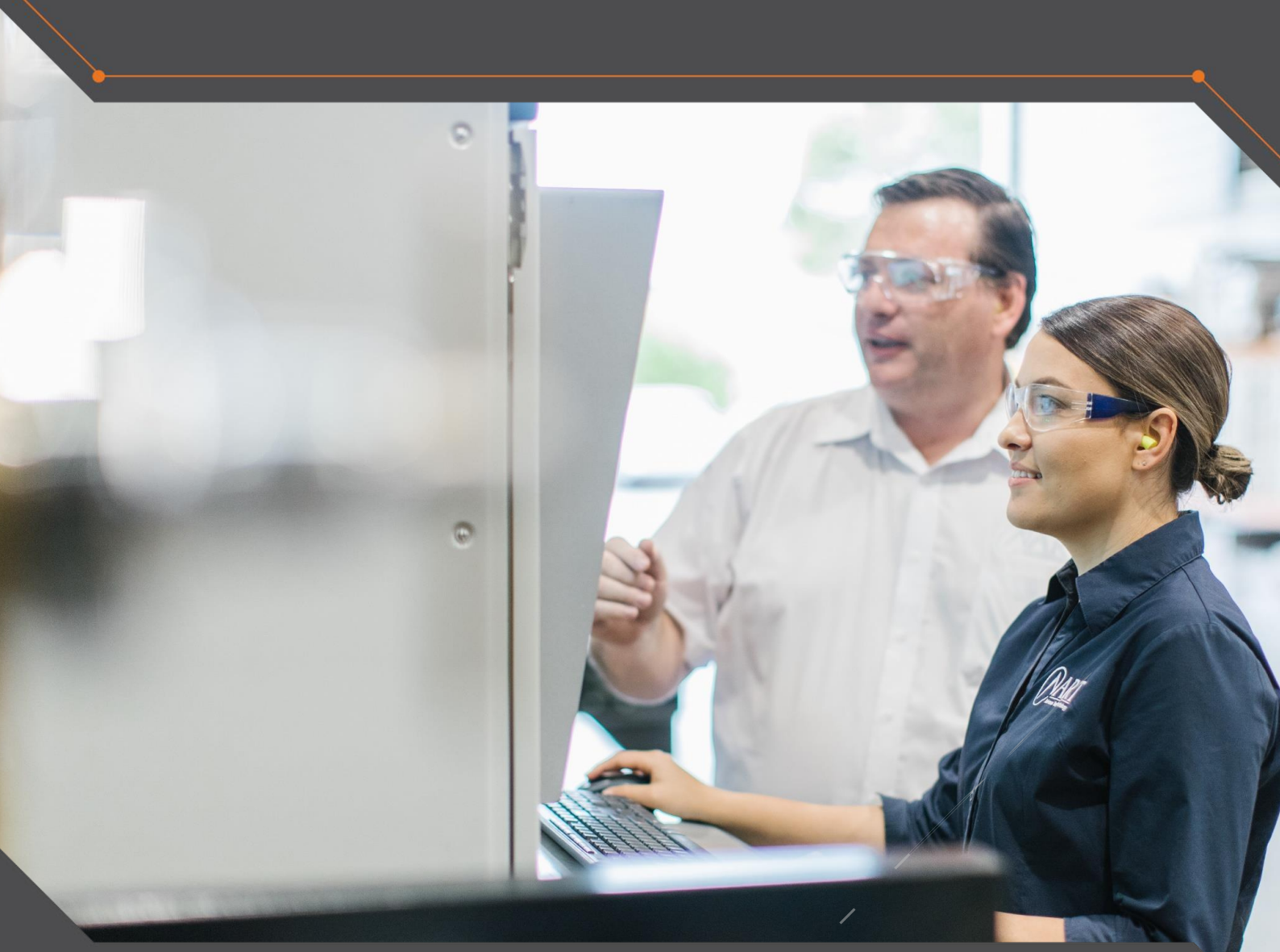
Queensland Hackerspace Grant Program Round 2

Guide to completing an application



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The Department of State Development, Manufacturing, Infrastructure and Planning

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Introduction

This guide explains how to apply for funding under the Queensland Hackerspace Grant Program. You should read this Guide and the Queensland Hackerspace Grant Program Guidelines (October 2019) before completing an application.

