

# IndustryTech Fund

## *Expression of interest (EOI) application handbook*

This handbook provides guidance notes on what information needs to be provided to complete the Stage 1 —Expression of Interest (EOI) application for the IndustryTech Fund (ITF). The guidance notes provide a broad description of the information which your response should provide and the potential points which your Stage 1 EOI application can address. This handbook should be read in conjunction with the [frequently asked questions](#) and [program guidelines](#) to provide further clarification about the focus of ITF and to help in preparing an application.

The guidance notes provide a description of the information required and the criteria which your application must address. Applicant responses should be concise and address the guidance notes. Responses can be in dot-point form to enable easier and faster identification of key issues and must be within the specified word limits indicated throughout the guide.

Please note this is an EOI—applicants shortlisted for Stage 2 will be invited to submit a full application detailing the platform technology project to be assessed by the ITF assessment panel.

### ITF application process

The ITF has a two-stage application process.



### Stage 1—Expression of interest (EOI)

EOIs should be submitted online through the [Advance Queensland ITF](#) website. Proposals will be accepted from the opening date until such time as funds are fully or likely to be fully committed. Assessments will occur regularly until all program funds are committed.

### Stage 2—Full application invitation

Following assessment of the EOI applications, shortlisted applicants will then be invited to pitch their projects to an assessment panel. Shortlisted applicants may also be invited to submit a Stage 2—Full application.

An EOI not shortlisted for progressing to the Pitch or Full application stage will not be considered further for funding.

Please note this application handbook relates only to Stage 1 of the ITF application process. Applicants shortlisted from Stage 1 will be contacted individually with further details on how and what information will need to be submitted for Stage 2 of the application process.

## Guidance notes

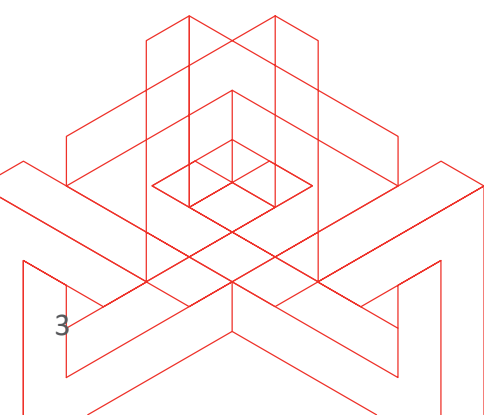
### 1. Project summary

Applicant organisation name	<ul style="list-style-type: none"> <li>The department will use the Australian Business Register website to verify the applicant's organisation name (see ABN guidance note).</li> </ul>
Applicant primary address	<ul style="list-style-type: none"> <li>Enter the applicant's main business location in the address, suburb, state and postcode fields</li> <li>The applicant's primary address must be based in Australia.</li> </ul>
Australian Business Number (ABN)	<ul style="list-style-type: none"> <li>Enter your organisation's 11 digit ABN without any spaces</li> <li>Click on the Lookup button</li> <li>The system will automatically sync with the ABN database and fill in your organisation's legal name</li> <li>The applicant's main business location must be based in Australia.</li> </ul>
Project title	<ul style="list-style-type: none"> <li>Your project title should be unique and succinct (no more than 10 words)</li> <li>It will be used as a reference for your EOI application by the department and the assessment panel.</li> </ul>
Short project description	<ul style="list-style-type: none"> <li>Please provide a brief description of your project (no more than 200 words)</li> <li>Please refrain from including any commercially sensitive information</li> <li>Outline the key aims and objectives of your project and how it will develop and deploy one or more platform technologies across Queensland.</li> </ul>
Define the Platform	<ul style="list-style-type: none"> <li>The intent of the ITF is to deliver a transformative 'step change' that speeds the emergence of new products and/or services based on a platform technology, or the convergence of platform technologies, with global potential across one or more industry sectors.</li> <li>Define exactly what the platform is and how it will be used and how elements of the technology can be utilised for further development by others? (no more than 500 words)</li> </ul>
Provide web link to project video — optional	<ul style="list-style-type: none"> <li>You are encouraged to submit a url (web address) to a video to support your application</li> <li>Content could include a snapshot that demonstrates the platform technology</li> <li>You must ensure the url stays live throughout the application process.</li> </ul>
Project duration	<ul style="list-style-type: none"> <li>Funded projects may span up to three years</li> <li>Select the expected timeframe the project is expected to take from the drop down box (1, 2 or 3 years)</li> <li>If the project has a specific duration (up to 3 years) e.g. 2.5 years use the <b>Other</b> box.</li> </ul>

