Program Guidelines Transforming Queensland Manufacturing Grants Program

ROUND TWO | SEPTEMBER 2026

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Introduction

The Transforming Queensland Manufacturing Grants Program (TQMGP) supports the Queensland Government's commitment to unlocking the full potential of the state's manufacturing industry by boosting innovation and creating high-value jobs.

The fund is administered by the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the department). The TQMGP provides grant funding to support Queensland-based small to medium enterprises (SME) in the manufacturing industry to improve manufacturing productivity and competitiveness through investment in advanced manufacturing equipment.

This document sets out the guidelines for applicants to Round 2 of the TQMGP (Guidelines). Key dates relating to subsequent rounds will be available on the TQMGP webpage at Manufacturing grant programs | Business Queensland.

Transforming Queensland Manufacturing Grants Program

2.1 Overview

The TQMGP will support an eligible Queensland-based manufacturing SME by reimbursing up to 50 per cent of the eligible project costs for projects undertaken by an SME.

Grants between $100 000 and $1 500 000 are available for:

- advanced manufacturing equipment which meets program objectives
- software purchasing to support system integration and manufacturing process improvement e.g. enterprise resource planning (ERP), material requirements planning (MRP), manufacturing execution system (MES).

2.2 Available funding

The TQMGP is a three-year $79.1 million program. There will be six rounds, one opening approximately every six months across three years (2026-2028). The three-year program provides more flexibility to manufacturers to align their planned projects with grant rounds.

Round 2 of the TQMGP will provide $12.5 million in grant funding through a single-stage, competitive application process. Fifty per cent of the available funding will be allocated to projects located solely in Regional Queensland. Funding for subsequent rounds, along with application opening and closing dates, will be published on the TQMGP webpage prior to each round opening. Manufacturers seeking to apply are encouraged to visit Manufacturing grant programs | Business Queensland for the latest updates.

For the purposes of this program, Regional Queensland comprises all local government areas except for the Brisbane, Gold Coast, Ipswich, Logan, Sunshine Coast, Moreton Bay and Redlands local government areas.

2.3 Program Objectives

The objectives of the TQMGP are to support the Queensland Government's objectives for the community, the growth in priority government industry sectors and the department's strategic direction and commitment to investing in Queensland's manufacturing industry through projects that are:

- facilitating pathways for export opportunities
- reshoring and onshoring manufacturing activity currently undertaken interstate or overseas
- improving manufacturing productivity and competitiveness
- stimulating private sector investment and generating jobs.

2.4 Eligibility Criteria

To be eligible for an offer of funding, an applicant must meet each of the following eligibility criteria applicable to their business structure (Individual Business or part of a Group Structure).

An applicant is considered part of group structure if it has any Associated Entities as per section 50AAA of the *Corporations Act 2001*. For example:

- **Organisations or individuals that have a relationship with the applicant through shared ownership, control, or influence. This may include parent companies, subsidiaries, business partners, or other related bodies with common management or financial interests.**

Applicant is an Individual Business	Applicant is part of a Group Structure
Must have a majority manufacturing turnover (Manufacturing as defined under Division C of ANZSIC 2006 Revision 2.0).	The group structure must have a majority manufacturing turnover (Manufacturing as defined under Division C of ANZSIC 2006 Revision 2.0).
Must have between 5–200 full-time equivalent (FTE) employees.	The group must have between 5–200 full-time equivalent (FTE) employees.
Must have a project site in Queensland.	Must have a project site in Queensland.
Must have an existing manufacturing presence in Queensland at the time of application, including a minimum of five FTE employees located in Queensland.	The group must have an existing manufacturing presence in Queensland at the time of application, including a minimum of five FTE employees located in Queensland.