A copy of the Program Guidelines and the online application form to make a submission are available online at **www.dsdmip.qld.gov.au/hackerspaces**

The material contained in this guide is made available on the understanding that the Queensland Government is not providing professional advice, and that users exercise their own skill and care with respect to its use and seek independent advice where or if necessary.

If you have any questions or require assistance, please contact the Manufacturing Program Development team via phone 3452 6819 or email **hackerspaces@dsdmip.qld.gov.au**

Before starting your application

When preparing your application, it is important to keep the following in mind:

- before applying you should read this Guide and the Queensland Hackerspaces Program Guidelines.
- applications must satisfy all the eligibility criteria identified in the Program Guidelines. Applications that do not satisfy the eligibility criteria will be deemed ineligible and not assessed.
- eligible applications will be assessed against the assessment criteria in the Program Guidelines, scored and ranked.

Submitting your application

To apply, you must:

- complete the online application form via **www.dsdmip.qld.gov.au/hackerspaces**
- address all criteria
- provide all the information requested
- include all necessary attachments.

Guide to answering questions in your application

This section provides information about how to respond to the questions in the application form.

Page 1- Applicant Details (question 1-14)

Please provide a response to all of the questions. If you have previously received a Queensland Hackerspace Grant please provide a short description of the outcomes that have been achieved since receiving the grant. Note, these should be growth focused *(e.g. after using the funding to*

purchase a 3D printer we gained new members who wanted access to a 3D printer for prototyping etc.)

If you have received any other funding to support the establishment or expansion of the hackerspace, please provide a short description of the nature of the funding *(e.g. Advanced Queensland funding of $50,000 to use for new machinery).*

Page 2- Proposal for project funding

Question 15. Describe in detail the proposed project to be undertaken, including expected outcomes?

Clearly describe what the funding will be used for and what the expected outcomes are from expending the funds. Provide as much detail as possible and ensure that the proposed project links back to the objectives of the program, as stated in the Program Guidelines in section 2.1. Things to consider:

- If the proposal includes hosting a workshop - who will be the facilitator, and do they have the expertise on the content matter of the workshop. If the workshops are aimed at children, does the facilitator hold a current blue card? If not, how will the hackerspace manage this?
- If the proposal includes purchasing equipment - where is the equipment coming from? Has consideration been given to training, ventilation required, ease of use, interest from the community/ manufacturing industry etc.?
- If the proposal includes contracting services of a consultant to write a strategic plan for the hackerspace - has a consultant been identified to do the work? What specifically will they provide to the hackerspace (e.g. will review all the operations of the hackerspace, do a SWOT analysis and will provide a report with opportunities for growth for the space over a 5-year period)? Does the chosen consultant have the expertise to carry out the proposed work?

Example:

The grant funds will be used to purchase a Mark Forged 3D printer that is capable of printing with various materials, including carbon fibre and metal. Research within the local manufacturing industry has indicated that many manufacturers are starting to experiment with 3D printing and are particularly interested in printing metal parts. Once the printer is installed in the hackerspace, manufacturers will be invited to an information session on the benefits of 3D printing for parts replacement. In addition to manufacturers, contact has already been made with local schools to invite advanced students to participate in 3D printing workshops. These workshops will be delivered onsite at the hackerspace and will be run monthly from February to July 2020.

We have skilled people already existing in our hackerspace who have the capability to teach students and new members how to use the machine and can perform basic maintenance on the machine if required.

Question 16. How long is the project for which the funding is sought expected to take to complete?

Keep in mind that the project must be delivered within 6 months of executing a funding agreement. When estimating the time for project delivery, consider freight times if purchasing equipment from outside of Australia and procurement timeframes if contracting support to deliver on the project.

Question 17. What is the cost of the project?

This should be the total cost of the project, GST exclusive. Please attach a valid supplier quote or if the proposal includes multiple components please outline all related project expenses in a table.

Question 18. Describe how the project will aid in the establishment or expansion of the hackerspace.

Provide a succinct description detailing how the proposal for funding will support the establishment or expansion of the space. Align the answer with the hackerspace's business plan for future growth.

> ***Example response:***
>
> There are currently no prototyping labs available in Roma that local entrepreneurs, students, manufacturers etc. can access to work on their own projects. By purchasing a mid-range 3D printer that has the capability to do precision work and some electrical materials locals will be able to become members and freely access the equipment. Purchasing this equipment and offering it for use through the hackerspace will encourage new memberships and in 12 months, after a series of skills workshops to complement the equipment have been developed, an additional revenue stream for the hackerspace.

