



Queensland
Government

Department of Regional Development,
Manufacturing and Water



Applicant Guidelines

Made in Queensland Round 6

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Acknowledgement of Traditional Owners

We respectfully acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of this Country – the lands and seas on which we meet, live, learn, work and play. We acknowledge those of the past, the Ancestors whose strength has nurtured this land and its people, and we recognise their connection to land, sea and community. We pay our respects to them, their culture and to their Elders past and present.

This publication has been compiled by the Department of Regional Development, Manufacturing and Water.

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1. Introduction

The Made in Queensland (MIQ) Program complements the Queensland Government's [Advanced Manufacturing 10-Year Roadmap and Action Plan](#) (the Roadmap) released in December 2016 and updated in October 2022. The fund is administered by the Department of Regional Development, Manufacturing and Water (the Department).

The MIQ Program provides grant funding to support Queensland-based small to medium enterprises (SME) in the traditional manufacturing sector to increase their international competitiveness, productivity and profitability via the adoption of industry leading technologies and processes. The MIQ Program is aimed at supporting existing manufacturing jobs and creating new jobs of the future in Queensland manufacturing businesses and in the state's supply chains, to grow Queensland's economy.

Applications from manufacturers supporting the Queensland Government's [Critical Industries](#) are encouraged.

This document sets out the guidelines for applicants to Round 6 of the MIQ Program (Guidelines). The competitive, two-stage process for Round 6 applicants will commence at a date to be announced on the Made in Queensland webpage at www.rdmw.qld.gov.au/miq

2. Made in Queensland Program

2.1 Overview

An MIQ Program grant will support an eligible Queensland-based manufacturing SME by reimbursing up to 50 per cent of the Eligible Project costs for projects undertaken by a SME.

Grants are available:

- between \$50,000 to \$2.5 million (excluding GST) per grant
- as matched funding for Eligible Project costs on a dollar-for-dollar cash basis
- for projects that align with the strategic direction of the applicant, the MIQ Program Objectives, and the Eligibility Criteria.

Grants are awarded following a two-stage competitive selection process:

- Stage 1: An open application process in which applicants demonstrate how their project meets the Eligibility Criteria and Assessment Criteria set out in Section 2.3. Stage 1 Applications will be evaluated and scored against the Assessment Criteria.
- Stage 2: A process where applicants with the highest ranked Stage 1 Applications are invited to submit further information for the Value for Money and due diligence assessment set out in Section 2.7. Applications will then be ranked and, grants will be awarded to those shortlisted applicants with the highest ranked applications until the funding is exhausted.

In Round 6, up to \$2.5 million (excluding GST) of available funding has been set aside for applications which do not involve the purchase of equipment (see Section 2.3.3) and are seeking less than \$250,000 (excluding GST) each in funding. These applications will proceed through the same two-stage competitive selection process as all other applications.



Repeat applicants

Applicants who received funding under a previous round of MIQ may apply for funding for other projects in this round. The total value of all MIQ grants received by any applicant (including the applicant's Associated Entities) across all rounds of the MIQ Program must not exceed \$2.5 million (excluding GST).

2.2 Program Objectives

The objectives of MIQ (**Program Objectives**) are to support the [Queensland Government's objectives for the community](#), [Advance Queensland Priorities](#) and the Department's [Strategic Direction](#) by:

- increasing the productivity, profitability and international competitiveness of Queensland-based manufacturing SMEs
- encouraging Queensland-based manufacturing SMEs to become Advanced Manufacturers by adopting industry leading equipment, technologies, processes and systems
- supporting traditional manufacturing jobs and creating the new high-skilled manufacturing jobs of the future.

The MIQ Program will also support SME manufacturers to achieve energy efficiency, export, reshoring, and advancement of decarbonisation and net zero outcomes through Industry 4.0 and 5.0 transformation projects, which can be completed in a 12-month period.

2.3 Eligibility Criteria

To be eligible for an offer of funding, an application must meet the following eligibility requirements for:

- the applicant
- project
- project costs.