Must have operated within Queensland for a minimum of three consecutive years at close of applications for the round.	At least one entity within the group must have operated within Queensland for a minimum of three consecutive years at close of applications for the round.
Must be purchasing advanced manufacturing equipment with Industry 4.0/5.0 features, or software to support system integration (e.g. ERP, MRP, MES).	Must be purchasing advanced manufacturing equipment with Industry 4.0/5.0 features, or software to support system integration (e.g. ERP, MRP, MES).
Must be the entity that will own any equipment purchased under the proposed eligible project, employ the employees and perform the manufacturing operations.	The applicant entity within the group must be the entity that will own any equipment purchased under the proposed eligible project.
Must be registered for GST and hold an active Australian Business Number (ABN).	The applicant entity within the group must be registered for GST and hold an active Australian Business Number (ABN).
Must not have an active Grant Agreement or about to execute a Grant Agreement under the TQMGP.	The group must have no entities with an active Grant Agreement or about to execute a Grant Agreement under the TQMGP.
Must indicate acceptance of the terms and conditions through completion of the online application form.	Must indicate acceptance of the terms and conditions through completion of the online application form.
Must demonstrate the financial capacity and standing necessary to undertake and complete the proposed eligible project, recognising grant payments are made in arrears.	Must demonstrate the financial capacity and standing necessary to undertake and complete the proposed eligible project, recognising grant payments are made in arrears. Noting due diligence will be undertaken on the whole group.
Must not be insolvent or have owners/directors who are undischarged bankrupts.	The group must have no entities which are insolvent or have owners/directors who are undischarged bankrupts.
Must not be a federal, state or local government entity, statutory authority, special purpose vehicle, charity, partnership, or not-for-profit organisation.	The group must have no entities which are a federal, state or local government entity, statutory authority or special purpose vehicle, charity, or not-for-profit organisation. The applicant entity within the group must not be a partnership.
Must not receive more than $1 500 000 from the TQMGP across any number of rounds as a result of this application. Successful Applications which would result in a recipient receiving more than $1 500 000 under	Must not receive more than $1 500 000 across the group structure, regardless of entity, under the TQMGP as a result of this application. Successful Applications which would result in the group receiving more than $1 500 000

the TQMGP will have funding under this round reduced to an amount which, when added to any amounts already received under other rounds, is no more than $1 500 000 in total.	under the TQMGP will have funding under this round reduced so that no more than $1 500 000 in total across rounds is provided to a single group.
Must not be subject to funding under any other local, state or federal government grant or scheme for the proposed project.	Must not be subject to funding under any other local, state or federal government grant or scheme for the proposed project.

2.5 Eligible Project Costs

Eligible project costs are listed below and include:

- advanced robotics, automation and/or Industry 4.0 and 5.0 equipment
- sector-relevant technology, systems or processes to support system integration and manufacturing process improvement
- artificial intelligence (AI) systems to support manufacturing processes
- associated project costs critical to the success of the proposed project
- freight and/or electrical upgrades specific for the new manufacturing equipment (freight and electrical upgrades combined cannot exceed 10 per cent of equipment costs).

Advanced robotics, automation and/or Industry 4.0 and/or 5.0 equipment

Equipment, purchase, installation, commissioning and training, including:

- simulation or digital twin
- advanced robotics or cobotics
- equipment which automates existing processes
- autonomous equipment
- augmented or virtual reality equipment
- equipment which promotes energy efficiency.

Equipment should be integrated with existing systems, processes or workflow.

Sector-relevant technology, system or process to support system integration and manufacturing process improvement

Introduction of Industry 4.0 and/or 5.0 technologies, systems and processes to the business, including installation, implementation and integration support system integration of:

- big data, AI systems, digital connectivity, Internet of Things (IoT), digital twin
- ERP system, MES, MRP system

- carbon monitoring system
- sustainability management software
- supply/value chain integration management system
- Lean manufacturing, Lean audit, value stream mapping, error and down time reduction, life cycle assessment.

Technology, systems and processes must demonstrate a link to the applicant's manufacturing process, rather than being related to general business operations.

Associated project costs critical to the success of the proposed TQM project

- servers to accommodate advanced systems and process connectivity to be installed as part of the project
- software licensing (up to 12 months) where the software is required to operate the new equipment or implement the system or process
- training to support implementation of a new software system or integrated technology
- freight of eligible project items (equipment) to the project site – see limit
- infrastructure or electrical upgrades specific to the new equipment – see limit
- cybersecurity

2.6 Ineligible Project Costs

The grant amount must not exceed 50 per cent of the total eligible project costs.

Applicants will be entitled to claim funding only for eligible project costs incurred and paid by the applicant. Eligible project costs mean those costs and expenses reasonably incurred by the applicant in connection with the eligible project but excluding any ineligible project costs.

