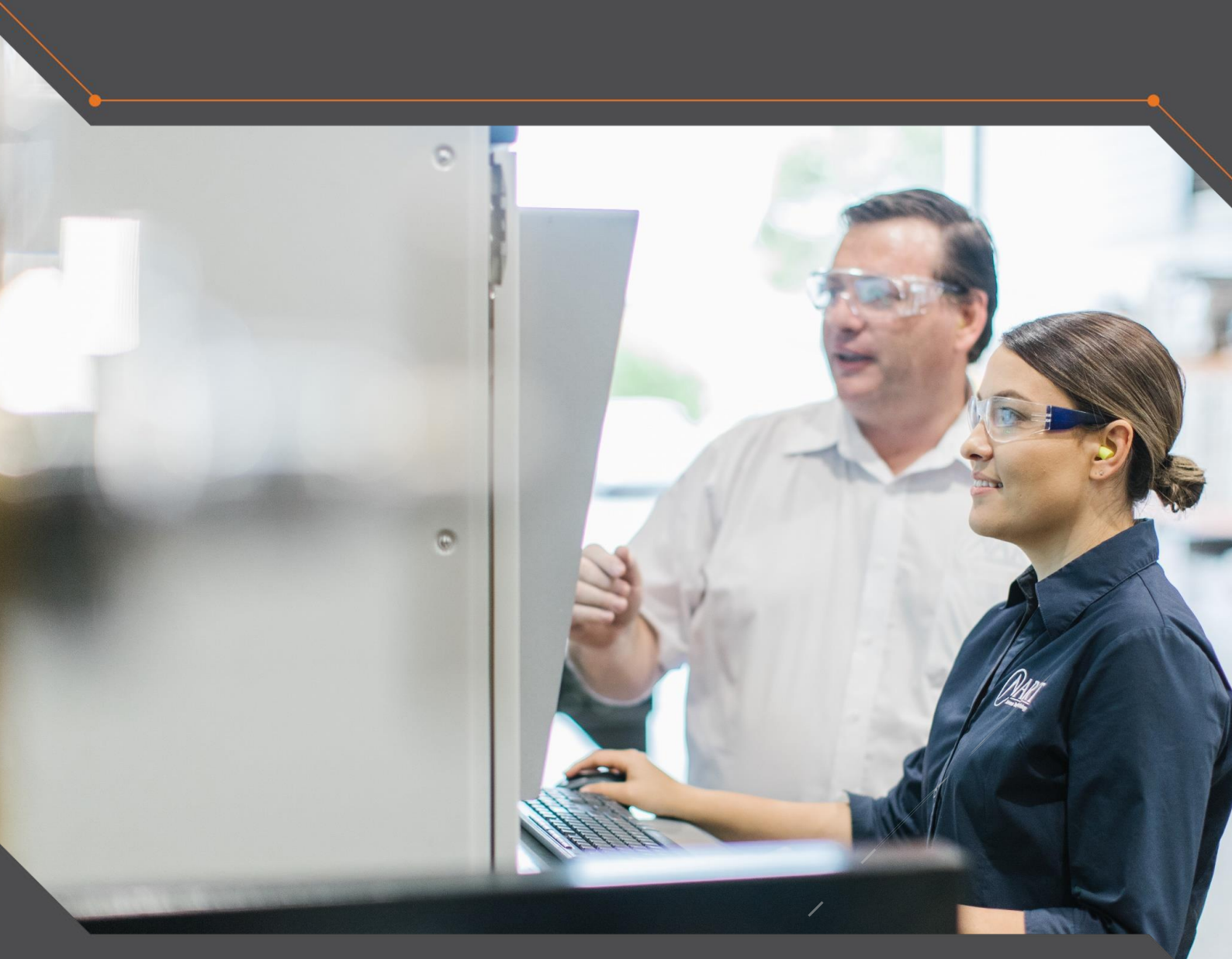


Queensland Hackerspace Grant Program Guidelines

October 2019



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The Department of State Development, Manufacturing, Infrastructure and Planning

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.dsdmip.qld.gov.au/ and further copies are available upon request to:

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1.0 Introduction

The sustainability of hackerspaces is an important initiative within the Queensland Government's Queensland Advanced Manufacturing 10 Year Roadmap and Action Plan.