Question 19. Outline any support from Manufacturers.

How will local manufacturers be involved with or support the establishment or expansion of the hackerspace? Provide letters from supporting manufacturers to support the information provided.

> ***Example response:***
>
> The hackerspace is receiving in-kind support from Company A and financial support from Company B, two of Roma's larger manufacturers. Company A have completed a joint project with the hackerspace to create monitoring sensors for all of their machines. The project was highly successful, so Company A have agreed to participate in the planned electronic workshops as a case study (industry relate to industry). Company B have recently engaged the hackerspace to complete some product development work for them over the next 12 months.

Question 20. Outline any support from community organisations.

How will community organisations be involved with or support the establishment or expansion of the hackerspace? Provide letters from supporting organisations to support the information provided.

> ***Example response:***
>
> Discussions have occurred with Roma State High School to support advanced students to participate in proposed workshops forming part of this funding proposal. These workshops will focus on IoT and coding and will be tailored to support the year 10 curriculum. Roma SHS has agreed to trial the program for 3 months at the start of 2020. If the program is a success, the hackerspace intends to engage with surround schools to deliver a similar program.

Question 21. Describe how the project will benefit the local community.

Clearly describe how the proposal for funding will benefit the local community. Consider how the hackerspace will be able to provide benefit to the community post receipt of grant funds.

Example response:

As detailed in the proposal for funding, the hackerspace is seeking to purchase a mid-range 3D printer and electronic equipment. This equipment will be available for the local community (and surrounds) to use and new workshops and learning opportunities will be available to the public at a very low cost. Currently this type of 3D printer is not available in a community space. A printer of this range is also not in the typical price range of an average person.

Page 3- Business / Financial Strategy

Question 22. Do you have a management board or committee established?

To meet the eligibility for a Queensland Hackerspace Grant Program it is a requirement to have an established or proposed management board or committee. If the board is in place please list the board members, including name, company and position. If the board is proposed, please also try to include a timeframe of when the board will be established.

Question 23. Describe the growth and sustainability plans for the hackerspace after grant funding has ended.

Clearly describe how the hackerspace intends to stay operational after the project has been delivered. This should tie in with the hackerspace's business plan with reference to the business model/revenue model and the hackerspaces growth strategy longer term (e.g. will the hackerspace offer services that fulfil a gap or opportunity in the region?)

Example response:

As outlined in the attached business plan, the hackerspace intends to establish itself as an expert hub for everything related to the Internet of Things (IoT). It is planned that the local schools and afterschool programs will be engaged to participate in workshops on developing IoT devices and data collection. Initial discussions with a local manufacturer to understand their processes have also occurred and they will be engaged in a trial project to collect data for them using IoT sensors. Once the project is completed, the hackerspace will offer this as a fee-for-service to other manufacturers.

Question 24. Has any financial or in-kind support been given or pledged towards establishment or expansion of the hackerspace?

Briefly outline any cash or in-kind support that has been given (or pledged) to the hackerspace, including a rough date of when the support was received (pledged) *(e.g. $50,000 from local council for 3 years (2019-2022) and 3 hours a week of mentoring support for members from Company A- from June to December 2019).*

Page 4- Attachments

For your application to be eligible to be assessed it is **essential** that **all** the following documents are attached to the application:

- A copy of the quoted costs of the project — this can either be in the form of a valid quote from a supplier / contractor OR if multiple items are being sought, please complete and attach the Funding Proposal Template.
- A copy of the business plan for the hackerspace — a template to create a business plan can be downloaded from **https://publications.qld.gov.au/dataset/business-plan-template**
- Letters of support from manufacturers who will support the establishment or expansion of the hackerspaces. Please limit to a maximum of 5 letters and ensure the letters address the nature of their support *(e.g. will use the space to develop projects or will provide members of the space with mentoring etc.)*
- Letters of support from community organisations (which may include education facilities) that will support the establishment or expansion of the hackerspaces. Please limit to a maximum of 5 letters and ensure the letters address the nature of their support *(e.g. will contract the space to run IoT workshops).*
- List of board or committee members.
- Any additional documents. Additional documents should support the application and may include, but are not limited to:
    - proof of expertise of any facilitators for workshops and contractors
    - copy of blue card details for any facilitators for workshops involving children
    - photos to demonstrate a piece of equipment can fit within the hackerspace location
    - proof of insurance
    - copy of a proposed workshop schedule/ content.

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