2.3.1 Eligible applicants

To be eligible for an MIQ grant, an applicant must be one standalone entity or a group of entities (see below) that:

- is a Queensland-based business whose principal activity and majority annual turnover is derived from manufacturing, as defined under Division C of the Australian Bureau of Statistics' [Australian and New Zealand Standard Industrial Classification \(ANZSIC\) 2006](#)
- is registered for GST and holds an active Australian Business Number (ABN)
- operates independently and has control of its own corporate governance and decision making
- is an SME with between five and 200 full-time equivalent (FTE) employees. A minimum of five FTE employees must be located in Queensland
- has a proposed Eligible Project that meets the requirements set out in Section 2.3.2
- owns the existing equipment used in its manufacturing operations and will own any equipment to be purchased under the proposed Eligible Project
- has the financial capacity and standing necessary to successfully undertake and complete the proposed Eligible Project recognising that grant payments are made in arrears
- accepts that the Department may require security over any or all of Eligible Project items for the duration of up to seven years

- does not have, and must not be an Associated Entity of an entity that has received (or about to receive) funding under the MIQ Program that in aggregate exceeds, or will exceed \$2.5 million (excluding GST)
- does not have, and must not be an Associated Entity of an entity that has made, an application under Round 6 of the MIQ Program that in aggregate exceeds, or will exceed funding of \$2.5 million (excluding GST)
- is not insolvent or does not have owners or directors that are an undischarged bankrupt
- is not a federal, state or local government entity, statutory authority or special purpose vehicle or not-for-profit organisation.



How to meet the applicant eligibility criteria

An applicant may be either:

- a single entity (i.e. one ABN holder) that meets all of the applicant eligibility criteria within the one standalone entity, or
- a group of entities (i.e. multiple business entities with their own ABNs) under a shared ownership structure controlled by the applicant and/or its affiliates that collectively meets all of the applicant eligibility criteria. For example, one group entity may own the equipment and project assets, while a separate group entity may undertake the manufacturing operations, and another group entity may employ staff.

To be considered an SME in this instance, the total employees across the group of entities should be between five and 200 FTE employees, with a minimum of five FTE employees located in Queensland. The employing entity must be registered in Queensland.

The group's principal activity and majority annual turnover must be derived from manufacturing, as defined under Division C of the Australian Bureau of Statistics' ANZSIC 2006.

If an applicant does not demonstrate they meet the Eligibility Criteria, the Department may reject their application and not consider it for any further assessment.

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 project 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.

2.3.2 Eligible Projects

To be an Eligible Project, the project must:

- be consistent with the Program Objectives
- be for one or both of the following industry leading activities (see Section 2.3.3):


- implementing **advanced robotics and/or Industry 4.0 and/or 5.0 equipment**, that demonstrates it will enable the applicant’s products/processes and markets to be different from those of its Queensland manufacturing competitors
- implementing a **sector-relevant technology, system or process**

The project may additionally include **development of a plan or strategy**

- be designed to achieve significant business transformation (i.e. not duplication of the applicant’s existing equipment or system updates) that embraces Industry 4.0 and/or 5.0 (e.g. digitisation, interconnected factory, big data analytics)
- demonstrate expected outcomes, such as productivity, profitability and international competitiveness improvements, for the applicant’s existing business activities
- have a project site address in Queensland
- be able to be completed within 12 months of execution of a Funding Agreement
- not have commenced, and not be scheduled to commence, until after a Funding Agreement has been executed
- not be the same as a project approved under any previous round of MIQ where an agreement has already been entered into (or about to be entered into) between the Department and the applicant
- not be subject to funding under any other local, state or federal government grant or scheme.

2.3.3 Eligible Project costs

Your project may include one or more of the below project examples and associated critical costs:




Advanced robotics and/or Industry 4.0 and/or 5.0 equipment

New equipment, purchase, installation, commissioning and training, including:

- simulation or digital twin
- new and advanced robotics or cobotics
- equipment which automates existing processes
- autonomous equipment
- augmented or virtual reality equipment.

Equipment should be integrated with existing systems, processes or workflow, and must not duplicate existing equipment within the business or its associated entities regardless of location.



Sector-relevant technology, system or process

Introduction of Industry 4.0 and/or 5.0 technologies, systems and processes to the business, including installation, implementation and integration of:

- big data, artificial intelligence (AI) analytics, digital connectivity, Internet of Things (IoT), digital twin
- enterprise resource planning (ERP) system, manufacturing execution system (MES), material requirements planning (MRP) system
- carbon monitoring system
- sustainability management software
- supply/value chain integration management system
- Lean manufacturing, lean audit, value stream mapping, error and down time reduction, life cycle assessment

Technology, systems and processes must demonstrate a link to the applicant’s manufacturing process, rather than being related to general business operations.

