

# Program Guidelines

## Advanced Manufacturing Productivity Grant Program 2024-25



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# 1. Aim

The Advanced Manufacturing Productivity Grant Program (the program) supports Tasmanian-based advanced manufacturing enterprises undertake a variety of productivity-enhancing activities such as obtaining accreditations, expert advice and developing staff and business skills.

The program has been established as part of the *Tasmanian Government's Advanced Manufacturing Action Plan 2028*. The plan focuses on three core priority areas – people, productivity and market success.

This program is administered by the Department of State Growth on behalf of the Crown in Right of Tasmania.

## 2. Funding available

Funding of \$450,000 is available in the 2024/25 financial year.

The program will remain open until the funding allocation is exhausted, or close on 30 June 2025.

The program provides an up to 50 per cent contribution to Tasmanian-based advanced manufacturers, subject to the applicant contributing at least 50 per cent of the project costs.

The maximum grant value is \$20,000.

The minimum grant value is \$1,500.

Collaborative projects will be considered on a case-by-case basis. Collaborative projects will need a lead proponent such as an industry body or nominated lead business. These projects may be eligible for a greater percentage of grant funding on demonstration of industry benefit.

Applications will be assessed in order of receipt using the eligibility and assessment criteria.

## 3. Eligibility

To be eligible for a grant you:

1. must be able to demonstrate that you are a Tasmanian-based advanced manufacturing enterprise, or a high tech, Tasmanian based business that supports manufacturing inputs such as software or component development necessary for an advanced project.
2. must have an Australian Business Number and be registered for GST
3. cannot receive in excess of \$40,000 per financial year under this program
4. must have demonstrated manufacturing sales turnover greater than \$500,000 and less than \$55 million in at least one of the last two financial years
5. must not be a consultant or intermediary
6. must not be subject to any legal disability, including bankruptcy or liquidation

7. must be a business primarily manufacturing in Tasmania.

Applications submitted by a third party will not be accepted without evidence of permission in the application.

You may be asked to provide information or documentation to support your eligibility claims, either as part of the application process, or after you have submitted your application.

The information you provide may be subject to authenticity checks using third party software.

### 3.1. Eligible expenditure

For successful applicants, up to 50 percent of approved project costs may be provided following completion of the Approved Purpose.

Activities include:

**Business Improvement activities** (can include, but are not limited to the following):

1. Advice on strategies associated with new processes or systems, lean manufacturing, change management or supply chain efficiencies.
2. Advice on improving business sustainability through benchmarking and the identification of cost benefits including implementing carbon and waste reduction initiatives.
3. Business, governance and succession reviews, strategic planning and process planning.

**Quality Assurance activities** (can include, but are not limited to the following):

1. Market or industry accreditation
2. ISO9001 – Quality Management System
3. ISO14001 – Environmental Management Systems
4. ISO45001 - Safety
- 3 HACCP – Hazard Analysis and Critical Control Point
4. ISO22000 – Food Safety Management
5. ISO3834 – Fusion Welding of Metallic Materials
6. ISO27001 – Information Security
7. ISO13485 – Medical Devices

**Unaccredited training activities** (can include, but are not limited to the following):

1. Product specific training
2. Industry/organisation specific training
3. Safety awareness training
4. Short courses related to an identified growth opportunity.

## 3.2. Ineligible expenditure

Examples of expenditure that is ineligible under the program include the following.

1. Capital equipment.
2. Reimbursement of retrospective project expenditure.
3. Salaries and wages.
4. General operational business expenses including office expenses, maintenance costs, accounting, legal, compliance, government fees and software licensing (installation or upgrades).
5. Costs associated with patents and intellectual property.
6. Product prototype research and development.
7. Building construction, modification or repairs.
8. Accredited training from a Training Package (i.e. qualifications and accredited skill sets).
9. Allocation for RTO business establishment.
10. Where the project will duplicate the services provided under other programs, for example, those provided by the Australian Government.
11. Training that does not clearly link to and improve workforce development opportunities for the advanced manufacturing sector.

## 4. Timeframes

Description	Date/time
Program opens for applications	13 November 2024
Program closes	30 June 2025 (earlier if funds exhausted)
Applications assessed and notified (estimated)	Generally within seven working days

Applications will not be accepted after the program closes.

## 5. Contact details

For queries about this program, contact:

- Business Tasmania
- [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)
- 1800 440 026
- [www.stategrowth.tas.gov.au](http://www.stategrowth.tas.gov.au)

- Your Advanced Manufacturing and Defence Industry Client Manager, if you have an existing relationship.

