

# Made in Queensland Round 4 Initial Application Form

## Form Preview

### Made in Queensland Round 4 - Initial Application

\* indicates a required field

#### Before starting your application

When preparing your Initial Application, it is important to:

- Read the [Applicant Guidelines](#)
- Understand the eligibility requirements for an applicant entity (see Section 2.3 Eligibility Criteria on page 3 of the guidelines).
- Understand the eligibility requirements for a proposed project (see Section 2.4 Eligible Projects on page 4 of the guidelines)

#### Submitting your application

To apply, you must complete this online application form ensuring you:

- address all eligibility criteria
- provide all the information requested
- include all necessary attachments, including:
  - a completed Project timeline or GANTT chart
  - for applicants set up under a corporate trust, a current trust deed and corporate governance structure.

Submission of the Initial Application requires you to accept the Terms and Conditions of submission and certify that you are authorised by your business to submit the application.

#### Confidentiality, privacy 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, any information provided to the Department in connection with 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.

# Made in Queensland Round 4 Initial Application Form

## Form Preview

The Department collects personal information during the application process. Personal information will be used and may be disclosed for the purpose of processing, assessing and making a decision about the application, and as authorised by law. This may include personal information being disclosed to third parties and other government agencies for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement). The State will otherwise deal with personal information provided to it in accordance with the Information Privacy Act 2009 and the [Privacy Statement of the Department of Regional Development, Manufacturing and Water](#).

### 1. I understand these confidentiality, privacy and use of information statements and the implications to information I provide: \*

Yes

### 2. I have read and understood the applicant guidelines \*

Yes

You must read and understand the applicant guidelines prior to submitting a Made in Queensland application. A copy of the guidelines can be found [here](#)

## Applicant Details

\* indicates a required field

Please provide information about the applicant business. Mandatory questions must be answered for your form to submit.

### 3. ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

The applicant must be registered for GST to be eligible for an MiQ grant.

### 4. Is the main business location, as listed in the ABN search, correct? \*

Yes

No

The applicant must have a manufacturing site in Queensland to be eligible for an MiQ grant.

# Made in Queensland Round 4 Initial Application Form

## Form Preview

### 4a. Provide the postcode of the business entity location \*

### Trading Names

### 5. Does your business have trading names that are different to the ABR Entity name above? \*

Yes  No

### 5a. Provide your trading name/s \*

### Other government grant or subsidy

### 6. Is the business entity receiving or been approved for any other government grant or subsidy for this project? \*

Yes  No  
Projects receiving other grants or subsidies are not eligible.

### 6a. Provide details of any other government grant or subsidy \*

Word count:  
Must be no more than 100 words.

### Trusts and corporate structure

### 7. Is your business established as part of a trust? \*

Yes  No

### 7a. Attach the Trust Deed \*

Attach a file:

### 8. Where the applicant entity is related to other business entities, please attach a relationship diagram of the corporate ownership structure

Attach a file:

Organisational staffing diagrams are not required, only entity relationship diagrams if applicable.

### 9. What is the applicant's four-digit Australian and New Zealand Standard Industrial Classification (ANZSIC) code? \*

# Made in Queensland Round 4 Initial Application Form

## Form Preview

The entity's ANZSIC code will be listed with its ABN details on the Australian Business Register. To find, or update your ANZSIC code please click [here](#).

**10. To be eligible, the applicant's principal activity and majority annual turnover must be derived from manufacturing, as defined under Division C of ANZSIC. Please outline the manufacturing activities that produce the majority of your annual turnover. \***

Word count:

Must be no more than 100 words.

**11. What is the physical address of primary manufacturing site in Queensland? \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

**12. What is the physical address for the proposed project, if different to the primary manufacturing site? \***

Address

  

**13. What is the physical address of the applicant headquarters, if different to the primary manufacturing site?**

Address

  

**14. What is the postal address, if different to the headquarters? This is address is where all written communication regarding your application will be sent, including Funding Agreement documents should your application be successful.**

Address

  

**15. Provide an overview of your business \***

Word count:

Must be no more than 100 words.

Provide a clear and concise description of the business (e.g. your elevator pitch)

# Made in Queensland Round 4 Initial Application Form

## Form Preview

**16. What is the (FY2019-20) turnover for the applicant's Queensland manufacturing operations? \***

\$

Must be a dollar amount.