Plans and strategies (must be part of an equipment, technology, system or process project)

Professional advice

- professional advice on optimising/augmenting current resources/equipment or new equipment/technology investment (planning), including an integration of advanced technologies plan
- developing a human resource management plan to support integration to boost commercial outcomes creating sustainable jobs
- site visualisation deployment for improved structure and factory layout

Decarbonisation or net zero

- development of a decarbonisation or net zero plan or strategy
- development of an energy efficiency plan

Improvement planning

- development of a networking and digital connectivity implementation plan
- development of a supply/value chain digital data capture and analysis plan

Waste reduction

- development of an innovative water use management plan
- development of a sophisticated material waste, reuse and recycling management plan

Market expansion

- market research
- differentiation/diversification of existing products/services strategy
- social media, digital media/market/export strategy

Associated project costs critical to the success of the proposed MIQ project

- servers to accommodate advanced systems and process connectivity to be installed as part of the project
- software licensing (up to 12 months) where the software is required to operate the new equipment or implement the system or process
- training to support implementation of a new software system or integrated technology
- freight of Eligible Project items (equipment) to the project site
- cybersecurity

Eligible Project cost items must be supported by quotes.

2.3.4 Ineligible project costs

Applicants must identify the expected total project costs (including Eligible Project costs and ineligible project costs), and the grant amount requested. The grant amount must not exceed 50 per cent of the total Eligible Project costs.

Applicants will be entitled to claim funding only for Eligible Project costs incurred and paid by the applicant. Eligible Project costs mean those costs and expenses reasonably incurred by the applicant in connection with the Eligible Project but excluding any ineligible project costs.

Applicants will not be entitled to receive funding in respect to ineligible project costs. Ineligible project costs include costs and expenses associated with:

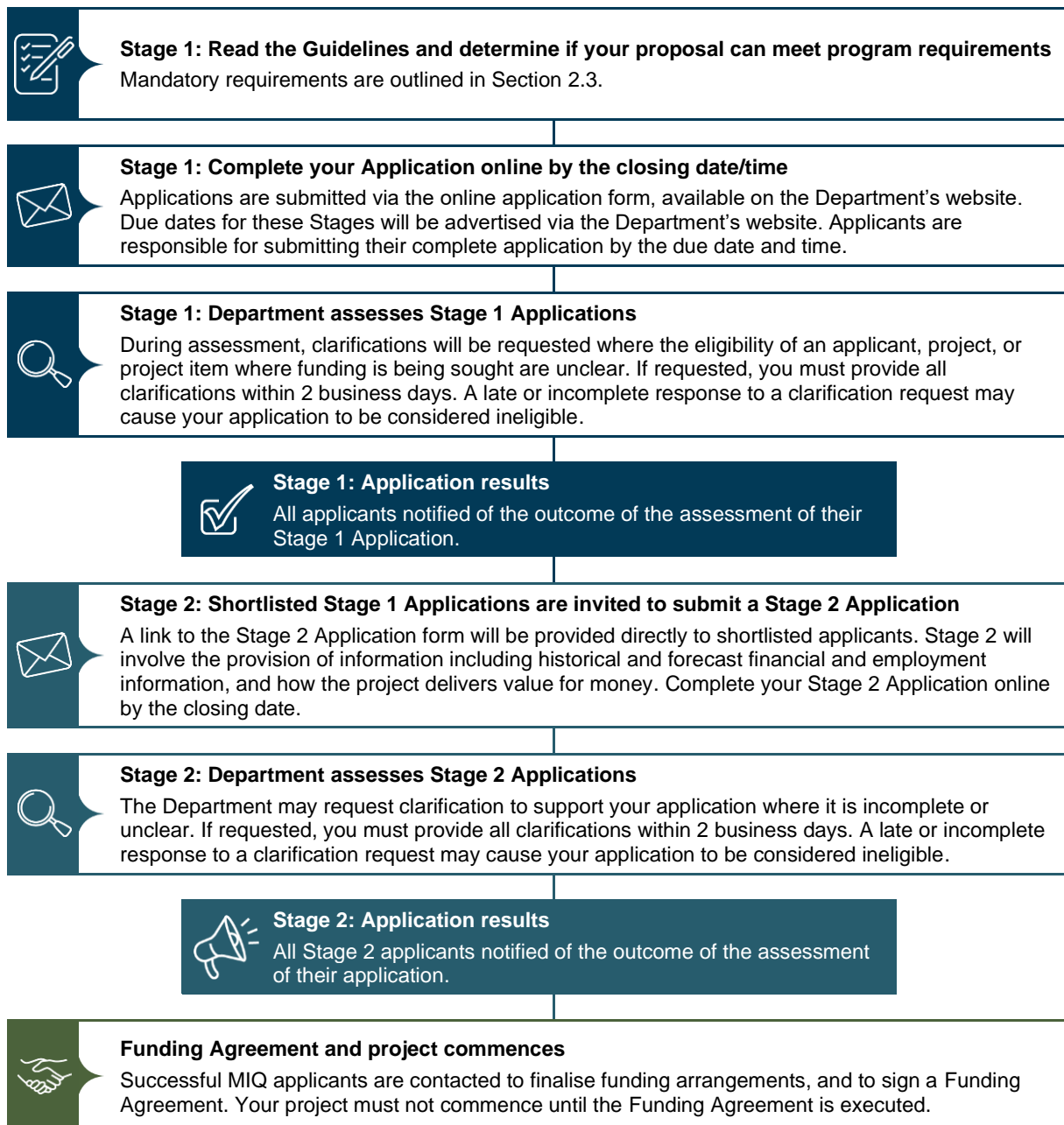
- project costs incurred or paid prior to the execution of the MIQ Funding Agreement
- MIQ Round 6 proposed project or project item/s that are the same as a project or project item/s approved under any previous round of MIQ where an agreement has already been entered into (or about to be entered into) between the Department and the applicant
- MIQ Round 6 proposed project or project item/s that are the same as a project or project item/s subject to funding (either already under contract or contract pending) under any other local, state (including interstate) or federal government grant or scheme

