details of the extent to which those project costs will be financed internally or externally and any associated security
  - a detailed project timeline
  - where the purchase of new technology and/or equipment requires the upskilling of the workers involved, a detailed workforce development and training plan
  - certificates of currency for WorkCover, public liability and business risk insurances
  - decision-making governance structure or processes of the applicant (e.g. trust deed, company group structure)
  - financial statements for the past three years prior to the year of application, including profit and loss, balance sheet and statement of cash flows (where available) that are either CPA/CA prepared, audited and certified (preferred) or CPA/CA prepared and signed financial statements (e.g., if the application is made in February 2023, documentation for financial years 2021–22, 2020–21 and 2019–20)
  - at least two quotes for each Eligible Activity Cost item
  - any other evidence to support claims about the project's expected benefits and viability, such as projected FTE employees or value for money. For instance, where applicants are seeking to diversify into new products, evidence of viability might include a competitor analysis, marketing plan, skills analysis and letters of support from potential customers.

## 5. Assessment

Applications must contain all required information at the time of submission (refer to section 4.3 How to apply). Applications that are missing required information may not be progressed for further assessment.

The receiving Manufacturing Hub will review all applications against the Eligibility Criteria.

The Manufacturing Hub will progress applications that meet the Eligibility Criteria and that contain the required information for assessment by the department against the following Assessment Criteria. The department may also conduct due diligence and probity checks as part of this assessment.



**Figure 3: Weighted Assessment Criteria**

Applicants may be requested during the assessment process to clarify information provided in the application or provide further information to enable comprehensive assessment. If an applicant does not submit all information in the required timeframe (usually five business days), the department may reject the application.

## 6. Funding agreements

Successful MHGP applicants will be formally offered funding and will be required to execute a funding agreement with the department.

The draft funding agreement is available on the department's website for review.

Applicants must execute a funding agreement with the department before starting their activities (including paying deposits or committing to expenditure) and receiving any funding. The department has no obligation to provide any financial assistance until a funding agreement has been executed by all parties.

The funding agreement will detail the terms and conditions of the proposed grant, including the milestones that must be met for the payment of funding.

In general, the funding agreement will provide for applicants to receive a 20 per cent up-front payment following execution of the funding agreement by both parties (subject to the requirements of any special conditions being satisfied, and the results of any due diligence undertaken by the department). The remaining funding will be paid as detailed in the funding agreement in milestones following completion of the project milestones.

For each milestone, the applicant must submit a payment claim with supporting documentation to evidence the expenditure on the Eligible Activity/Activities, including invoices from suppliers and bank

statements/remittance advices showing project expenditure. Subject to acceptance of a valid payment claim, the funding will be paid in accordance with the terms set out in the funding agreement.

The department will retain 5 per cent of the funding for 12 months following completion of the project, to ensure delivery of the outcomes and objectives of the project and submission of the post completion report. The department may also take security over any or all of the funded items.

Without limiting the terms and conditions set out in Section 7 of these Guidelines, the Department will not be liable to an applicant for any commitments made, or costs incurred or paid, by an applicant prior to execution of a funding agreement.



### Changes to executed funding agreements

Any variation to an executed funding agreement will require a formal variation request to the department. Depending on the extent of the variation proposed, the request may also require review by the assessment panel, due diligence and probity checks and requests for clarifications of further information. Applicants are encouraged to fully consider their projects, delivery timeframes and costs during the application and funding agreement review stages to minimise variations during project delivery.

## 7. Terms and conditions

### 7.1 Definitions

In these Guidelines, unless the contrary intention appears, the following terms are defined as:

- Assessment Criteria: the criteria contained in section 5 of these Guidelines
- Associated Entity: has the same meaning as under s50AAA of the *Corporations Act 2001*
- Department or the department: the State of Queensland (represented by the Department of Regional Development, Manufacturing and Water)
- Eligible Activity: an activity which meets the requirements listed in section 3.2 of these Guidelines
- Eligible Activity Costs: costs and expenses reasonably incurred by the applicant in relation to the Eligible Activity which are not Ineligible Activity Costs
- Eligible Business Criteria: the criteria set out in section 3.1 of these Guidelines
- Guidelines: these Manufacturing Hubs Grant Program Guidelines
- Ineligible Activity Costs: the costs listed as such in section 3.2.2 of these Guidelines
- Manufacturing: physical or chemical transformation of raw materials, substances or components into new products (excluding agriculture and construction)
- Program Objectives: the objectives of the MHGP set out in section 1 of these Guidelines
- SA4 Regions: regions as detailed on the [Queensland statistical area maps](#), Level 4 (SA4) 2021, provided through Queensland Treasury
- Small to Medium Enterprise (SME): any business employing between 5 – 200 full time equivalent employees which is owned by a company incorporated in Australia or by an incorporated trustee on behalf of a trust
- State: State of Queensland

- Transformational: is the process of changing the way that you do things in to order to have or participate in an attempt at a positive impact that is long term.

