



Queensland Innovation Precincts and Places Fund - Strategic Initiatives Program

Program guidelines

Version 1.1 September update





The Department of Tourism, Innovation and Sport (the department) will provide and pay for qualified interpreting services for customers who are hearing impaired or have difficulties communicating in English. Please [contact the department](#) if you require interpreting services.

ACKNOWLEDGEMENT OF COUNTRY

The department respectfully acknowledge and recognise Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects to the Elders past, present and emerging for they hold the memories, the traditions and the cultures of Aboriginal and Torres Strait Islander people across the nation.

We will walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to enrich lives and strengthen community connection through the power of innovation, sport and recreation.

© The State of Queensland (Department of Tourism, Innovation and Sport) 2023.

Published by the Queensland Government, 20 July 2023, 1 William St, Brisbane Qld, 4000.

The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this document. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if it is recognised as the owner of the copyright and this material remains unaltered. Copyright enquiries about this publication should be directed to the Department of Tourism, Innovation and Sport, by email to corporate@dits.qld.gov.au or in writing to PO Box 15168, City East, Qld 4002

Contents

- 1. Fund Overview 4
 - 1.1 About the Fund 4
 - 1.2 About the program 4
- 2. Available funding..... 5
- 3. Eligibility 5
- 4. Project Costs..... 6
- 5. Assessment Criteria..... 7
- 6. Application and Assessment Process..... 8
 - 6.1 Submit an Application 8
 - 6.2 Assessment 8
 - 6.3 Decision 9
- 7. Timeframes 9
- 8. Funding Agreement..... 9
- 9. Promotion of Supported Projects 10
- 10. Privacy 10
- 11. Further information 12

1. Fund Overview

1.1 About the Fund

The Queensland Government's [Advance Queensland: Innovation for a future economy 2022-2032 Roadmap](#) (the Roadmap) sets out the direction, key priority outcomes and initiatives for the next phase in Queensland's journey toward becoming a leading and sustainable world-class innovation economy.

The Roadmap identifies the opportunity for Queensland's world-class innovation infrastructure to drive ideas through to commercialisation, adoption and diffusion. This includes positioning Queensland precincts, places and hubs to reach their full potential for attracting investment and creating jobs, co-locating innovation precincts and places with research, education and training institutes and improving digital infrastructure accessibility.

The Queensland Government's [Queensland Innovation Precincts and Places Strategy 2022-2032: A Place to Innovate](#) sets out how Queensland will achieve this vision based on three key pillars:

- **People** - empowering innovation place leaders and stakeholders to collaborate and thrive
- **Place** - maximising the innovation potential from infrastructure
- **Purpose** - harnessing the opportunities and achievements of innovation places.

A key action is the establishment of the \$15 million **Queensland Innovation Precincts and Places Fund** that will help innovation precincts and places achieve their goals across these three key areas that are considered essential to success.

The \$4 million **Strategic Initiatives Program** will support objectives across two pillars:

- **Place** - strengthening planning pathways including support for future business cases that assist Development and Activation; and
- **Purpose** - enabling innovation precincts and place's strategic and operational planning, fit-for-purpose governance arrangements and investment attraction activities that directly contribute to Leadership, Growth and Capability development.

1.2 About the program

The objectives of the Strategic Initiatives Program are to:

- position Queensland innovation precincts and places to reach their full potential for attracting investment and creating high value jobs
- position Queensland innovation precincts and places partners to collaborate in the development and growth of innovation precincts and places; and
- strengthen the development, effectiveness, and sustainability of Queensland's innovation precincts and places.

An innovation precinct or place is defined as having the following elements:

- a brand/identity as an innovation precinct or place
- an existing, clearly defined, established physical site in Queensland
- the site co-locates two or more entities who have a shared vision/agreement and/or common interest, at least one of which is a commercial and/or research entity
- an objective to foster innovation and collaboration across the precinct or place partners.