**Current Full Time Equivalent (FTE) employees.**

To calculate FTE, divide the total hours worked by part-time employees by the standard hours worked by a full-time employee e.g. Four staff working part-time, three at 25 hrs per week and one at 20 hours equals 2.5 FTE employees when the standard week is 38 hours. Rounded to one decimal place.

**17. Current number of FTE employees employed by the entity \***

**18. Of the current FTE employees, how many are based in Queensland? \***

**19. How many of the current FTE employees will be retained through delivery of the project? \***

**20. How many of the current Queensland based FTE employees will be retained through delivery of the project? \***

**FTE employees to be created and FTE employees upskilled over next 5 years**

Please provide a year-by-year breakdown over 5 years commencing from year 2022 of the number of FTE employees that will be created and upskilled as a result of the project. Upskilled FTE employees can include current and/or new FTE employees being upskilled.

**21. Year (enter 202x)      22. New FTE Employees      23. Upskilled FTE Employees**

Between 2022 and 2026		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total new FTE employees**

**Total upskilled FTE employees**

**Contact Information**

Please provide contact details for a Primary and Secondary contact. At least one of these contacts must be an executive of the entity e.g. Chief Executive Officer, Director, Managing Director. The primary contact will be the first point of contact if further information is required.

**24. Applicant Primary Contact \***

Title      First Name      Last Name

# Made in Queensland Round 4 Initial Application Form

## Form Preview

**Applicant Primary Contact Position \***

**Applicant Primary Contact Phone Number \***

Must be an Australian phone number.

**Applicant Primary Contact Email \***

Must be an email address.

**25. Secondary Contact \***

Title      First Name      Last Name

**Secondary Contact Position \***

**Secondary Contact Phone Number \***

Must be an Australian phone number.

**Secondary Contact Email \***

Must be an email address.

## Project Information

\* indicates a required field

**26. Title of proposed project \***

**27. Please provide a description of the proposed project. \***

Word count:

Must be no more than 300 words.

Provide a short description of your project - what are you setting out to do?

# Made in Queensland Round 4 Initial Application Form

## Form Preview

### 28. How will this project reshore or onshore manufacturing to Queensland? \*

Word count:

Must be no more than 600 words.

Reshoring and onshoring are defined as bringing a manufacturing activity which is currently undertaken either overseas or interstate and bringing it back to Queensland. Please describe the specific reshoring/ onshoring aspects of your project. This could include: production currently undertaken overseas that will be done in Queensland, replacement of imported products, new export sales of manufactured goods, ability to compete with international and national competitors etc. as a result of the project.

### 29. Please select the project focus areas that relate to the proposed project (refer to page 4 of the Program Guidelines): \*

- Process improvement  Advanced robotics  New technologies  Advanced systems  Professional advice  Improvement planning  Waste reduction planning  Market expansion planning  None

Other

At least 1 choice must be selected.

### 30. Please provide a description of how the proposed project will involve integrated, advanced technologies (equipment and/or systems and strategies) that supports business transformation and embraces Industry 4.0 to reshore or onshore manufacturing functions not currently undertaken in Queensland. \*

Word count:

Must be no more than 600 words.

### 31. Please outline the benefits to the local market and Queensland \*

Word count:

Must be no more than 300 words.

Outline the benefits of the project to your business, the local economy and Queensland. For example: skilled workforce creation, increased use of local supply chains resulting from the project, greater manufacturing activity taking place in Queensland etc. Quantify benefits where possible. You may like to include references to reports and/or contracts pending, letters of intent or memorandum of understandings with local suppliers/ potential customers to support your response.

### 32. Please explain how the project aligns to the strategic direction of the applicant entity including what the opportunity is, how the project will allow the opportunity to be realised and how the project will increase profitability. \*

# Made in Queensland Round 4 Initial Application Form

## Form Preview

Word count:

Must be no more than 600 words.

If the application is shortlisted you will be required to provide supporting documents e.g. business plan/strategic plan and external independent report such as market research, benchmark or similar business evaluation, financial modelling demonstrating increased profitability etc.