Applicants will not be entitled to receive funding for ineligible project costs. Ineligible project costs include costs and expenses associated with:

- consultants or contractors that are associated entities
- project items where the applicant or associated entity is the supplier
- strategies/advice
- modifications or extensions to existing infrastructure or construction of new infrastructure
- general on-the-job training and supervision, training courses, training programs and further education (e.g., Certificates III & IV)
- travel and accommodation for the applicant's staff

- any costs incurred or paid before execution of a Grant Agreement with the state
- equipment, technology, systems or processes not considered to be industry leading
- leased or hire-purchased equipment, or purchase of equipment to be leased or sold to a third party (i.e. not an applicant entity)
- repair, maintenance or like-for-like replacement of existing equipment, technology, systems or processes
- installation and training not demonstrated to be critical to the correct functioning of eligible project items
- research and development activities
- legal advice
- intellectual property
- items not supported by valid quotes
- items where quotes are dated more than 12 months prior to the application closing date
- funding for project contingencies or cost overruns
- vehicles and non-fixed equipment
- salaries for staff or the costs associated with any human resources activities of the applicant
- any other costs that the department, acting reasonably, considers are not reasonably incurred by the applicant primarily or in connection with the eligible project.

2.7 Application Process

Applications for the TQMGP will proceed through a single-stage competitive application process as outlined below. A completed application should include:

- information on the applicant entity or entities
- written answers to every applicable question. Answers solely in the form of external links will not be accepted
- a description of the proposed TQMGP project that aligns with eligibility criteria (specified in Sections 2.5)
- identification of how the proposed project will achieve one or more of the Program Objectives (specified in Section 2.3)
- a detailed project cost breakdown in Australian dollars, supported by quotes (dated within 12 months of closing date for applications), which includes Eligible Project cost and ineligible project cost items.
- multiple quotes (where available) per item where funding is sought, and detail of the project governance process, including procurement governance
- the employment outcomes including retaining, creating and upskilling jobs

- evidence to demonstrate that the proposed project directly aligns with the applicant's strategic direction
- evidence to support claims (or the rationale behind claims) about the project's expected benefits, including productivity, international competitiveness, profitability and value for money to the business, the local region or supply chain and the State (e.g. strategic plan, external business evaluation, workforce development and training plan, market research)
- a project plan, which should include an executive summary, goals, objectives, project scope, implementation plan, risk management, and resource/team description including resumes or evidence of experience
- a project timeline or Gantt chart showing the project delivery timeframe and key milestones
- certificates of currency for insurances for the applicant entity or entities (e.g. public liability, Workcover for manufacturing activities, general insurance)
- evidence that the business can fund the project costs not funded by the TQM grant. This must include details of the extent to which this will be financed internally or externally and any associated security
- three years of financial statements including profit and loss, balance sheet and statement of cash flows (where available) including notes to the accounts that are either Accountant prepared, audited and certified (preferred) or Accountant prepared and signed financial statements. Where the applicant is part of a group, financial statements should be provided for the applicant and the group
- forecast financial and employment information for the next five years
- applicant's declaration.

Read the Guidelines and determine if your proposal can meet program requirements

Mandatory requirements are outlined in Sections 2.4 to 2.6

Complete your application online by the closing date/time (10 weeks from opening)

Applications are submitted via the online application form, available on the department's website. Due dates for each round will be advertised via the department's website. Applicants are responsible for submitting their complete application by the due date and time.

Department assesses applications (16 weeks from application closing)

During assessment, clarifications will be requested where the eligibility of an applicant, project, or project item where funding is being sought is unclear. If requested, you must provide all clarifications within 5 business days. A late or incomplete response to a clarification request may cause your application to be considered ineligible.

Clarifications, if requested by the department, are to provide clarity to an application. They are not to provide additional information not provided at the time of application. Information provided with a clarification response will only be considered as it relates to eligibility or for completing a Due Diligence assessment.

Application results (when assessment is complete)

All applicants will be notified of the outcome of the assessment of their application. This includes successful, unsuccessful, and ineligible applicants.

Grant Agreement and project commencement (Within 3 months of application results)

Successful TQMGP applicants will be contacted and provided 10 business days to accept the offer of funding (which can be done using the offer acceptance form on smarty grants). Finalisation of funding arrangements should occur as soon as possible following acceptance.

A requirement of the grant agreement is that successful Applicants are required to provide one form of security, either a Bank Guarantee or Personal Property Security Registration (PPSR). Please note that projects must not commence until the Grant Agreement has been executed.