- preparing an application for the MIQ Program, including any third-party consultant costs involved in the preparation of materials in support of a Stage 1 and/or Stage 2 Application or any associated reports used as the basis for an application
- salaries for staff or the costs associated with any human resources activities of the entity
- project items where the applicant (or associated entity) is the supplier
- normal operations (e.g., utilities charges, telecommunications charges, standard tool or machinery hire/purchases, licensing fees except those outlined in Section 2.3.3, membership fees, etc)
- repair, maintenance or like-for-like replacement of existing equipment, technology, systems or processes
- duplication of or modifications to existing equipment within the business or its associated entities regardless of location
- duplication of or upgrades to existing software within the business or its associated entities regardless of location
- equipment, technology, systems or processes not considered to be industry leading
- equipment, technology, systems or processes which do not constitute, relate to or improve a manufacturing process
- development and build of equipment for demonstration purposes (that is, equipment and components not being used for the manufacture of products), and equipment built for proof of concept purposes
- equipment, technologies, systems or processes which are standard, mundane, 'everyday', not advanced or not industry leading
- second-hand, leased or hire-purchased equipment, or purchase of equipment to be leased or sold to a third party (i.e. not an applicant entity)
- freight or carriage services other than those associated with Eligible Project items
- modifications or extensions to existing infrastructure or construction of new infrastructure (including wiring, cabling and plumbing installation, renovations of buildings, building extensions, telecommunications, server rooms etc)
- design and printing of promotional materials, website design and development, advertising and animation, copyright and development of promotional material or any online content
- exhibiting at trade shows, visiting overseas trade events, study tours or conventions
- travel and accommodation
- general on-the-job training and supervision, training courses, training programs and further education (e.g., Certificates III & IV)
- vehicle repair, maintenance, purchasing or leasing
- fees and charges associated with quality accreditation, certification, compliance, and registering domestic or international patents or other intellectual property protection
- legal advice and intellectual property rights advice of any kind
- consultants or contractors that are Associated Entities
- research and development
- commercialisation of new products (products not yet in the market with no history of sales) that are not currently associated with the current product range or business capability
- funding for project contingencies or cost overruns

- installation and training not demonstrated to be critical to the correct functioning of equipment, technologies, systems or processes which is part of a MIQ Eligible Project
- other project costs that the Department considers, acting reasonably, are not reasonably incurred by the applicant primarily for or in connection with the Eligible Project.