Hackerspaces, also referred to as makerspaces, are generally community-operated physical places where people with common interests, often including computing, machinery, technology, science or digital art, can collaborate and share skills and knowledge.

The future of manufacturing is changing and requires manufacturers to incorporate advanced technologies and processes to be sustainable. Hackerspaces provide a platform to raise awareness about available technologies and their potential to strengthen the manufacturing industry in Queensland.

The Queensland Hackerspace Grant Program provides \$450,000 to support the expansion of existing Queensland Hackerspace and support the establishment of new Hackerspaces across Queensland. Assessments for the allocations of Round 1 of the program was completed in 2017.

This document sets out the guidelines for Round 2 of the Queensland Hackerspace Grant Program opening on 11 October 2019, and closing 5.00pm (AEST), Friday 8 November 2019.

The State of Queensland represented by the Department of State Development, Manufacturing, Infrastructure and Planning (the department) is responsible for administering the program.

2.0 Queensland Hackerspace Grant Program

2.1 Objectives

The objectives of the Queensland Hackerspace Grant Program are to:

- (i) support the establishment, expansion and sustainability of hackerspaces across Queensland that will provide community spaces with industrial tools and equipment to support access to advanced manufacturing skills and low-cost prototyping
- (ii) strengthen advanced manufacturing skills across Queensland and encourage greater regional understanding of the potential benefits of hackerspaces (including raising awareness and showcasing the technologies applied in advanced manufacturing)
- (iii) promote science, technology, engineering and maths (STEM) skills, to increase young people's interest in manufacturing and the conversion of ideas to manufacturing products
- (iv) encourage manufacturers and young people to use hackerspaces to share ideas, equipment, knowledge, and to problem solve.

2.2 Queensland Hackerspace Grant Program

The Queensland Hackerspace Grant Program supports the establishment of new hackerspaces and the expansion of existing hackerspaces within Queensland.

Groups or organisations wanting to establish a new hackerspace or expand an already established hackerspace in their community will be able to apply for a grant of up to \$20,000 (GST exclusive) for this purpose. All applications will need to demonstrate support from community organisations and from local manufacturers to prove that the hackerspace supports advanced manufacturing outcomes.

Activities funded by the grant must be completed within six months of the funding agreement start date.

Recipients of Round 1, Queensland Hackerspace Grant Program funding are eligible to apply for funding in Round 2 of the program.

2.3 Eligibility criteria

To be eligible for a Queensland Hackerspace Grant Program grant, an applicant must:

- be an established or an establishing hackerspace, located in Queensland with a registered Australian Business Number (ABN)

- be registered, or in the process of registering as, an incorporated association (or other type of legal entity with a governance structure acceptable to the State in its discretion)¹
- have public liability insurance and other required insurances² or be in the process of acquiring it. A certificate of currency of insurance is required before a funding agreement can be executed. Cover to at least \$10 million is recommended, however where the applicant has a lower insured amount, they will need to demonstrate the insured amount is suitable.
- have an established or proposed management board or committee
- provide a business plan for the sustainability of the hackerspace, including the revenue model³
- provide evidence that the hackerspace supports advanced manufacturing outcomes. Evidence may include a letter from a manufacturer who will support use of the space, a list of activities and /or advanced manufacturing equipment that will be accessible to members,
- not be insolvent or have owners or directors that are an undischarged bankrupt; and
- not be a federal, state or local government entity, statutory authority or special purpose vehicle.

Any applications that do not meet the eligibility criteria will not be considered further for a grant within Round 2 of the Queensland Hackerspace Grant Program.

2.4 Eligible projects for funding

Eligible projects for the Queensland Hackerspace Grant Program should demonstrate a positive benefit for the community, in that membership is open, and supports the transformation of the manufacturing industry.

Consideration will be given to eligible projects and/or costs provided the applicant can demonstrate that the proposed investment will support the establishment or expansion of the hackerspace and be consistent with the objectives of the program outlined in section 2.1.