The Strategic Initiatives Program will assist existing Queensland-based innovation precincts and places to access funding to obtain strategic advice including an action plan that will deliver on the following:

- best-practice governance frameworks
- investment attraction strategies
- operational (land and building/asset) assessment strategies.

The strategic advice including action plan obtained must set out tangible and achievable actions which will be implemented by the innovation precinct or place.

2. Available funding

Grants of up to \$300,000 (excluding GST) are available through the \$4 million program to support proposals to obtain strategic advice including an action plan for an existing innovation precinct or place from third-party experts.

An applicant may only submit one application per innovation precinct or place. Applications supported by all precinct or place partners will be highly regarded.

3. Eligibility

To be eligible for this program **the applicant** must be:

- a corporate entity, not an individual
- GST registered, with an ABN
- A precinct partner of an existing Queensland-based innovation precinct or place.

Third-party experts are experienced individuals or firms who have experience in providing practical advice which has resulted in successful and sustainable innovation precincts and places.

The third-party experts must be unrelated and independent of the applicant, the precinct or place partners and collaborative partners.

For the purpose of this program a **precinct or place partner** is defined as:

An organisation which is a separate unrelated entity to the applicant organisation and who is physically co-located within the innovation precinct or place.

A **collaborative partner** is defined as:

An organisation or individual who supports the application and is a separate (external) unrelated entity to the applicant and precinct or place partners and is not physically co-located within the innovation precinct or place.

Applications that propose engaging a Queensland-based third-party expert to provide the strategic advice including action plan will be highly regarded.

Third party experts are expected to demonstrate high standards of conduct, as outlined in the [Queensland Government Supplier Code of Conduct 2023](#).

Note, if your application is successful, the strategic advice including an action plan must be obtained within six months of being advised of grant funding approval. In addition, the implementation of the actions must be commenced within 12 months of being advised of grant funding approval.

Your application is ineligible if:

- the proposed strategic advice focuses on a:
 - construction plan

- developed design or detailed design plans
 - property development proposal
 - construction development approval
 - creation of a capital raising proposal
- the applicant is part of a conceptual or proposed innovation place which does not have a physical site at the time of application.

4. Project Costs

Grant funding may be used for the following eligible project costs:

- engagement of third-party experts to conduct strategic assessments of governance, investment attraction, and/or operational (land and building/asset) assessment strategies to inform production of strategic advice including action plan.

As a guide, a **best-practice governance framework** should recommend a governance framework for the innovation place including:

- effective and place relevant board and advisory board governance structures
- documented management, delivery and development responsibilities for ongoing service delivery, operational partnerships, and precinct delivery
- responsibilities for precinct activation and development
- tangible and achievable actions to implement the recommended governance framework.

As a guide, an **investment attraction strategy** should inform the development and future growth of the innovation place including focus on:

- comparative strength analysis, benchmarking against comparators to identify areas of focus to enhance the innovation place's competitive position
- opportunity identification and strategy development
- benefits assessment of future industry potential
- demand analysis to provide point-in-time analysis of emerging and future industries
- tangible and achievable actions to implement the strategy.

As a guide, an **operational (land and building/asset) assessment strategy** should be based on a strategic assessment of potential land and buildings/assets to expand clustering at the innovation place including a focus on:

- land/tenure availability issues
- assessments to utilise the land and buildings/assets available for expansion and future development
- master planning including expansion and long-term development opportunities
- tangible and achievable actions to implement the strategic advice.

Items not eligible to be paid for from grant funding include:

- organisational overheads
- capital works and/or physical infrastructure including any buildings, telecommunications, IT networks, land acquisition or leases
- plant and equipment

- staff salaries of the applicant organisation and/or precinct or place partners.

Only eligible expenditure incurred on or after the project commencement date can be claimed by successful applicant organisations.

5. Assessment Criteria

The *Queensland Innovation Precincts and Places Fund – Strategic Initiatives Program Frequently Asked Questions* must be reviewed prior to completing an application form.