2.4 Application process

MIQ applicants will proceed through a competitive, two-stage process as outlined in the following figure.



2.5 Key timeframes

The key timeframes for the assessment process will vary based on the number and complexity of applications received by the Department. As such, indicative dates will be provided as assessments progress. The Department anticipates that assessment of Stage 1 Applications will take up to 16 weeks (four months) from the closing date for applications depending on the volume received. Assessment of Stage 2 applications will take up to eight weeks (two months) from the closing date for Stage 2 applications, depending on the volume of applicants invited to submit Stage 2 applications.

2.6 How to apply

Applicants should refer to these Applicant Guidelines when completing the online application form.

Applications must be submitted via the Department's grants system using the forms provided and by the closing date for both Stage 1 and (if applicable) Stage 2. Closing dates and times will be advertised on the Department's website and also on the online application form. Applications and associated documentation submitted by other means will be rejected.

The Department may, at its discretion, accept or reject any late applications. Once Stage 1 opens, the online form will be available via the [MIQ page](#) of the Department's website.

Applicants invited to submit a Stage 2 Application will be provided with a link to the Stage 2 Application form.

Applicants will be responsible for their own costs with regards to applications for both stages as per Section 2.3.4 Ineligible project costs.

2.6.1 Stage 1

The first stage of the application process involves submitting a Stage 1 Application. A completed Stage 1 Application form must include:

- information on the applicant entity or entities
- written answers to every applicable question. Answers solely in the form of external links will not be accepted
- a description of the proposed MIQ project that aligns with eligibility and assessment criteria (specified in Sections 2.3 and 2.7)
- identification of how the proposed project will achieve one or more of the Program Objectives (specified in Section 2.2)
- a detailed project cost breakdown in Australian dollars, supported by quotes, which includes Eligible Project cost and ineligible project cost items. Note that only Eligible Project cost items supported by quotes will be eligible for an offer of funding
- multiple quotes (where available) per item where funding is sought, and detail of the project governance process
- the employment outcomes including retaining, creating and upskilling jobs
- evidence to demonstrate that the proposed project directly aligns with the applicant's strategic direction
- evidence to support claims (or the rationale behind claims) about the project's expected benefits, including productivity, international competitiveness, profitability and value for money to the business, the local region or supply chain and the State (e.g. strategic plan, external business evaluation, workforce development and training plan, market research)
- a project plan, which should include an executive summary, goals, objectives, project scope, implementation plan, risk management, and resource/team description including resumes or evidence of experience

- a project timeline or Gantt chart showing the project delivery timeframe and key milestones
- certificates of currency for insurances (e.g. public liability, Workcover, general insurance)
- applicant's declaration.

Stage 1 Applications that meet the Eligibility Criteria (as set out in Section 2.3) will be evaluated and scored against the assessment criteria set out in Section 2.7.

The highest-ranking applicants from the Stage 1 Application assessment will be invited to progress to Stage 2.

2.6.2 Stage 2

Stage 2 of the application process involves providing information requested by the Department which will be used to conduct a value-for-money assessment of each project.

Stage 2 Applications must include:

- all information requested by the Department
- evidence that the business can fund the project costs not funded by the MIQ grant. This must include details of the extent to which this will be financed internally or externally and any associated security. Note the Department may take security over any or all of the funded equipment for the duration of up to seven years
- if the applicant's business has been in operation
 - for three years or more: three years of financial statements including profit and loss, balance sheet and statement of cash flows (where available) including notes to the accounts that are either Accountant prepared, audited and certified (preferred) or Accountant prepared and signed financial statements
 - for less than three years: a statement of viability and a 'management accounts' report prepared by an Accountant
- forecast financial and employment information for the next five years
- applicant's declaration.

Stage 2 Applications will be assessed and scored against the assessment criteria set out in Section 2.7 and due diligence and financial probity checks may also be undertaken by the Department. Applications will then be ranked and a recommendation made to the Department's delegate to award grants to those Applicants with the highest ranked applications overall until the funds are exhausted.

Where necessary, a full technical assessment by industry experts, selected by the Department in its absolute discretion, may be undertaken to verify claims by the applicant about the project.