## 6. How to apply

Applications should be submitted using SmartyGrants.

For assistance with using SmartyGrants, please see the [applicant help guide](#).

Contact us to discuss any issue preventing you from using SmartyGrants to submit your application.

1. **Prepare:** Read the program guidelines and the frequently asked questions (FAQs) before starting your application.
2. **Contact:** If you do not have an existing Client Manager, please contact Business Tasmania who will put you in touch with a member from the Advanced Manufacturing and Defence Industry team.
3. **Start:** The application form link will be sent to you by the Client Manager.
4. **Confirm:** Ensure all information and documentation is accurate and attached. You may not be able to change an application or provide additional information after you submit your application.
5. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
6. **Assessment:** Applications will be assessed by the Advanced Manufacturing and Defence Industry team.
7. **Notification:** We will notify you with the outcome of your application

You may be asked to provide information or documentation after you have submitted your application.

You must provide this information within three working days, unless otherwise advised. Failure to provide the information within the timeframe may result in the application being unsuccessful.

The information you provide may be subject to authenticity checks using third party software.

## 7. Grant funding agreement

If your application is successful, you will be required to enter a legally binding funding agreement.

The funding agreement, along with these program guidelines, provide the grant terms and conditions.

You will not receive the payment until the funding agreement is completed, the project has been finalised and an acquittal form completed.

Following completion of the Approved Purpose, you will be asked to participate in an evaluation of this program.

## 8. Appealing a decision

If your application is unsuccessful, you may appeal the decision.

The appeals process ensures that all applicants have been treated fairly.

We will consider appeals that relate to administrative process issues in grants management.

All requests must be in writing and addressed to the Director of the Advanced Manufacturing and Defence Industry team State Growth and emailed to: [amdi@stategrowth.tas.gov.au](mailto:amdi@stategrowth.tas.gov.au)

For further information about the appeal process, contact Sharron Yaxley:  
[sharron.yaxley@stategrowth.tas.gov.au](mailto:sharron.yaxley@stategrowth.tas.gov.au)

## 9. Grant payments

If your application is successful, you will be asked for your bank account details to receive your grant payment.

The bank account must be in your name. You may be asked to provide a copy of your bank statement or a letter from your bank as confirmation.

Providing incorrect bank account details may result in significant delays or not receiving your grant payment. We cannot guarantee the recovery of funds paid to an incorrect bank account.

You will be required to return some or all the funds if:

- you do not complete the activities required under the funding agreement
- you do not use any or all of the funding provided
- your situation changes in a way that prevents completion of the grant, or
- we find that the information provided to us is false or misleading.

## 10. Taxation and financial implications

Grants distributed under this program may be treated as income by the Australian Tax Office (ATO).

We strongly recommend that, prior to applying, you seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Grants distributed under this program attract Goods and Services Tax (GST).

If you are registered for GST, the grant amount will include GST. A valid tax invoice must be supplied by the successful applicant to State Growth.

Information on invoices can be found on our Business Tasmania website:

[www.business.tas.gov.au/manage\\_a\\_business/invoices](http://www.business.tas.gov.au/manage_a_business/invoices)

## 11. Acquittal

If your application is successful, you must provide an acquittal at the conclusion of the grant.

An acquittal is a statement that confirms the grant was completed as per the funding agreement.

## 11.1. How to acquit your grant

We will send you an acquittal form using SmartyGrants.

Your acquittal must include:

- a report on the activities completed and their outcomes
- a report on the income and expenditure, and
- evidence such as invoices, receipts and images.

We may ask you to provide a Statement of Expenditure certified by an independent, professional auditor. You will be responsible for the cost of obtaining the certified Statement of Expenditure.

## 11.2. Failure to complete an acquittal

If you do not satisfactorily acquit your grant by the due date:

- your approved grant funds may no longer be available, and
- you may be ineligible for other grants from State Growth.

Contact us to discuss any issue preventing you from acquitting your grant.

# 12. Publicity of grant assistance

State Growth is accountable for its spending of public funds, including providing grants. As part of the accountability process, State Growth may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from State Growth:

- despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party, and you consent to the disclosure of your name in this context.
- all obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

# 13. True and accurate information

You must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, may be required to be repaid to State Growth.

# 14. Right to information

Information provided to State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.



## 15. Information collection and usage

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it relates, on request to State Growth.

State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

## 16. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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