Applicants may submit an application for the grant that includes multiple components provided the total grant application amount does not exceed the allocated grant funding amount.⁴ Where the project to be funded has a total value exceeding the grant amount, the applicant is responsible for all costs exceeding the grant amount and should provide evidence of financial capability.

Examples of eligible projects for funding mean:

- development of workshops for knowledge sharing/ capacity building

¹ Certificate of incorporation or registration (as applicable) must be submitted [with the application or, if in the process of registering,] prior to execution of the funding agreement. The department may also require further evidence about the entity, including a copy of any resolution regarding the making of the application and that the entity is able to operate in Queensland for the purposes of the project.

² If the hackerspace currently has employees, proof of work cover insurance will be required before a funding agreement can be executed.

³ A business plan template can be found at <https://www.business.gov.au/planning/templates-and-tools/business-plan-template-and-guide>

⁴ For example, the grant application may be for workshop materials for \$5,000, software for \$3,000, 3D printer for \$10,000 and hand tools for \$2,000. The total of \$20,000 matches the allocated grant funding amount.

- delivery of maker events/ hackathon style events
- delivery of science, technology, engineering and maths (STEM) programs or advanced manufacturing workshops for younger people

Examples of eligible costs for funding mean:

- purchase of software, hardware, alternative media, networking equipment, audio equipment for member use
- purchase of machinery and/or hand tools for member use
- purchase of contractor services to develop a comprehensive strategic plan and/ or marketing strategy. Proof of suitable expertise of the proposed contractor, along with a detailed quote of proposed services, must be attached with the grant application.

2.5 Ineligible projects for funding

The following costs are not eligible for funding under the Queensland Hackerspace Grant Program and should not be included in projects:

- salaries for current or new staff or the costs associated with recruitment activities and on the job training
- normal operating costs (e.g. utilities charges, telecommunications charges, rent or lease expense)
- repair or maintenance of existing equipment
- construction, fit-out or maintenance of buildings
- insurance (e.g. public liability, building and contents. etc)
- any expenditure undertaken, or proposed to be undertaken, on the project, prior to the execution of the funding agreement.

The department may deem other costs to be ineligible. If there is any doubt about eligible projects or costs, please contact the department (refer to Section 4 for contact details).

2.6 Funding arrangements

Successful applicants of the Queensland Hackerspace Grant Program will be required to execute a funding agreement with the State of Queensland (through the department). A certificate of incorporation or registration as a legal entity, along with proof of insurances, must be submitted prior to the execution of a funding agreement.

The funding agreement will outline the terms on which the grant will be provided and detail the milestones to be achieved by the applicant as a condition of payment.

A 20 per cent payment will be made to the applicant within 30 business days following signing of the funding agreement by both the department and the applicant, provision of a project funding proposal that details how the funds will be used and satisfaction of any special conditions. The remainder of the funds will be paid as detailed in the funding agreement and on completion of the project to the satisfaction of the department.

2.7 Acquittal of funding

To receive final payment, the applicant must submit a valid tax invoice to the department for the remainder of the grant, and provide:

- (i) a receipt for expenditure to the total amount of the grant funds
- (ii) documented evidence of expenditure of grant funds⁵
- (iii) a detailed statement of what outcomes are attributed to the receipt of the grant

The valid tax invoice will be paid within 20 business days of the department being satisfied with the payment claim documentation submitted.

2.8 Assessment criteria

The Queensland Hackerspace Grant Program Round 2 will be delivered across one funding round. Applications will be assessed and scored on merit and those that best demonstrate alignment with the following criteria will be most highly regarded.

The funding application for a Queensland Hackerspace Grant Program **must** address the following criteria:

- alignment with the objectives of the Queensland Hackerspace Grant Program
- demonstration of feasibility and sustainability of the proposed hackerspace. This should be evidenced by the accompanying business plan/growth strategy
- demonstrated benefit to the community and the manufacturing industry
- demonstrated support from community/education organisations and local manufacturers to demonstrate that the hackerspace supports advanced manufacturing outcomes. This should be evidenced by accompanying letters of support.
- demonstrated ability to deliver the project, and to deliver within stated budget and timeframes.