2.7 Assessment criteria

If an MIQ grant application:

- meets the Eligibility Criteria and
- contains all information (including supporting evidence) identified in these Guidelines and the application form

the grant application will be assessed and scored against the following criteria:








Criteria	Weighting Stage 1	Weighting Stage 2
 1. The project demonstrates that it will build the capacity of the business to increase its productivity and international competitiveness	20%	-
 2. The project will involve integrated, advanced technologies (equipment and/or technology, systems and processes) supporting business transformation by embracing Industry 4.0 and/or 5.0	20%	-
 3. The project will support current manufacturing jobs and will create new high-skilled manufacturing jobs in Queensland	20%	-
 4. The project aligns with the strategic direction of the business and will increase profitability	10%	-
 5. The project demonstrates value for money to the business, the local market and the State	2.5%	10%
 6. The project demonstrates sound planning and is achievable within the stated budget and timeframes	5%	-
 7. Regional weighting will be applied to the scores of applicants with a project site located outside the boundaries of the following Local Government Areas: Brisbane City, Gold Coast City, Ipswich City, Logan City, Moreton Bay Regional, Noosa Regional, Redlands City, Sunshine Coast Regional	12.5%	-

Table 2.1 Eligibility assessed at Stage 2

Examined separately but not scored in the overall total	
Ability to fund project	Ability to fund the project costs not funded by the MIQ grant
Due Diligence and Probity	Satisfactory Due Diligence and financial Probity Checks

Applications that do not pass the above eligibility requirements may be ineligible for an MIQ grant.

Applicants should note that detailed financial and other company and project information will be required to enable due diligence and financial probity checks to be conducted.

2.8 Assessment process

Applications must contain all information required to be submitted at the time of lodgement for both Stage 1 and 2 Applications. The Department may decide not to consider applications that do not include all required information.

Applicants may be contacted during the assessment process to clarify information provided in the application and/or request further information to determine the eligibility of an applicant, project, or specific project item.

If an applicant does not submit all clarification information in the required timeframe the Department may set aside the application.

Despite anything else contained in these Guidelines and without limitation, the Department may decide to grant an application, or part of an application, in its absolute discretion, including where it considers the grant of the application, or part of an application, supports the achievement of the priorities and objectives of the Government.

The Department aims to notify an applicant about the outcome of their application within 10 business days of the decision being made.

The Department's decision in relation to an application is final and may not be appealed.

2.9 Funding arrangement

Successful MIQ applicants will be required to execute a Funding Agreement with the Department. The Department has no obligation to provide the MIQ grant until such Funding Agreement has been duly executed by both the successful applicant and the Department.

This Funding Agreement will outline the terms and conditions of the proposed grant including deliverables, grant funding, reporting and outcomes to be achieved by the applicant.

A 20% up-front payment may be made following execution of the Funding Agreement (subject to the requirements of any special conditions being satisfied, and the results of any due diligence undertaken by the Department). The remainder of the funding will be paid, as detailed in the Funding Agreement, following completion of the project deliverables to the satisfaction of the Department. The Department will retain 5% of the funding for 12 months following completion of the project, to ensure reporting on delivery of the outcomes and objectives of the project. The Department may also take security over any or all of the funded items for the duration of up to seven years.

Without limiting the terms and conditions set out in Section 5 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.

The Department will not exceed the maximum grant funding amount under the Funding Agreement. Any extra costs incurred must be met by the applicant.

For each deliverable, the applicant must submit a payment claim with supporting documentation to evidence the expenditure on the Eligible Project costs, 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.



Security over assets

If an application is successful, the applicant will be required to enter into a Funding Agreement with the Department. The Department may take security over any or all of the funded items, and this may involve, for example, security over assets such as funded equipment being registered on the Personal Property Securities Register in favour of the Department. The Department will meet any registration costs associated with this registration.

If the applicant is obtaining a loan to fund the project, they should confirm their financier is satisfied with these arrangements, and note that the Department may require a contractual arrangement with other financiers (for example, a deed of priority or deed of release) to ensure the Department has first priority security over the funded assets.