**33. Explain how the proposed project will build the capacity of the entity to increase its productivity and international competitiveness? \***

Word count:

Must be no more than 600 words.

Outline the expected productivity improvements arising from the project. Measures may include: reduced lead times, decreased production process time, decreased energy usage from the same level of production, reduced costs of production, reduction in labour hours as a proportion of costs etc.

**34. Do you have an independent evaluation report, conducted within the last 12 months, to demonstrate the proposed project directly aligns with the strategic direction of the business?**

yes  no

The proposed project must be directly related to recommendations of an independent evaluation report or similar independent business diagnostic (such as benchmark, future mapping, lean audit, value stream map etc).

### Independent Report Reference

**34a. Provide the reference (e.g. report title) for your independent supporting evidence \***

### Plan for Independent Report

**34b. Detail your plan to obtain independent evidence that validates the project, if you are invited to participate in Stage 2 (Detailed Application) \***

Word count:

Must be no more than 200 words.

### Project funding

**35. Has this applicant entity or any associated entity been approved for an earlier Made in Queensland (MiQ) Grant? \***

Yes  No



# Made in Queensland Round 4 Initial Application Form

## Form Preview

Note previous applicants may apply in Round 4, however the maximum available funding across any number of Made in Queensland rounds is \$2.5 million per entity.

### 36. How will the entity fund the project? \*

Existing cash reserves  Debt  Other

### Funding details other than cash reserves

#### 36a. If 'debt' or 'other' was selected, please provide detail of the debt funding source \*

Word count:

Must be no more than 200 words.

For example- loan from business owner, overdraft through bank etc. Please note: chattel mortgage, lease to purchase, equipment funding or other arrangements where a financial institution holds security over the equipment are NOT eligible funding sources (refer to Section 2.9 Assessment Criteria (Table 2.5) on page 11 of the guidelines).

### Project Cost Breakdown

Please provide details of each item to be purchased for the proposed project. If the item is ineligible (refer to Section 2.5 Ineligible Project Costs on page 5 of the guidelines), put '\$0' in the MiQ grant funds sought column and the business contribution will equal the total item cost.

Project item details should provide sufficient information (e.g. model numbers for equipment) for the assessment panel to review your application.

Please add more rows as required.

37. Project item details	38. MiQ grant funds sought (ex GST)	39. Business contribution funds (ex GST)	40. Total item cost (ex GST)
	\$	\$	\$

	\$	\$	\$
--	----	----	----

**Total MiQ grant funds sought**

\$

Totals are ex GST. Must be between \$50,000 and \$2,500,000

**Total business contribution**

\$

Totals are ex GST

**Total all item costs**

\$

Totals are ex GST

#### 41. Explain how you estimated the project cost e.g. quotations from supplier/s, internal estimates, other sources. \*

Word count:

Must be no more than 200 words.

### Project Timing

# Made in Queensland Round 4 Initial Application Form

## Form Preview

### 42. Proposed project start date \*

Must be a date and no earlier than 1/10/2021. The project cannot commence until a Funding Agreement is executed, and the project must be able to be completed within 12 months.

### 43. Proposed Project End Date \*

The proposed project end date must be 12 months or less after the proposed project start date.

### 44. Please upload a simple project timeline or GANTT Chart for the project \*

Attach a file:

A minimum of 1 file and a maximum of 1 file may be attached.

## Declaration

\* indicates a required field

I confirm I have read the Made in Queensland Round 4 Applicant Guidelines and I:

- accept the full terms and conditions of the guidelines;
- understand submission of an application does not guarantee funding approval for either all or part of the funding sought;
- understand any offer of funding will be subject to the applicant executing a funding agreement with the Queensland Government; and
- understand that I am liable for any costs incurred in relation to making this application.

I undertake that:

- I will promptly notify the State if a change in circumstances causes the information in this application to be inaccurate or incomplete in a material respect.

I acknowledge and authorise the MiQ team and the Queensland Government:

- to undertake any necessary checks (subject to any written notification as to confidentiality provided to the Queensland Government); and
- to confidentially discuss the application with assessors, professional advisors and other government agencies.

### 45. I confirm that I have read and understood all the statements above and I am authorised to sign this acknowledgement on behalf of the applicant \*

Yes