Applicants should attach any documentation that will support their application, such as a financial statement, market research, marketing plan, business plan, community consultation, evidence of support (in-kind or financial), letters of support from manufacturers, membership list etc.

A key objective of the program is to achieve a geographic spread of hackerspaces. While projects will be assessed against the above criteria, final funding decisions will be made to ensure a geographic spread is achieved.

2.9 How to apply

Applicants should refer to the separate Queensland Hackerspace Grant Program Round 2 - Guide to completing an application which contains tips about what to include in your application.

⁵ Documented evidence may include photos of the event, workshop/ event program, copies of plans or strategies developed etc.

Applications must be submitted online as per instruction on the application form. Please ensure your application is complete and consists of:

- a completed online application form
- a copy of detailed quotes regarding eligible projects costs for funding
- supporting documentation (including business plan, letters of support, proof of insurances and any other documents suggested in these guidelines).

2.10 Assessment process

Applications must contain all information required to be submitted at the time of application. The department may decide not to consider applications that do not include all required information.

The department will assess eligible applications against the assessment criteria outlined in Section 2.8 and due diligence checks may also be undertaken by the department. If an applicant is requested to submit further information for clarification, it must be submitted within the required timeframe or the department may determine not to consider it further.

The department will notify applicants, in writing, of the outcome of their application within 12 weeks of closure of the funding round at 5pm on Friday 8 November 2019. The application round will remain open for one month.

The decision in relation to an application is final and may not be appealed. If however, an applicant has any concerns in relation to the application or assessment process, an applicant may raise their concerns at hackerspaces@dsmip.qld.gov.au.

2.11 Program evaluation

As an initiative of the Queensland Government, the Queensland Hackerspace Grant Program will be continuously monitored and reviewed to ensure that the program effectively achieves the program objectives. These guidelines may be updated to reflect future changes to the Queensland Hackerspace Grant Program.

These guidelines only apply to applications for Round 2 of the Queensland Hackerspace Grant Program.

2.12 Tax Obligations

Grants may be treated as assessable income for taxation purposes and GST may also be applied. The department does not provide advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

3.0 Communications

3.1 Communication with the media

All media enquiries or public announcements relating to the Queensland Hackerspace Grant 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 Queensland Hackerspace Grant Program.

As far as practicable, all media and communications will be undertaken jointly with successful applicants.

3.2 Confidentiality, privacy and use of information

The department will maintain controls in relation to the management of commercial information provided by applicants. Applicants should specifically mark any information the applicant considers to be confidential.

An applicant must keep confidential 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 department 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 intends to publicly disclose the names of applicants, information about projects, the amount of funding granted to each successful applicant and details about the anticipated economic outcomes and benefits of successful projects.

Personal Information (as defined in the *Information Privacy Act 2009 (Qld)*) collected as part of the application and assessment process will be used by the department and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement).

The department will otherwise deal with Personal Information provided to it in accordance with the *Information Privacy Act 2009*.

If an applicant collects or has access to any Personal Information in connection with its application or the Queensland Hackerspace Grant Program, the applicant must comply, in relation to that Personal Information:

- (as if it were the department) with the Information Privacy Principles in the *Information Privacy Act 2009 (Qld)*; and
- with all reasonable directions of the department.

For audit purposes, the department 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.

4.0 Contact details

For enquiries or assistance, please contact the department's Advanced Manufacturing team or your local Regional Office:

Phone: 13 QGOV (13 74 68)