Advance Queensland priority industry sectors	<ul style="list-style-type: none"> <li>Select from the drop down box which priority Advance Queensland industry sector the project aligns to. If the project aligns to another Queensland key sector select (none of the above).</li> </ul>
Industry sector	<ul style="list-style-type: none"> <li>Select from the drop down box which key Queensland industry or sector your project aligns to. If not listed select (other) and type in your response.</li> </ul>

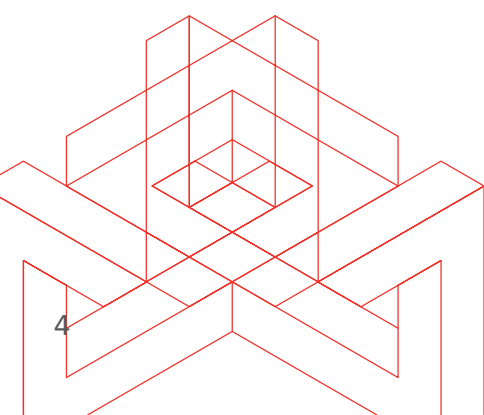
## 2. Project cost and funding and indicative budget breakdown

Total project cost (excluding GST)	<ul style="list-style-type: none"> <li>Please indicate the total anticipated project cost</li> <li>This costing should only be for expenditure directly relating to the project</li> <li>The amount specified should be in \$AUD, excluding GST and be inclusive of all contributions from private and public sectors.</li> <li>Project costs must be eligible under the guidelines to be considered.</li> </ul>	
Funding sought (excluding GST)	<ul style="list-style-type: none"> <li>This is the amount of funding you are seeking from the ITF</li> <li>Do not request an amount higher than you are eligible for</li> <li>Refer to the funding section of the program guidelines for the government-to-applicant funding requirements.</li> </ul>	
Applicant organisation cash (excluding GST)	<ul style="list-style-type: none"> <li>This is the amount of cash (must be new investment) committed to the project by the applicant organisation</li> <li>Contributions as cash are deemed to include:                             <ul style="list-style-type: none"> <li>— salary costs (including on costs) of employees and contractors who are assigned to work on the core business of the project</li> <li>— where an employee works only partly on the core business of the project (and is assigned to the project for more than 20% of his or her work responsibilities (for 1 FTE), the salary cost of the employee multiplied by the percentage of the employee’s total working hours spent on the project</li> </ul> </li> <li>Refer to the funding section of the program guidelines for the government-to-applicant funding and cash contribution requirements.</li> </ul>	
Indicative budget breakdown (must equal total project cost) (excluding GST)	<ul style="list-style-type: none"> <li>Provide a breakdown of your proposed project expenditure for all activities which will be delivered during this project</li> <li>Place a 0 in the \$ (excluding GST) column if not applicable.</li> </ul>	
	Salaries	<ul style="list-style-type: none"> <li>Including on-costs</li> <li>For staff and contractors working on the activities of the funded project</li> </ul>
	Capital expenditure	<ul style="list-style-type: none"> <li>To a maximum of 20% of total project costs</li> <li>On plant and equipment exclusively for use of this project</li> </ul>
	Consumables	<ul style="list-style-type: none"> <li>To a maximum of 10% of total project costs</li> <li>Required specifically for the project</li> </ul>



	Other project services	<ul style="list-style-type: none"> <li>Services provided by unrelated external parties (including testing, design and other professional services)</li> </ul>
	Legal and IP costs	<ul style="list-style-type: none"> <li>Legal and intellectual property costs (IP) directly relating to the project</li> </ul>
	Travel, accommodation and subsistence costs	<ul style="list-style-type: none"> <li>Must be solely associated with the project activity—should demonstrate reasonable value for money</li> </ul>
	Technical validation/demonstration	<ul style="list-style-type: none"> <li>Technical validation/demonstration processes</li> </ul>
	Other (specify)	<ul style="list-style-type: none"> <li>Any other costs directly related to the project must be specified clearly</li> </ul>
Total expenditure amount	<ul style="list-style-type: none"> <li>This field cannot be edited as it is calculated automatically as the total of the amounts listed in the indicative budget breakdown section (above).</li> </ul>	

