

Made in Queensland program

Frequently asked questions

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What are the minimum and maximum grant amounts a business can apply for?	2
What are the different stages of the MIQ program?	2
What is the role of the departmental officer or case manager?	2
How do I submit a grant application?	2
What should I include in the application?	3
Do I need to provide multiple quotes?	3
Is there a file size limit that can be uploaded in the online application portal?	3
What are the timeframes for the MIQ program?	3
Do I need to have existing products and market presence to apply?	3
Will projects already underway be eligible for grant funding?	3
Once I have submitted an application, am I able to commence the proposed project before I am notified of the outcome of my application?	3
When can I start my project?	3
How will my application be assessed?	4
What is the timeline for application approval?	4
If the application is unsuccessful, can I resubmit?	4
Will my application be treated as confidential?	4
How will competing interests or more than one project of a similar nature be assessed? Will one project be backed one over the other?	4
What type of funding sources can be used for matched funding?	4
For equipment purchases, will lease/chattel mortgage/lease to own arrangements that extend beyond the nine month project completion requirement be supported?	4
What type of funding sources cannot be considered as matched funding?	5
Do I need to have the matched contributions available up front?	5
How will grant payments be made?	5
What are the tax obligations associated with a MIQ grant?	5
Are legal fees considered eligible funding?	5
For the business area focus 'marketing, branding and communication', what constitutes eligible expenditure?	5

What are the minimum and maximum grant amounts a business can apply for?

Grants will range from \$50,000 to \$2.5 million in matched funding on a dollar for dollar basis. Individual businesses will be limited to a maximum of four grants. The total value of all Made in Queensland (MIQ) grants received by any one business must not exceed \$2.5 million.

This means that the minimum total project value must be at least \$100,000 comprising \$50,000 from the business and \$50,000 matched by the MIQ grant.

The business will need to demonstrate they can support the project financially and provide the necessary resources to implement and execute the project.

What are the different stages of the MIQ program?

The program comprises the following stages: registration, benchmarking and the grant application. Successful grant applications then move to a funding agreement to undertake and deliver the project.

Registration

To register interest in this new program, complete the registration form which can be found at: <http://statedevelopment.qld.gov.au/industry-development/made-in-queensland.html>

The business's eligibility will then be assessed once the registration of interest form has been submitted. The business will be advised as to whether it meets the eligibility criteria for the MIQ program.

Benchmarking

If assessed as eligible to take part in the program, the business will then need to be benchmarked. The department will make arrangements for a benchmark to be conducted. Note that only one benchmark can be undertaken under the MIQ program at no cost to the business.

If the business has undertaken a separate benchmarking process (for example the AusIndustry Business Evaluation Action Plan), that benchmark report can be provided to the department to be assessed and may be accredited under the MIQ program as meeting the benchmarking requirements. If accredited, the business will not be required to undertake a further benchmark under the MIQ program

MIQ grant application

Following completion of a benchmark and discussions with a departmental officer the business, if eligible, can apply for an MIQ grant to implement at least one of the benchmarking report's recommendations. Grant applications must also address the MIQ program objectives.

What is the role of the departmental officer or case manager?

Departmental staff are able to provide general advice regarding the MIQ program objectives, assessment criteria and alignment with benchmark report recommendations. It is important to note that departmental staff are not responsible for making the business's application nor can they assist in writing the application.

How do I submit a grant application?

Once the business decides to make a grant application, the department will provide a link to the online application form. This form requires an internet connection to function and must be accessed via an internet browser.

The grant application form must be completed and submitted electronically via the online portal. Documentation to support the application should also be uploaded via the online portal.

What should I include in the application?

Please see the attached 'grant application checklist' of what should be included in a grant application.

Do I need to provide multiple quotes?

It is important to demonstrate value for money in the project application, and this is a criterion used in the assessment. Multiple quotes will usually provide evidence to support value for money claims. Multiple quotes provided with an application should always be supported by analysis demonstrating why the preferred quote provides the best value for money option (noting the cheapest option doesn't always represent value for money). However, exceptions may apply, and in the event there is a compelling reason for not presenting multiple quotes, an explanation is required.

Is there a file size limit that can be uploaded in the online application portal?

There is no file size limit for the application portal.

What are the timeframes for the MIQ program?

The MIQ program is a two-year program. However, once funds are exhausted no further applications will be accepted.

Applications must be submitted within 12 months of the business receiving the benchmark report.

If successful in being approved for an MIQ grant, the project must be completed by the business within nine months of the grant being approved.

Do I need to have existing products and market presence to apply?

It is important to note that the grant does not support new product development or the commercialisation of new products. The business must already have a product in the market with a history of sales. The MIQ program will support product iterations or modifications to an existing product that has achieved commercial success, as evidenced by sales.

Will projects already underway be eligible for grant funding?

No, MIQ grants are not made retrospectively. Projects that are already underway are not eligible to be funded under the program.