Email: hackerspaces@dsmip.qld.gov.au

Web: www.dsmip.qld.gov.au/hackerspaces

Region	Office Address	Telephone
Far North Queensland	Ground Floor, Cairns Port Authority Building, Cnr Grafton and Hartley Streets, Cairns Qld 4870	07 4037 3209
North Queensland	Level 4, 445 Flinders Street, Townsville Qld 4810	07 4758 3400
North West Queensland	1/75 Camooweal Street, Mount Isa Qld 4825	07 4747 3900
Mackay Isaac Whitsunday	Level 4, 44 Nelson Street, Mackay Qld 4740	07 4898 6800
Central Queensland	Level 2, 209 Bolsover Street, Rockhampton Qld 4700	07 4924 2914
Gladstone	Level 1, 20-22 Herbert Street, Gladstone Qld 4680	07 4977 7401
Bundaberg Burnett	Level 1, 7 Takalvan Street, Bundaberg Qld 4670	07 4331 5616
Fraser Coast and Gympie	123 Wharf Street, Maryborough Qld 4650	07 4122 0403
Darling Downs South West	128 Margaret Street, Toowoomba Qld 4350	07 4616 7306
South East Queensland (North)	Level 8, Mike Ahern Building, 12 First Avenue, Maroochydore Qld 4558	07 5352 9706
	6 Endeavour Boulevard, North Lakes Qld 4509	07 3882 8408
South East Queensland (West)	Level 4, 117 Brisbane Street, Ipswich Qld 4305	07 3432 2400
South East Queensland (South)	Level 1, 7 Short Street, Southport Qld 4215	07 5644 3202

5.0 Terms and Conditions

In these terms and conditions, 'application' means an application (or relevant part of an application) made to the Queensland Hackerspace Grant Program and includes the application form and any other supporting or additional information in whatever form provided by the applicant in connection with its application.

5.1 Reservation of rights

The department reserves the right to administer the Queensland Hackerspace Grant Program and conduct the process for the assessment and approval of applications to the Queensland Hackerspace Grant Program in such manner as it thinks fit, and to:

- i. change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Queensland Hackerspace Grant Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants;
- ii. 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;
- iii. vary or amend the eligibility or assessment criteria;
- iv. take into account any information from its own and other sources (including other Government agencies and other advisors);
- v. 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 Queensland Hackerspace Grant Program;
- vi. give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;
- vii. 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;
- viii. conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
- ix. require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
- x. terminate the further participation of any applicant in the application process;
- xi. terminate or reinstate the Queensland Hackerspace Grant Program or any process in the Queensland Hackerspace Grant Program;
- xii. not proceed with the Queensland Hackerspace Grant Program in the manner outlined in these guidelines, or at all; and
- xiii. take such other action as it considers in its absolute discretion appropriate in relation to the Queensland Hackerspace Grant 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 members or clients in connection with the Queensland Hackerspace Grant Program, these guidelines or the application process or any stage of the Queensland Hackerspace Grant Program.

An applicant, or its representatives:

- i. 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
- ii. 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
- iii. 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 applicant's cost

Each applicant participates in the Queensland Hackerspace Grant Program 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:

- i. any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for information by the department, attendance at meetings or involvements in discussions) or otherwise in connection with the Queensland Hackerspace Grant Program
- ii. the department at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Queensland Hackerspace Grant Program
- iii. any of the matters or things relevant to its application or the Queensland Hackerspace Grant Program in respect of which the applicant must satisfy itself under these guidelines.

Without limiting the above paragraph, if the department cancels or varies the Queensland Hackerspace Grant 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 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 Queensland Hackerspace Grant Program.

5.4 Non-exhaustive

These guidelines have been prepared to give potential applicants background information in relation to the Queensland Hackerspace Grant Program, and do not contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions and 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 accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information provided by it in connection with the Queensland Hackerspace Grant Program or interpretations placed on 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 department (and will ensure third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Queensland Hackerspace Grant Program.

5.6 Law

These guidelines are governed by the laws applicable in Queensland.

5.7 Acceptance

By submitting an application, each applicant:

- a) 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 or not to select the applicant for the Queensland Hackerspace Grant Program
- b) 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
- c) acknowledges that the department will rely on the above warranty and undertaking when evaluating the application
- d) 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
- e) acknowledges that the department may suffer loss or damage if the applicant breaches the above warranty and undertaking
- f) is taken to have accepted these Queensland Hackerspace Grant Program Guidelines, including these terms and conditions.



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Queensland
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