3. Glossary of key terms

Table 3.1 Made in Queensland glossary of terms

Concept/Term	Meaning
Accountant	A current Australian Certified Practising Accountant (CPA) and/or Chartered Accountant.
Advanced Manufacturing / Advanced Manufacturers	<p>Advanced manufacturing involves a holistic approach to the way a manufacturing business operates, with a high level of technology and expertise applied throughout every step of the value chain.</p> <p>Advanced manufacturers use and integrate new technologies, design and innovative production and customer engagement systems to produce high-value product and smart services across key industry sectors.</p>
Associated Entity	Associated Entity has the same meaning as under s50AAA of the <i>Corporations Act 2001</i> .
Critical Industries	Manufacturing activity that supports the Queensland Government's industry sectors .
Decarbonisation	The process by which carbon dioxide emissions associated with electricity, industry, and transport are reduced or eliminated. Decarbonisation is achieved by switching to energy sources or materials that emit less carbon.
Eligibility Criteria	The Eligibility Criteria are set out in Section 2.3 of these Guidelines.
Eligible Project	A project that meets the requirements of an Eligible Project as set out in Section 2.3.2 of these Guidelines.
External business evaluation	A review which demonstrates the connection between the proposed project and the intended strategic direction of the applicant. To be considered external the review must have been conducted by a third party (i.e. not the applicant or any associated entity of the applicant).
High-skilled jobs	Jobs that require special skills, training, knowledge (usually acquired), ability and proficiency in the latest technologies and processes relevant to the industry.
Industry 4.0 or 5.0	<p>Industry 4.0, otherwise referred to as the Fourth Industrial Revolution, is the integration of intelligent digital technologies (such as big data, analytics, automation and robotics) with manufacturing processes. This improves cost, productivity, profitability and manufacturing processes, to create 'smart factories'.</p> <p>Industry 5.0, otherwise referred to as the Fifth Industrial Revolution, builds on Industry 4.0 with a human-centric focus, where humans and technology work side-by-side to enhance and improve manufacturing processes, resilience and sustainability.</p>
Industry leading	<p>Industry leading means equipment, technologies, systems or processes that are:</p> <ul style="list-style-type: none"> superior to or more advanced than the equipment, technologies, systems or processes currently in use in Australia or the industry, and aligned with international best practice (i.e. not designed merely to bring a business into line with existing industry practice in Australia).

Stage 1 Application	The Stage 1 Application is the first stage of the MIQ application process. Under the competitive process, applications that meet the Eligibility Criteria will be evaluated and scored against the assessment criteria. The highest-ranking applicants from Stage 1 assessment will be invited to progress to Stage 2.
Stage 2 Application	Stage 2 Application is the second stage of the MIQ application process. Applicants proceed to this stage at the invitation of the Department. The Stage 2 Application must provide the necessary information requested by the Department.
Net zero	Net-Zero, a long-term goal (by 2050), refers to the balance between the amount of human-caused greenhouse gas (GHG) that's produced and the amount that's removed from the atmosphere. It can be achieved through a combination of emissions reduction and emissions removal strategies, cutting emissions to as close to zero as possible.
Onshoring/reshoring	A manufacturing company applying to undertake a manufacturing activity which is currently undertaken either overseas or interstate and bringing it to Queensland.
Program Objectives	The Program Objectives are the objectives of the MIQ Program set out in Section 2.2 of these Guidelines.
Queensland-based business	A business having at least one manufacturing site and at least five FTE employees located in Queensland.
Quote	A valid quote must be provided by the entity supplying the goods or services and must clearly identify: <ul style="list-style-type: none"> • the goods and services being purchased • the entity to which the quote is being provided • the GST exclusive price of the goods or services. • The quote should be dated within six months of the closing date for Stage 1 Applications.

4. Contact and Complaint details

The Department's decision in relation to an application outcome is final and may not be appealed. 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 appeals, complaints, inquiries or assistance, please contact

Web: www.rdmw.qld.gov.au/miq

Email: madeinqueensland@rdmw.qld.gov.au

Phone: (07) 3330 4444

Information about application processes can be obtained from your local Department of Regional Development, Manufacturing and Water office:

Table 4.1 Local contact details

Region	Office address/ email
Cairns Hub	TAFE Queensland Cairns Campus (S Block) Gatton Street, Manunda QLD 4870 cairns.manufacturinghub@rdmw.qld.gov.au
Townsville Hub	TAFE Queensland Trade Training Centre 763 Ingham Road, Bohle QLD 4818 townsville.manufacturinghub@rdmw.qld.gov.au
Rockhampton Hub	Building 37, Central Queensland University Yaamba Road, North Rockhampton QLD 4701 rockhampton.manufacturinghub@rdmw.qld.gov.au
Gladstone Hub	Room G.47, Martin Hanson Building, Central Queensland University, Gladstone Marina Campus, Gladstone QLD 4680 gladstone.manufacturinghub@rdmw.qld.gov.au
Mackay Hub	Resources Centre of Excellence 65 Crichtons Road, Paget QLD 4740 mackay.manufacturinghub@rdmw.qld.gov.au
Sunshine Coast	Mike Ahern Building, Maroochydore QLD 4558 goldcoast.manufacturing@rdmw.qld.gov.au
Gold Coast Hub	Unit 2b, 19 Cotton Street, Nerang QLD 4211 goldcoast.manufacturing@rdmw.qld.gov.au
Darling Downs South West	Clapham Building 203 Tor Street, Toowoomba QLD 4350 southwest.manufacturing@rdmw.qld.gov.au

5. Terms and Conditions

In these terms and conditions, a reference to:

- an application means an application (or relevant part of an application) made to the MIQ Program, and includes a Stage 1 Application, a Stage 2 Application and any other supporting or additional information in whatever form provided by the applicant in connection with a Stage 1 Application or Stage 2 Application;
- Guidelines is a reference to these MIQ Program Guidelines.

5.1 Reservation of rights

The Department reserves the right to administer the MIQ Program and conduct the process for the assessment and approval of applications to the MIQ Program 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 MIQ Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants;
- 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 date for lodgement, or which does not contain the information required by these Guidelines or is otherwise non-conforming in any respect;
- vary or amend the eligibility 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 Eligibility 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 MIQ Program;
- give preference by allocating weighting to any one or more of the Eligibility Criteria or assessment criteria over other criteria;
- seek clarifications or additional information from or provide clarifications or additional information to any applicant, or to negotiate or deal with or seek presentations or interviews from any applicant;
- 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;
- terminate or reinstate the MIQ Program or any process in the MIQ Program;
- not proceed with the MIQ Program in the manner outlined in these Guidelines, or at all;
- allow the withdrawal or addition of an applicant;
- take such other action as it considers in its absolute discretion appropriate in relation to the MIQ Program 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).

5.2 No relationship

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

Subject to Section 5.7, no contractual or legal relationship exists between the Department and an applicant or its clients in connection with the MIQ Program, these Guidelines or the application process.

An applicant, or its representatives:

- has 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 competitive application process detailed in these Guidelines.

5.3 Participation at the applicant's cost

Each applicant participates in the application process 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 MIQ Program;
- the Department at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the MIQ Program; or
- any of the matters or things relevant to its application or the MIQ Program in respect of which the applicant must satisfy itself under these Guidelines.

Without limiting the foregoing, if the Department cancels or varies the MIQ Program 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 Section 5.1 of 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 (whether directly or indirectly) the MIQ Program.

5.4 Non-exhaustive

These Guidelines do not contain all the information that applicants may require in reaching decisions in relation to whether to submit an application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these Guidelines. Applicants must 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 MIQ Program 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 or interpretation placed upon that information by applicants.

5.5 Intellectual property

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

The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the MIQ Program.

5.6 Law

These Guidelines are governed by the laws applicable in Queensland.

5.7 Acceptance

By submitting an application, each applicant:

- warrants to the Department that the information contained in its application is 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 the applicant for the MIQ program
- 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 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 warranty and undertaking
- is taken to have accepted these Guidelines, including these terms and conditions.

5.8 Communications with the media

All media enquiries or public announcements relating to the MIQ Program 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 MIQ Program, and comply with the Department's requirements about the form, content, timing and manner of any proposed media statement or event.

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, types of equipment being purchased, and business improvements expected).

5.9 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.

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 Queensland Government (www.qld.gov.au/legal/privacy).

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.

5.10 Program evaluation

As an initiative of the Queensland Government, MIQ will be continuously monitored and reviewed to ensure that the MIQ Program effectively achieves the Program Objectives. These Guidelines may be updated to reflect future changes to the MIQ Program.

These Guidelines only apply to applications for Round 6 of the MIQ Program.

5.11 Tax obligations

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.

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