## 7.2 Reservation of rights

The department reserves the right to administer the MHGP and conduct the process for the assessment and approval of applications to the MHGP in such manner as it thinks fit, and to:

- change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall MHGP (including timeframes, submission and compliance of applications), where in such circumstances notice will be provided to applicants on the department's website,
- consider or accept, or refuse to consider or accept, any application which:
  - is lodged other than in accordance with these Guidelines; or
  - is lodged after the relevant closing date; or
  - does not contain the information required by these Guidelines; or
  - is otherwise non-conforming in any respect,
- vary or amend the Eligible Business Criteria or Assessment Criteria,
- take into account any information from its own and other sources (including other Government agencies and other advisors),
- accept or reject any application, having regard to these Guidelines, the Eligible Business Criteria, the Assessment Criteria or any other item, matter or thing which the department considers relevant, including the limitations on the funds available for the MHGP,
- give preference by allocating weighting to any one or more of the Eligible Business Criteria or Assessment Criteria over other criteria,
- seek clarifications or additional information from or provide clarifications or additional information to any applicant,
- negotiate or deal with or seek presentations or interviews from any one or more applicants,
- conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals,
- require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information,
- terminate further participation of any applicant in the application process for the MHGP for any reason, which includes termination due to a material change to information presented in an application,
- terminate or reinstate the MHGP or any process in the MHGP,
- not proceed with the MHGP in the manner outlined in these Guidelines, or at all,
- allow the withdrawal of, or addition of any applicant after the closing date,
- conduct negotiations with any one or more applicants after the closing date or after applications have been lodged,
- take such other action as it considers in its absolute discretion appropriate in relation to the MHGP processes.

Where, under these Guidelines, it is stated that the department may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the department may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant). If the

department does exercise any of its rights under these Guidelines, then the department may inform any or all applicants, although will not be under any obligation to do so.

### 7.3 No relationship

The department's obligations regarding the application process are limited to these expressly stated in these Guidelines.

Subject to section 6, no contractual or legal relationship exists between the department and an applicant in connection with the MHGP, these Guidelines or the application process.

An applicant, or its representatives:

- have no authority or power, and must not purport to have the authority or power to bind the department, or make representations on behalf of the department,
- must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with the department; and
- must not represent to any person that the department is a party to the proposed project other than as a potential funder, subject to the application process detailed in these Guidelines.

### 7.4 Participation at the applicant's cost

Each applicant participates in the MHGP at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the department, whether in contract, tort (including negligence), equity, under statute or otherwise, arising from or in connection with:

- any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the department, attendance at meetings or involvement in discussions) or otherwise in connection with the MHGP,
- the department at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the MHGP; and
- any of the matters or things relevant to its application or the MHGP in respect of which the applicant must satisfy itself under these Guidelines.

Without limiting the foregoing, if the department cancels or varies the MHGP at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under these Guidelines, no applicant will have any claim against the department arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to, and whether directly or indirectly, the MHGP.

### 7.5 Applicants to make own enquiries

These Guidelines are prepared to give potential applicants background information in relation to the MHGP. These Guidelines do not, and do not purport to contain all the information that applicants may require in reaching decisions in relation to whether to apply for financial assistance under the MHGP. Applicants must form their own views as to what information is relevant to such decisions and obtain their own independent legal, financial, tax and other advice in relation to information in these Guidelines or otherwise made available to them during the application process.

The department makes no warranty or representation express or implied and does not assume any duty of care to the applicants that the information in these Guidelines or supplied in connection with

the MHGP is accurate, adequate, current, suitable or complete, or that the information has been independently verified.

The department accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information supplied by it in connection with the MHGP or interpretations placed on the information by applicants.

## 7.6 Intellectual property

Any intellectual property rights that may exist in an application will remain the property of the applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain; any intellectual property rights should be clearly identified by the applicant.

The applicant grants to the department (and will ensure that relevant third parties grant) a non-exclusive, irrevocable licence to use and reproduce the intellectual property for the purpose of administering the MHGP.

## 7.7 Privacy

In this section, Personal Information has the meaning given to that term in the *Information Privacy Act 2009* (Qld).

Personal Information collected as part of the application and assessment process will be used by the department and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent funding agreement). The department will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

## 7.8 Acceptance

By submitting an application under the MHGP, each applicant:

- warrants to the department that the information contained in its application (including any attachments and any additional information provided in connection with its application) is true, accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the department in determining whether to select an applicant for the MHGP or to provide financial assistance to the applicant under the MHGP,
- undertakes to promptly advise the department if it becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect,
- acknowledges that the department will rely on the above warranty and undertaking when evaluating the application,
- acknowledges that the department may elect to remove an applicant or elect not to further consider an application at any stage as a result of material changes to the information presented in its application,
- acknowledges that the department may suffer loss or damage if the applicant breaches the above terms and conditions,
- is taken to have accepted these Guidelines, including these terms and conditions.