Once I have submitted an application, am I able to commence the proposed project before I am notified of the outcome of my application?

No, MIQ grants are not made retrospectively. The business should not commence project activities and/or incur project costs prior to being notified of the outcome of their project application.

When can I start my project?

Once notified of the outcome of your grant application, and if successful, the business should enter into a Funding Agreement with the department prior to commencing the project. If the business has a reason to commence the project earlier, this should be first discussed with the department.

How will my application be assessed?

Applications will be assessed against the eligibility requirements of the program and against the program's assessment criteria listed in the program guidelines at section 2.11.

Applicants may be contacted during the assessment process to clarify information provided in the application and/or to request further information to enable due diligence and probity assessment.

What is the timeline for application approval?

The department will notify applicants, in writing, of the outcome of their application within 28 business days of its receipt. Where an applicant is provided an opportunity to clarify its application, the response time above may not be adhered to or may be applied once a complete application is received

If the application is unsuccessful, can I resubmit?

Yes. On notification of an unsuccessful application, the business will be provided with the rationale behind the outcome and encouraged to resubmit. The business can decide to either amend the application for reconsideration or submit a new application for the same (or similar) project, taking feedback from the department into account.

Will my application be treated as confidential?

Yes. The MIQ program has appropriate processes in place for commercially sensitive information.

Please note the overall quantum and timing of funding provided under the MIQ program, as well as the recipient business's name and a brief description of the funded project will be made public.

How will competing interests or more than one project of a similar nature be assessed? Will one project be backed one over the other?

Assessment guidelines are strict and each application will be assessed on its own merits. Funding will only be awarded if the application is assessed as meeting all the eligibility requirements and assessment criteria as set out in the MIQ guidelines. Therefore, business applications for more than one project of a similar nature and/or manufacturing similar products can be supported.

What type of funding sources can be used for matched funding?

- debt funding (i.e. bank loans)
- existing capital.

For equipment purchases, will lease/chattel mortgage/lease to own arrangements that extend beyond the nine month project completion requirement be supported?

No. The MIQ program requires businesses to directly purchase the equipment within the term of the project. This means the recipient must pay for equipment that is part of the project in full prior to the project end date.

What type of funding sources cannot be considered as matched funding?

Non-cash considerations or 'in-kind' contributions will not be treated as eligible expenditure and will not be considered as matched funding.
Funding secured via other government grant programs cannot be used for matched funding.

Do I need to have the matched contributions available up front?

No, however the business will be required to demonstrate it has access to sufficient funds for making its contribution to the total project.

How will grant payments be made?

A 20 per cent up-front payment will be made on signature of the funding agreement with the remainder to be paid, as detailed in the funding agreement, and on completion of the project to the satisfaction of the department. Following the initial 20 per cent payment, MIQ payments will generally be made in arrears.

What are the tax obligations associated with a MIQ grant?

Grants are subject to the Goods and Services Tax (GST). Grant payments are increased to compensate for GST payments. Grants are treated as assessable income for income purposes, unless exempted by a taxation law. The department does not provide advice on tax and recommends applicants seek independent professional advice on their tax obligations.

Are legal fees considered eligible funding?

No. Legal fees are not considered eligible expenditure.

For the business area focus 'marketing, branding and communication', what constitutes eligible expenditure?

It is important to ensure marketing, branding and communications activities are focused on activities aligned with improving (but not limited to) the following:

- strategic decision making
- sales team performance and management
- customer relationship management resulting in increased customer retention
- creating capability to respond to tenders and win new business.

The above is focused on better understanding your market (and identifying potential new markets) and understanding your customer's needs to support improved strategic planning and decision making. Furthermore, the examples provided demonstrate a business focus on upskilling customer-facing staff to improve the business's ability to respond to and capitalise on current, new and emerging opportunities, supporting profitability, sustainability and growth. Proposals must also address and meet the assessment criteria, including aligning with the MIQ program objectives.

Made in Queensland – Grant Application Checklist

A grant application should include:

- answers to all questions in the online application form
- a copy of the business's Benchmark Report undertaken under the MIQ program (or a report accredited by the department in lieu of undertaking a benchmark under the MIQ program)
- a completed cost breakdown template that lists all project components and their costs (ex-GST)
- multiple quotes for the proposed project and an analysis of why the preferred quote provides the best value to support the value for money evaluation (if applicable – in some instances, more than one quote may not be possible).
- details of proposed suppliers/consultants. For consultants and contractors provide their names and dates of birth
- three-year accountant prepared financial statements including profit and loss and balance sheets. (If the business has been in operation for less than this time, a statement of viability and 'management accounts' report prepared by a chartered accountant will be accepted)
- details of your business's insurance coverage
- (if required) if more space is required than is available on the application form, provide a separate risk analysis to detail risks to the timely completion of the project (within nine months) and mitigation actions.