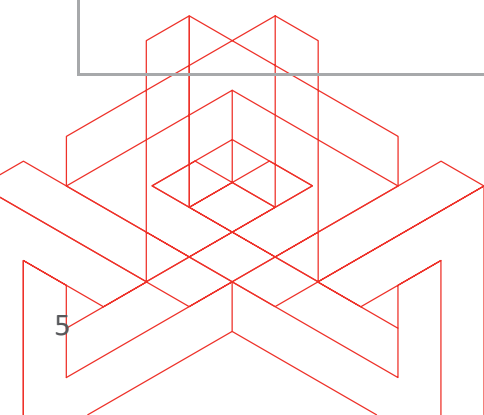
Detail each partner name, type and its cash contribution to the project (minimum of three partners is required).	<ul style="list-style-type: none"> <li>A minimum of three Queensland-based partners is required (one lead applicant + three partners)</li> <li>The partner’s main business location must be based in Queensland</li> <li>Partner Types include small-to-medium enterprises, including SMEs, startups, research organisations, customers or end users and other organisations</li> <li>These commitments will form part of the contractual requirements of the Financial Incentive Agreement</li> <li>Enter each partner’s 11 digit ABN without any spaces</li> <li>Click on the lookup button</li> <li>The system will automatically sync with the ABN database and fill in each partner’s legal name.</li> </ul>
Describe the nature of the relationship and role played in the delivery of the project by the partner organisations?	<ul style="list-style-type: none"> <li>Please provide a brief description of the nature of the relationship/role played in the delivery of the project by each of the project partner organisations</li> <li>Address each partner organisation’s commitment individually (must be no more than 300 words).</li> </ul>



<p>What evidence can the applicant and partners provide to demonstrate an ability to fund at least 75 per cent of the total project budget, other than from Queensland Government funding sources?</p>	<ul style="list-style-type: none"> <li>• Copies of documentation are not required for the EOI process, but must be submitted if invited to submit to Stage 2</li> <li>• Please provide a brief description (must be no more than 300 words) of the evidence that can be provided confirming the applicant and each partner has the funds to commit to the project</li> <li>• Examples of evidence may include: certified financial statements (including profit and loss statement and balance sheet) for the previous two financial years, evidence of conditional support from the principal officer of the partner organisations, grant funding from &lt;insert program&gt; has been obtained, formal agreement with a third party for the provision of the cash contribution requirement.</li> </ul>
<p>Acknowledge the cash contribution from the private sector sources MUST be at least 25 per cent of the project costs.</p>	<ul style="list-style-type: none"> <li>• Cash contribution from the lead applicant and their partners must include a cash contribution from private sector sources, which must be at least 25 per cent of the project cost</li> <li>• Click on the drop down box and select YES to confirm.</li> </ul>
<p>Acknowledge you have ownership, access to, or beneficial use of, any intellectual property that is the subject of, or is necessary to carry out your project</p>	<ul style="list-style-type: none"> <li>• The lead applicant funder must have ownership, access to, or beneficial use of any intellectual property that is the subject of, or is necessary to carry out your project</li> <li>• Click on the drop down box and select YES to confirm.</li> <li>• </li> </ul>
<p>IP Details</p>	<ul style="list-style-type: none"> <li>• Provide details on who owns the IP for the project. Explain the ownership in relation to IP and if applicable who will own the IP of any developed products. Also provide details demonstrating that the IP has appropriate protective measures in place.</li> </ul>
<p>Will a special purpose vehicle (SPV) be formed for the project?</p>	<ul style="list-style-type: none"> <li>• Click on the drop down box and select the appropriate response</li> <li>• Where a SPV is formed for the project, key participants in, and funders of, the SPV may be required to meet the lead applicant funder eligibility criteria as specified in the program guidelines</li> <li>• If a SPV is being formed for the project please list the key participant/s and funder/s of the SPV and demonstrate their ability to fund the SPV in the box provided.</li> </ul>

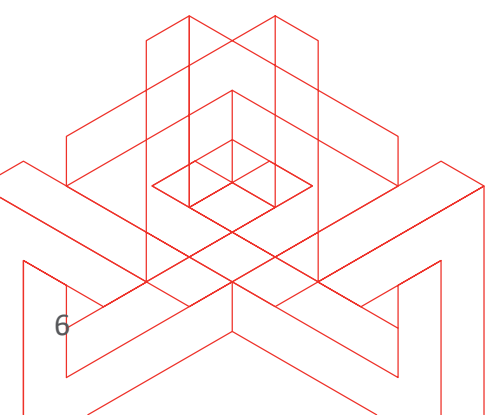
### 3. Project contact

<p>Applicant project contact</p>	<ul style="list-style-type: none"> <li>• Please complete all of the required fields</li> <li>• This person will serve as the main point of contact for the Department for all enquiries concerning the project</li> <li>• All correspondence and documentation concerning the application will be directed to this person.</li> </ul>
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#### 4. Selection criteria

