

Regional Startup Hubs Support Program

Guidelines for Applicants Introduction

The Queensland Government's Advance Queensland initiative aims to transition our economy, industries and regions to seize opportunities in growing markets, solve global challenges, compete for investment dollars, and create the jobs of the future.

The Regional Startup Hubs Support Program aims to support regionally based startup hubs and groups in Queensland to build their capability to deliver programs and activities to attract, inspire and build the knowledge and skills of local innovators.

Funding

The Advance Queensland Regional Startup Hubs Support Program will provide **recognised startup support organisations** with funding of up to \$25,000 (excluding GST) per annum over three years. Eligible organisations can utilise the funds to engage staff, deliver education, networking events and activities that create and support local startups.

The Regional Startup Hubs Support Program comprises of two tiers of funding:

Tier One:

Applicants can apply for up to \$25,000 (excluding GST) per annum for up to three years if they are a recognised startup support organisation that has a physical location as of the application submission date.

Tier Two:

Applicants can apply for up to \$7,500 (excluding GST) for one year if they are a recognised startup support organisation that has no physical location.

Eligibility Criteria

- Funding is open to eligible for profit and not-for-profit organisations.
- Applicant organisations must be based in a Queensland region, have an ABN and be registered for GST.
- Applicants must be a **recognised startup support organisation by Advance Queensland** that delivers existing programs and events to their local startup community.
- Universities, professional services firms, financial institutions, government agencies and government owned corporations are not eligible to apply for this fund but may be a project partner.
- Funding cannot be provided for any activity that has received funding through another Advance Queensland program.

Activity Criteria

- Activities may be conducted on a for profit or not-for-profit basis and must demonstrate broad benefit to the region's startup community.
- Activities demonstrating collaboration with other regional organisations or other startup regional hubs will be given favourable consideration.
- Activities must align with the [Advance Queensland Initiative](#).

Assessment Criteria

Applications will be considered for approval based on the following three equally weighted criteria:

1. Planning

You should provide:

- An outline how the project will attract, inspire and build the knowledge and skills of local innovators.
- A proposed initial annual plan of activities or your existing business plan.
- A project budget outlining high level costs and any other income sources (as contained in the online application form).

2. Capability

You should provide:

- An outline of how the startup support organisation is currently structured/owned and managed.
- Details of how the applicant and/or the key individuals involved in the project have the capability or relevant experience (the Resumes of key people must accompany the application – a minimum of 2 key individuals).
- Detail any committee or group to oversee the program (if in existence).
- Detail of any Australian government funding currently being received by the applicant (e.g. Incubator Support Initiative or other programs).

- Detail any support from the ARIP lead organisation in your region.

3. Clear outcomes for Queensland Entrepreneurs

You should provide:

- Outline of how the funding sought will assist you in reaching your target market (s).
- Detail the high level outcomes expected from the planned activities
- Outline of how you will capture data and report outcomes to the department.

What can the funds be used for?

Eligible activities such as:

- administration support (including full-time, casual or contractor arrangements)
- networking activities
- startup weekends.
- Startup events
- delivery of education/skills programs
- presentations
- mentoring sessions
- workshops/forums.

Eligible costs include salaries (part), travel and accommodation for presenters, hub managers travelling to small towns, catering, activity promotion and fees for external speakers.

What won't be funded?

- Costs for consultants.
- Costs for contractors (excluding administrative support activities).
- Purchase of alcohol.
- Cash prize money.

Submitting your application

- Applications are open until 31 January 2019.
- To apply visit advance.qld.gov.au/regional-startup-hubs-support-program

- There is no implicit guarantee of approval at any stage of the application process.

Conditions of funding

- Only eligible expenditure incurred on or after the project commencement date can be claimed by successful applicants.
- Applicants will receive 75% of the approved annual funding on acceptance of the letter of offer and 25% on the submission of an annual report and financial acquittal provided to the satisfaction of the Department.
- The annual report and financial acquittal should provide evidence of expenditure on eligible project activities, the status of the group and future directions.
- After acceptance of the annual report and the financial acquittal, the applicant will be invited to provide a tax invoice to the Department for payment of the final milestone amount. This invoice will be paid within 30 days.

Privacy

The Queensland Government collects and collates information from the application form to evaluate applications for the program. Only authorised Queensland Government officers will have access to this information.

Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government. Some information may be used to promote funded projects in the future.

Your personal information will not be disclosed to any other third party without your consent, unless required by law or for the purposes of the *Information Privacy Act 2009*.

Further information

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