2.8 Key Timeframes

The department anticipates that assessment of applications will take up to 16 weeks (four months) from the closing date for applications depending on the volume received.

2.9 How to Apply

Applicants should refer to these Guidelines when completing the online application form.

Applications must be submitted via the department's grants system using the forms provided and by the closing date. Applications and associated documentation submitted by other means will not be accepted.

The department may, at its discretion, accept or reject any late applications. Applicants will be responsible for their own costs with regards to preparing and submitting an application.

2.10 Assessment Criteria

If a TQMGP application:

- meets the eligibility criteria and
- contains all information (including supporting evidence) identified in these Guidelines and the application form

the grant application will be assessed and scored against the following criteria:

Criteria	Weighting
1. The project demonstrates that it will build the capability and capacity of the business to increase its productivity, international competitiveness and will increase profitability	**25%**
2. The project aligns with the Program Objectives by facilitating pathways for export opportunities and reshoring or onshoring manufacturing activity currently undertaken interstate or overseas	**25%**
3. The project will support current manufacturing jobs and will create new high-skilled manufacturing jobs in Queensland	**20%**
4. The project implementation is planned and aligns with the strategic direction of the applicant (see note below*)	**20%**
5. The project demonstrates value for money to the local industry and the state	**10%**

*Project delivery within 12 months is preferred. Where project planning demonstrates a longer delivery time, the applicant must provide detailed reasons including supporting documentation for consideration of a project timeframe greater than 12 months.

Examined separately but not scored in the overall total	
Ability to fund project	Ability to fund the project costs not funded by the TQMGP
Due Diligence and Probity	Satisfactory due diligence and financial probity checks. Where the applicant is part of a group due diligence and probity checks may be conducted on the applicant and the group

Applications that do not pass the above requirements may be ineligible for a grant. Applicants should note detailed financial and other company and project information will be required to enable due diligence and financial probity checks to be conducted.

2.11 Assessment Process

The assessment process for TQMGP applications will take approximately 16 weeks, dependant on the number of applications received.

Applicants may be contacted during the assessment process to clarify information provided in the application and/or to provide further information to determine the eligibility of an applicant, project, or specific project item. If an applicant does not submit all requested information, including responses to clarification requests, in the required timeframe the department may consider the application ineligible.

Despite anything else contained in these Guidelines and without limitation, the department may decide to approve an application, or part of an application, in its absolute discretion, including where it considers the eligible projects of the application, or part of an application, supports the achievement of the priorities and objectives of the Government.

2.12 Funding Arrangement

Successful TQMGP applicants are required to execute a Grant Agreement with the department. An applicant receiving an offer of funding should accept the offer within 10 business days or the offer may be withdrawn at the department's sole discretion.

After formal acceptance of an offer of funding, a Grant Agreement will be drafted for execution by the recipient and the department.

The Grant Agreement will detail the terms and conditions governing the arrangement between the parties including: milestone requirements, the requirements for and timing of the payment of grant funding, reporting obligations and outcomes to be achieved by the applicant. Example Grant Agreements are available on the department website [Manufacturing grant programs | Business Queensland]

A 20 per cent up-front payment may be made following execution of the Grant Agreement (subject to the requirements of any special conditions being satisfied, and the results of any due diligence undertaken by the department). The remainder of the funding will be paid, as detailed in the Grant Agreement, following completion of the project milestones to the satisfaction of the department. The department will retain five per cent of the funding for 12 months following completion of the project, to ensure reporting is provided on delivery of the outcomes and objectives of the project.

Grant Agreements that do not include a Bank Guarantee as security will not be eligible for an up-front payment and the department may take first ranking security via PPSR over any or all of the funded items for up to seven years.

Without limiting the terms and conditions set out in Section 4 of these Guidelines, the department will not be liable to an applicant for any commitments made, or costs incurred or paid, by an applicant prior to execution of a Grant Agreement.

The total grant funding paid by the department in the course of a TQM grant will not exceed the maximum grant funding amount under the Grant Agreement. Any extra costs incurred must be met by the successful applicant.

For each milestone/instalment claim, the applicant must submit a report with supporting documentation to evidence the expenditure on the eligible project costs, including invoices from suppliers and bank statements/remittance advices showing project expenditure.