## 7.9 Communication with the media

All media enquiries or public announcements relating to the MHGP will be coordinated and handled by the department's media team.

Applicants must seek and obtain the department's approval before contacting or responding to the media in connection with successful or unsuccessful applications for funding support under or in



connection with the MHGP, and comply with the department's requirements about the form, content, timing and manner of any proposed media statement or event.

Applicants are specifically required to provide at least 25 days' notice to the department of any proposed media event in relation to a project or Eligible Activity under the MHGP.

Where possible, all media and communications will be undertaken jointly with successful applicants.

Applicants acknowledge that the department intends to publicly disclose the names of successful applicants, general details about projects funded (including the amount of funding granted), and the anticipated and realised outcomes of funded projects (such as jobs creation benefits and business improvement metrics).

## 7.10 Confidentiality and use of information

The department will maintain controls in relation to the management of confidential information provided by applicants. Applicants should specifically mark any information the applicant considers to be confidential.

An applicant must keep confidential its application and its dealings with the department about its application but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality. An applicant must also keep confidential any information designated by the State as confidential.

The department may disclose information, including confidential information, of or provided by an applicant:

- to its representatives and advisors for any purpose
- to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
- to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols; or
- if required to be disclosed by law.

For audit purposes, the State is required to retain applications and other supplied supporting material. Successful applications will be retained for seven years and unsuccessful applications retained for two years.

## 7.11 Ongoing obligations under funding agreements

Any funding agreement between the State and a successful applicant will detail the applicant's ongoing obligations with respect to media communications, publicity and confidentiality.

## 7.12 Program evaluation

As an initiative of the State, the MHGP will be continuously monitored and reviewed to ensure that the MHGP effectively achieves the Program Objectives. Therefore, these Guidelines may be updated to reflect future changes to the MHGP.

## 7.13 Tax

Grants may be treated as assessable income for taxation purposes. The department does not provide advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

## 7.14 Complaints

The department's decision in relation to an application outcome is final and may not be appealed. Feedback will be available to all unsuccessful applicants in the first instance. If, however, an applicant

has any dispute in relation to the application process or assessment process, a formal complaint may be submitted to the department via the [department's website](#).

For further information please contact:

Web: [www.rdmw.qld.gov.au](http://www.rdmw.qld.gov.au)

Email: [mhgp@rdmw.qld.gov.au](mailto:mhgp@rdmw.qld.gov.au)

Phone: (07) 3328 4811

## 7.15 Law

These Guidelines are governed by the laws applicable in Queensland.

## 8. Contact details

For more information, please contact your local Manufacturing Hub:

| Manufacturing Hub | Contact details  |
|-------------------|--|
| Cairns            | Phone: 0460 030 103<br>Email: <a href="mailto:cairns.manufacturinghub@rdmw.qld.gov.au">cairns.manufacturinghub@rdmw.qld.gov.au</a>           |
| Gladstone         | Phone: 0436 814 547<br>Email: <a href="mailto:gladstone.manufacturinghub@rdmw.qld.gov.au">gladstone.manufacturinghub@rdmw.qld.gov.au</a>     |
| Gold Coast        | Phone: 0429 073 346<br>Email: <a href="mailto:goldcoast.manufacturing@rdmw.qld.gov.au">goldcoast.manufacturing@rdmw.qld.gov.au</a>           |
| Mackay            | Phone: 0460 022 817<br>Email: <a href="mailto:mackay.manufacturinghub@rdmw.qld.gov.au">mackay.manufacturinghub@rdmw.qld.gov.au</a>           |
| Rockhampton       | Phone: 0499 721 258<br>Email: <a href="mailto:rockhampton.manufacturinghub@rdmw.qld.gov.au">rockhampton.manufacturinghub@rdmw.qld.gov.au</a> |
| Townsville        | Phone: 0499 571 750<br>Email: <a href="mailto:townsville.manufacturinghub@rdmw.qld.gov.au">townsville.manufacturinghub@rdmw.qld.gov.au</a>   |

The department is not able to directly assist in the preparation of applications.

Department of Regional Development,  
Manufacturing and Water  
GPO Box 2771, Brisbane, Queensland 4001  
13 QGOV (13 74 68)  
[info@rdmw.qld.gov.au](mailto:info@rdmw.qld.gov.au)  
[rdmw.qld.gov.au](http://rdmw.qld.gov.au)



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