Applications will be assessed in accordance with the following assessment criteria. The application form contains questions which support the applicant to address the assessment criteria.

All criteria are equally weighted.

Criterion 1: Significance of the opportunity to the innovation precinct or place

You must demonstrate that the strategic advice, including action plan, will:

- support the innovation precinct or place to grow and develop
- practically inform the future of the innovation precinct or place's strategy and contribute to long term economic growth and jobs for Queensland
- contain practical steps to accelerate the development and effectiveness of the innovation precinct or place.

Criterion 2: Strength of the collaboration

You must demonstrate the proposal will:

- be supported by the precinct or place partners with a shared purpose and vision
- be led by an applicant with the resources, knowledge, skills, and experience to successfully deliver on the actions contained in the strategic advice and action plan
- be supported by a commitment from the precinct or place partners to implement the strategic advice including action plan.

Note: The letters of support from precinct or place partners will be considered under this assessment criteria.

Criterion 3: Value and Viability of the project

You must demonstrate the proposal will:

- result in strategic advice being obtained from third-party experts who have relevant expertise and experience in providing informed, effective and practical advice to precincts or places
- result in advice from the third-party experts which represents value for money and can be completed within the six-month timeframe and budget
- result in advice which is well planned with a clear set of tangible and achievable actions including implementation schedule.

The application would be highly regarded if:

- it includes a cash contribution from the applicant or precinct or place partners; and

- the third-party experts have previous experience advising innovation precincts and places.

Cash co-contributions from applicants and precinct or place partners can take the form of:

- cash to meet the cost of obtaining the strategic advice including action plan
- salaries (including salary-related on-costs) for applicant employees directly involved in developing the strategic advice including action plan with the third-party expert.

Criterion 4: Sustainability and resilience

You must demonstrate that the strategic advice, including action plan, will:

- position the innovation precinct or place to increase its potential long-term success and sustainability
- demonstrate how the action plan will be implemented including who will be involved, what it will deliver, what skills will be required for next stage implementation by the innovation precinct or place either through the precinct or place partners or identified third parties.

6. Application and Assessment Process

The Strategic Initiatives is an open competitive grant program. The application and assessment process will include the following stages:

- Submit an application
- Assessment and
- Decision.

6.1 Submit an Application

An application can be submitted online via SmartyGrants. Refer to the program webpage for the application link.

An application will include:

- a completed online application form including detailed response to each of the assessment criteria
- a proposal from the third-party experts outlining the defined scope of the activities to develop and provide the strategic advice and the timeline for delivery of the strategic advice including action plan
- a signed quote to provide the strategic advice including action plan from the third-party experts
- a statement from the third-party experts outlining their experience in providing similar advice in relation to precincts and places
- evidence of the level of commitment of all precinct and place partners in the implementation of the strategic advice and action plan (letters of support).

6.2 Assessment

All applications will be assessed against the eligibility requirements.

Only eligible submissions will be considered for funding support.

Eligible applications will be assessed in a merit-based approach by a panel of assessors against the assessment criteria.

Applicant organisations may be contacted at any stage of the assessment process to provide further information to enable a due diligence and probity assessment.

There is no implicit guarantee of approval at any stage in the process, and applicants will be notified via email of the assessment outcome.

The Queensland Government reserves the right to administer the Queensland Innovation Precincts and Places Fund and conduct the assessment and approval processes as it sees fit. This may include, at its discretion, considering current government priorities and the need to balance the investment to support a diversity of activities across Queensland.

6.3 Decision

Applicants will be notified in writing/by email of the decision.

The Queensland Government's decision in relation to an application is final and there is no process for appeal. The department has established processes for dealing with complaints - if an applicant has any concern in relation to the application or assessment process, a formal complaint may be submitted to the department through the website at www.dtis.qld.gov.au.

7. Timeframes

Applications open	Open to applications from Thursday 20 July 2023
Application close	1,00pm (AEST) on Thursday, 28 September 2023

8. Funding Agreement

Successful applicants will be required to enter into a legally binding Financial Incentive Agreement with the State of Queensland through the Department of Tourism, Innovation and Sport.