Glossary of Key Terms

Concept/Term	Meaning
Accountant	A current Australian Certified Practising Accountant (CPA) and/or Chartered Accountant.
Active Grant Agreement	A Grant Agreement which has been executed and not terminated, and where the department has not yet accepted a 12 month post-completion report.
Advanced manufacturing / Advanced manufacturers	Advanced manufacturing involves a holistic approach to the way a manufacturing business operates, with a high level of technology and expertise applied throughout every step of the value chain. Advanced manufacturers use and integrate new technologies, design and innovative production and customer engagement systems to produce high-value product and smart services across key industry sectors.
Associated entities	Organisations or individuals that have a relationship with the applicant through shared ownership, control, or influence. This may include parent companies, subsidiaries, business partners, or other related bodies with common management or financial interests. Associated entities form part of the group which are considered part of the group structure for eligibility and due diligence assessment.
Eligibility Criteria	The Eligibility Criteria are set out in Sections 2.4 to 2.6 of these Guidelines.
Full-time equivalent (FTE) employees	The total number of FTE employees includes all employees of the applicant business. Where the applicant business is part of a group structure, all employees across the entire group must be included in the count. A part-time FTE employee is calculated by dividing the total hours worked by all part-time employees by the standard full-time weekly hours (38 hours). For example, if four part-time employees work a total of 95 hours per week (three working 25 hours each and one working 20 hours), and the standard full-time week, this

	equates to 2.5 FTE. All FTE figures should be rounded to one decimal place.
High-value jobs	Jobs that require special skills, training, knowledge (usually acquired), ability and proficiency in the latest technologies and processes relevant to the industry.
Industry 4.0 or 5.0	Industry 4.0, otherwise referred to as the Fourth Industrial Revolution, is the integration of intelligent digital technologies (such as big data, analytics, automation and robotics) with manufacturing processes. This improves cost, productivity, profitability and manufacturing processes, to create 'smart factories'. Industry 5.0, otherwise referred to as the Fifth Industrial Revolution, builds on Industry 4.0 with a human-centric focus, where humans and technology work side-by-side to enhance and improve manufacturing processes, resilience and sustainability.
Industry leading	Industry leading means equipment, technologies, systems or processes that are: • superior to or more advanced than the equipment, technologies, systems or processes currently in use in Queensland or the industry, and • aligned with international best practice (i.e. not designed merely to bring a business into line with existing industry practice in Australia).
Onshoring/reshoring	A manufacturing company applying to undertake a manufacturing activity which is currently undertaken either overseas or interstate and bringing it to Queensland.
Program Objectives	The Program Objectives are set out in Section 2.3 of these Guidelines.
Queensland-based business	A business having at least one manufacturing site in Queensland and at least five full time equivalent (FTE) employees located in Queensland.
Quote	A valid quote must be provided by the entity supplying the goods or services and must clearly identify: • the goods and services being purchased

	• the entity to which the quote is being provided • the GST exclusive price of the goods or services (if in AUD) • the quote must be dated within 12 months of the application closing date.
Regional Queensland	Regional Queensland comprises all local government areas except for the Brisbane, Gold Coast, Ipswich, Logan, Sunshine Coast, Moreton Bay and Redlands local government areas.

Terms and Conditions

In these terms and conditions, a reference to:

- an application means an application (or relevant part of an application) made to the TQMGP, and any other supporting or additional information in whatever form provided by the applicant in connection with an application
- Guidelines is a reference to these TQMGP Guidelines.

4.1 Reservation of Rights

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

- change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall TQMGP (including submission and compliance of applications), where in such circumstances notice will be provided to applicants
- consider or accept, or refuse to consider or accept, any application that 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
- vary or amend the eligibility or assessment criteria
- take into account any information from its own and other sources (including other Government agencies and other advisors)
- accept or reject any application, having regard to these Guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing that the department considers relevant, including the limitations on the funds available for the TQMGP
- give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria
- 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
- conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals
- require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information
- terminate further participation by any applicant in the application process
- terminate or reinstate the TQMGP or any process in the TQMGP
- not proceed with the TQMGP in the manner outlined in these Guidelines, or at all
- allow the withdrawal or addition of an applicant

- take such other action as it considers in its absolute discretion appropriate in relation to the TQMGP processes.