<p>Selection criteria—consider the following points when completing the relevant selection criterion</p>	<ul style="list-style-type: none"> <li>• Applicants are required to provide a brief statement of <b>no more than 300 words per assessment criterion</b> outlining how the project proposal addresses each of the following criteria.</li> <li>• What is the project and program management experience of the lead applicant including collaborative partnerships with SMEs to deliver technology projects?</li> <li>• What experience with the technologies and applicable industry sectors do the partner organisations bring?</li> <li>• What will be different because of the project?</li> <li>• What new capabilities, products and/or services will result from the project?</li> <li>• Who are the key customer types or end users?</li> <li>• How are their needs addressed by the project deliverables and outcomes?</li> <li>• What ‘step change’ will occur because of the project and why is this significant to industry and Queensland?</li> <li>• How many new jobs and what type of jobs will potentially be associated with the delivery of the project?</li> <li>• How many jobs will be created in the longer term (5–10 years)?</li> <li>• Please note the EOI excludes a selection criterion on technical merit—which will form part of the Stage 2 assessment process.</li> </ul>
<p>Assessment criterion 1: <b>Impact</b></p>	<p>Your answer may address the following:</p> <ul style="list-style-type: none"> <li>• Describe the new products and/or services that will be developed as a result of the platform technology project</li> <li>• Who are the key customer types or end users?</li> <li>• Include details of industry sectors in which the project will be delivered and the nature of the benefits to be derived</li> <li>• Outline the extent to which the ITF project will achieve a step change to speed up the adoption of identified platform technologies and enabled processes or services</li> <li>• Briefly explain any integrated use of technologies, scalability and transferability across sectors and clear pathways to achieve job creation, productivity gains, and increased capability are defining features.</li> </ul>



<p>Assessment criterion 2: <b>Competitive advantage</b></p>	<p>Your answer may address the following:</p> <ul style="list-style-type: none"> <li>• Outline the extent to which the ITF project is of strategic importance, and enhances the competitive advantage of Queensland firms, industry or the state’s economy</li> <li>• Is the platform technology product, process or service new to Queensland, new to Australia, new to the world?</li> <li>• This may include an area in which Queensland has an existing competitive edge, or the development of new competitive advantage in global value chains, ‘niche’ products, components and/or services</li> <li>• Explain if the projects will exploit opportunities to introduce new capabilities or diversity to the Queensland economy.</li> </ul>
<p>Assessment criterion 3: <b>Collaboration</b></p>	<p>Your answer may address the following:</p> <ul style="list-style-type: none"> <li>• Describe how the applicant organisation will grow networks, collaboration and shared benefits across Queensland including industries, SMEs, startups, technology developers, researchers or customers (end users)</li> <li>• Your answer can also explain any future collaborator plans to purchase the platform technology product, process or service.</li> </ul>
<p>Assessment criterion 4 : <b>Capability</b></p>	<p>Your answer may address the following:</p> <ul style="list-style-type: none"> <li>• Detail your business’s track record and its experience in project delivery</li> <li>• Detail any specialist knowledge your organisation has or any expert partners</li> <li>• Provide brief details of any similar projects which your organisation has successfully delivered</li> <li>• Describe the clear delivery capacity within the project partners and partner readiness to commit to the ITF project</li> <li>• Your response should demonstrate the lead applicant’s track record in combining the technical, development and commercial capabilities to deliver in the timeframes of the program and foster productive relationships.</li> </ul>

## 5. Applicant declaration and privacy

<p>Applicant declaration</p>	<ul style="list-style-type: none"> <li>• You must be the organisation’s authorised officer who is able to agree to all the terms and conditions of the ITF</li> <li>• You must review and accept the terms and conditions detailed in the program guidelines and the IndustryTech Fund EOI application terms and conditions.</li> <li>• Please read the privacy statement</li> <li>• Refer to <i>Electronic Transaction Act 2001</i> (Qld).</li> </ul>
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