

# Testing Within Government (TWiG) Program: applicant fact sheet

## About the program

The Testing Within Government (TWiG) Program helps Small to Medium Enterprises (SMEs) to improve the positioning of their products for government and large enterprise markets by working collaboratively with the Department of Science, Information Technology and Innovation (DSITI) on a range of problems. A short 12 week program for SMEs to work in partnership with DSITI, the TWiG program is designed to:

- accelerate the growth and capability of SME businesses in Queensland
- provide valuable experience to SMEs in how to deliver products to large enterprises
- encourage DSITI to work with SMEs to become more agile and innovative in solving problems.

## Advance Queensland

Advance Queensland is investing in our future by harnessing innovation to strengthen and diversify the economy and create jobs.

## Program structure

### Problem definition

DSITI has identified a number of business problems for SMEs to assess the suitability of their products to address.

### Release to market

DSITI problems for the TWiG Program will be released to market on 1 August 2016. All relevant information about the problems released to market and how to apply can be found at the [Advance Queensland website](#).

### Information session

An information session will be held in early August 2016 where DSITI problem experts will be available to address your questions.

### TWiG Program pitch day

Based on published assessment criteria, applicants will be shortlisted by an evaluation panel to attend the pitch day in early September 2016, where they will present their product to the panel in a collaborative, engaging and supportive format to further clarify details.

As part of the shortlisting process a due diligence search will be conducted (the due diligence process will include the applicant organisation and directors financial and criminal history and adverse media search).

The final selection will decide on up to three applicants to participate in the 12 week program. Each applicant will address one problem, allowing for a maximum of three of the six problems to be addressed during the 12 week program.

### TWiG Program

During the engagement, commencing mid-September 2016, product testing, facilitated workshops and/or meetings will be conducted with the relevant DSITI business problem areas and staff to assist the applicants in the refinement of their product.

No commitment is made to applicants to continuing with or procuring products at the conclusion of the TWiG Program.

Program participation will be in alignment with the [ICT SME participation scheme policy](#) to provide a procurement mechanism should DSITI or other agencies wish to engage the SME at the conclusion of the TWiG Program.

All intellectual property in the SME's product (including improvements) remains owned by the SME.

## TWiG showcase event

At the end of the program there will be an event for the successful applicants, together with the relevant DSITI business problem experts, to showcase the product and the lessons learned/experience gained during the program to a wider group of government representatives.

## Key program dates

Activity	Date
Applications open	1 August 2016
Applications close	19 August 2016
TWiG Program information session	Early August 2016
TWiG Program pitch day	Early September 2016
12 week program	19 September 2016 – 9 December 2016
TWiG Program showcase event	Early December 2016
TWiG Program completion	9 December 2016

## Funding

The proposed program will provide funding of \$25,000 (excluding GST) for the 12 week engagement with DSITI to assist the successful applicants with their participation in the program.

Funding payments will be based on the following:

Milestone	Milestone payment
Initial milestone	30%
Mid-point milestone check	30%
Final milestone	40%

See conditions of funding below for further details.

## Eligible program costs

Eligible program costs may include:

- salary costs for staff working on activities for the funded program
- legal and intellectual property costs
- consumables used for the program
- travel and subsistence costs.

The applicant is expected to contribute their own funds if required over and above the funding amount of \$25,000 to complete the program.

## Ineligible program costs

Ineligible costs include the following:

- general operational costs undertaken by either the business, a related entity or any partner entity, including administrative, general training, operational, production and marketing costs
- employee benefits or employment on-costs
- financial advice
- entertainment costs
- the cost of other business activities
- licensing and compliance fees
- infrastructure and inventory costs not directly related to the project
- research and development activities with no potential commercial outcome.

## Eligibility criteria

To be eligible an applicant must:

- be a Queensland-based business with less than 200 full time equivalent staff, which:
  - is a company incorporated in Queensland; or
  - can demonstrate a clear road to market that will deliver jobs for Queensland.
- be registered for GST
- have their product which is at, or beyond, minimum viable product, is able to address one of the DSITI Problems and preferably be a Software-as-a-Service solution
- pass a due diligence check (undertaken at the shortlisting stage of assessment).

## Assessment criteria

Assessment of applications will be based on the following criteria:

1. Ability of the applicant's product to address the problem selected in an innovative way.
2. Anticipated benefits to the applicant from their participation in the program.
3. Ability of the applicant to execute the program in the 12 week timeframe.
4. Ability of the applicant to work with DSITI.
5. Anticipated benefits for Queensland.

applicant and the relevant DSITI business problem area. The report will detail the progress against the initial plan and will detail the proposed activities for the remaining timeframe.

- After approval of each milestone, the applicant will be directed to provide an invoice to DSITI for payment of the milestone amount. This invoice will then be paid within 30 days.

## Conditions of funding

- Eligible expenditure can only be incurred after the project commencement date
- Milestone payments will be based on the following:

Matched funding requirement	Milestone payment
Initial milestone: Upon acceptance of the letter of offer and the completion of a pre-program survey and a 12 week program plan	30%
Mid-point milestone: Submission of a mid-point progress review report and satisfactory progress against the 12 week program plan determined by DSITI	30%
Final milestone: Presenting at a showcase event, the completion of a post-program survey and satisfactory progress against the 12 week program plan determined by DSITI	40%

- Completion of milestones will include the submission of the above requirements and approval by DSITI.
- The 12 week program plan will be collaboratively authored by both the applicant and DSITI and will detail the proposed activities and expectations for the 12 week period.
- The mid-point progress review report will be collaboratively authored by both the

See [terms and conditions](#) for further details.

## Benefits

The program will assist Queensland businesses to improve a product to better meet the needs of government and/or enterprises by working within a government department (DSITI). The program aims to:

- increase the number of successful SMEs in Queensland selling to government and enterprise businesses
- provide SMEs an opportunity to test or assess the viability of their product in addressing a government problem
- increase SME awareness of government and how it works
- encourage DSITI to work with SMEs to become more agile and innovative in solving problems.

## How to apply

Applications can be completed online, through the [Advance Queensland website](#).

Submissions are due by 19 August 2016, and are to include:

- your completed online application form
- acknowledgement of reading and accepting the [terms and conditions](#).

Detailed information on how to complete your application is included with the online application form.



## Privacy

The Queensland Government collects and collates information from the application forms to evaluate applications for the TWiG Program. Only authorised departmental officers and approved assessors have access to this information.

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

Your personal information may be used, or disclosed to a third party, for the purposes of the TWiG Program or as expressly provided for under the TWiG Program documents. It will not otherwise be disclosed to a third party, unless required by law or for the purposes of *Information Privacy Act 2009*.

For audit purposes, the Queensland Government is required to retain the applications and other supplied support material.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Queensland Government.

More information on matters of privacy within the TWiG Program can be found in the [terms and conditions](#) and other TWiG Program documents.

## Further information

**Web:** [qld.gov.au/advanceqld](http://qld.gov.au/advanceqld)

**Email:** [advancequeensland@dsiti.qld.gov.au](mailto:advancequeensland@dsiti.qld.gov.au)

**Phone:** 13 QGOV (13 74 68)

**Facebook:** [Advance Queensland](#)

**Twitter:** [@AdvanceQld](#)

**Notices:** Attention: TWiG Program  
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