Where, under these Guidelines, it is stated 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).

4.2 No Relationship

The department's obligations regarding the application process are limited to these expressly stated in these Guidelines.

Subject to Section 4.7, no contractual or legal relationship exists between the department and an applicant or its clients in connection with the TQMGP, these Guidelines or the application process.

An applicant, or its representatives:

- 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
- 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
- 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.

4.3 Participation at Applicant's Cost

Each applicant participates in the application process 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:

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

Without limiting the foregoing, if the department cancels or varies the TQMGP 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 any Section of 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 TQMGP.

4.4 Non-Exhaustive

These Guidelines do not contain all the information that applicants may require in reaching decisions in relation to whether to submit an application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these Guidelines. Applicants must 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 makes no warranty or representation express or implied and does not assume any duty of care to the applicants that the information in these Guidelines or supplied in connection with the TQMGP is accurate, adequate, current, suitable or complete, or that the information has been independently verified.

The department accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance or interpretation placed upon that information by applicants.

4.5 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 state (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the TQMGP.

4.6 Law

These Guidelines are governed by the laws applicable in Queensland.

4.7 Acceptance

By submitting an application, each applicant:

- 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 to select the applicant for the TQMGP
- 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
- acknowledges that the department will rely on the above warranty and undertaking when evaluating the application
- 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
- acknowledges that the department may suffer loss or damage if the applicant breaches the above warranty and undertaking
- is taken to have accepted these Guidelines, including these terms and conditions.

4.8 Communication with the media

All media enquiries or public announcements relating to the TQMGP 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 TQMGP, and comply with the department's requirements about the form, content, timing and manner of any proposed media statement or event.

Where possible, all media and communications will be undertaken jointly with successful applicants.

Applicants acknowledge that the department intends to publicly disclose the names of successful applicants, general details about projects funded (including the amount of funding granted), and the anticipated and realised outcomes of funded projects (such as jobs creation benefits, types of equipment being purchased, and business improvements expected).

4.9 Confidentiality, Privacy and Use of Information

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

An applicant must keep confidential its application, any information provided to the department in connection with 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 state 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 collects personal information during the application process. Personal information will be used and may be disclosed for the purpose of processing, assessing and making a decision about the application, and as authorised by law. This may include personal information being disclosed to third parties and other government agencies for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement). The state will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009* and the Privacy Statement of the Queensland Government (www.qld.gov.au/legal/privacy).

For audit purposes, the state 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.

4.10 Program Evaluation

As an initiative of the Queensland Government, TQMGP will be continuously monitored and reviewed to ensure the TQMGP effectively achieves the Program Objectives. These Guidelines may be updated to reflect future changes to the TQMGP.

4.11 Tax Obligations

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

Contacts

The department's decision in relation to an application outcome is final and may not be appealed. If, however, an applicant has any dispute in relation to the application process or assessment process, a formal complaint may be submitted to the department via the department's website.

Information about application processes can be obtained from your local Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development office:

For further information please contact:

Web: www.nrmmrrd.qld.gov.au

Phone: (07) 3330 4444

Email: manufacturing@nrmmrrd.qld.gov.au

Local locations

Region	Office address/ email
Cairns	TAFE Queensland Cairns Campus (S Block) Gatton Street, Manunda QLD 4870
Townsville	TAFE Queensland Trade Training Centre 763 Ingham Road, Bohle QLD 4818
Rockhampton	Building 37, Central Queensland University Yaamba Road, North Rockhampton QLD 4701
Gladstone	Room G.47, Martin Hanson Building, Central Queensland University, Gladstone Marina Campus, Gladstone QLD 4680
Mackay	Resources Centre of Excellence 65 Crichtons Road, Paget QLD 4740
Wide Bay	Manufacturing Centre of Excellence 73 Nagel Street, Oakhurst QLD 4650
Sunshine Coast	Mike Ahern Building, Maroochydore QLD 4558
Gold Coast	Unit 2b, 19 Cotton Street, Nerang QLD 4211
Toowoomba	TAFE Queensland Toowoomba Campus 100 Bridge Street, Toowoomba QLD 4350

Interpreter statement:

The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this document, you can contact us within Australia on 13QGOV (13 74 68) and we will arrange an interpreter to effectively communicate the report to you.

DELIVERING FOR QUEENSLAND

Queensland Government