Applicants should ensure that they have read and accept the terms and conditions of the Financial Incentive Agreement prior to applying for funding. The program Terms and Conditions will be provided for review and agreement prior to the program closing date.

Successful applicants will be required to:

- execute a Financial Incentive Agreement within 30 business days of being notified that the funding application has been successful
- execute a service contract with the third-party expert within 15 business days of execution of the Financial Incentive Agreement
- obtain the strategic advice including action plan within six months of being advised of funding approval
- report on project progress and outcomes in accordance with the Financial Incentive Agreement.

Failure to meet these timeframes will result in the offer of funding being withdrawn.

Grant payments will be made on provision of evidence of completion of relevant activities, project expenditure having occurred, and commitment and expenditure of matching cash contributions (if any) by the parties.

Changes to applicant and precinct or place partner/s

Following commencement of the project, the successful applicant must immediately notify the department in the event the applicant or a precinct or place partner ceases to be part of the innovation precinct or place. In the event of such notice, the department may do one of the following:

- agree for the project to continue without the exiting precinct partner
- suspend the project activity until the department is satisfied the project is sustainable without the exiting precinct partner; or
- terminate the Financial Incentive Agreement thereby ending the Strategic Initiatives Program funding commitment to the project.

Where contractual commitments to third parties cannot be terminated, successful applicants will seek to minimise further expenditure under the third-party contract where the exit of a precinct partner substantially impacts the future of the innovation place.

Payment of grant funding

Payment of grants will be made based on agreed periodic project milestones and may take the form of:

- an initial payment of 70% of project costs paid on provision/confirmation of a signed agreement between the applicant and the third-party expert
- a final milestone payment of 30% paid on provision of documentary evidence that the advice has been obtained, including evidence that total project expenditure has been incurred and co-contributions have been made by all relevant parties.

9. Promotion of Supported Projects

Funding recipients will be expected to actively promote their projects and provide information and attend media/promotion events if requested.

The Queensland Government funding should be acknowledged by recipients in all relevant published material, media releases and public statements.

10. Privacy

The department is collecting personal information from you, such as your name, address, contact details of you and your organisation (including employees and partners), resumé, employment, payslips, asset and financial information and other information relevant to your application or provided by you.

This information is collected for the purpose of assessing and evaluating your application for funded projects, milestone reports, and other departmental functions to support organisations and industry through innovation programs and grants.

Personal information may also be disclosed where required for purposes associated with undertaking assessment of the application, including due diligence enquiries.

The email address you provide will be used to communicate with you about your application or program participation (if successful). For example, you may be contacted via email about participating in a survey, interview or focus group.

Dependent upon the email service provider you have chosen, this may result in your personal information being transferred overseas.

The personal information provided may be provided to other relevant Queensland Government departments and Ministers, for the purpose of publicly announcing or publishing details as identified in the guidelines and to promote those projects that have been funded. This may include the recipient's name and the amount of funding awarded, project details, agreed outcomes, and project progress.

De-identified aggregated data may also be used for the purpose of managing and evaluating the program and informing government.

Your personal information will also be used to provide the services outlined in the guidelines, and for the purpose of research, evaluation, promotion, and monitoring such services, and to improve and design services and programs.

Your personal information will not be otherwise used or disclosed unless authorised or required by law and will be managed in accordance with the *Information Privacy Act 2009*.

The Queensland Government privacy policy can be found at: www.qld.gov.au/legal/privacy.

11. Further information

Web: advance.qld.gov.au

Email: innovationplaces@dtis.qld.gov.au

Facebook: Advance Queensland

Twitter: @AdvanceQld

Phone: 13 QGOV (13 74 68)

If you require any further information or clarification of these guidelines, please contact the department via email innovationplaces@dtis.qld.gov.au or phone number 3516 0510.