

PROJECT GUIDELINES

Build It Better Voucher

Round 3 19th August 2019



Additive
Manufacturing
HUB proudly
operated by
AMTIL



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1 WHAT IS THE AM HUB?

AMTIL has established the Additive Manufacturing Hub (AM Hub) as an industry-driven network of additive manufacturing users, suppliers and supporters in Australia. The AM Hub will foster and grow the use of additive manufacturing technology, and develop capability and investment in Australia. The AM Hub is led by AMTIL and supported by the Victorian Government.

2 BUILD IT BETTER VOUCHER OVERVIEW

The objective of the Build It Better Voucher Program is to increase the use of additive manufacturing technologies by Victorian businesses. The Program supports Victorian companies wishing to use the application of additive manufacturing technology in their business operations. The voucher program runs for three years, starting from February 2019; a total voucher budget of \$1.3 million over three years is available for Victorian businesses.

The types of projects that the Program aims to support are redesign of existing components for additive manufacturing, or new product development for additive manufacturing. The voucher program will subsidise costs of expertise needed for businesses to realise the benefits of additive manufacturing. This may include, but is not limited to services such as:

- + Design expertise,
- + Engineering support,
- + Business case development, and
- + Materials selection and prototyping support.

3 WHAT IS A VOUCHER?

A Voucher is a form of funding assistance that can be used by businesses to access services, advice, or expertise provided by Registered Service Providers (RSPs). Vouchers are issued in the name of the Applicant company (the Recipient), have no cash value, and are non-transferable. The Vouchers are provided on a cash co-contribution basis, where Recipients contribute a minimum value of the total cost of services. Payment up to the face value of the Voucher (exclusive of GST) are made by AMTIL to the Service Provider(s) upon the successful completion of work. Voucher applications are administered through rounds with defined open and close dates. Eligible applications will be assessed on a competitive basis.

4 VOUCHER DETAILS

The voucher program provides funding of up to \$20,000 (exclusive of GST), with a requirement for a co-matched contribution of \$1:\$1 towards total eligible project costs. This is 50% of all total eligible project costs for a project up to \$40,000. The Build It Better Voucher is awarded through a competitive, rounds-based process. Call for projects will be announced periodically through the three-year funded period.

5 PROJECT DURATION

Each project must not exceed twelve (12) months in duration. This timeline includes case study preparation.


6 ELIGIBILITY CRITERIA

6.1 WHO IS ELIGIBLE?

To be eligible for The Build It Better Voucher a business must have a Victorian address, and must be based in Victoria or have a significant business presence in Victoria. Applicants will need to ensure they detail the extent of their business operations in Victoria. Note that successful applicants must conduct the proposed activities in Victoria and whenever possible in partnership with a Victorian Registered Service Provider.

In addition, the business must:

- + Be a small to medium enterprise (SME) with no more than 200 full time staff, and less than \$100 million annual turnover,
- + Have an Australian Business Number (ABN),
- + Be non-tax exempt, and
- + Be registered for Goods and Services Tax (GST).



The business must also be one of the following entities:

- + Be a company, incorporated in Australia, or
- + Be an incorporated trustee on behalf of a trust.

Joint applications may be considered, however there must be a Lead Applicant nominated in the Project Application form. The Lead Applicant accepts the financial and contractual responsibilities of the voucher program.

6.2 ADDITIONAL ELIGIBILITY

Applicants must have full and clear ownership, or a current license to any pre-existing intellectual property (IP) that the project may need to leverage. Applicants must also have evidence from their board, Chief Financial Officer, or accountant that the company can meet the non-funded project expenses.

Businesses that are awarded a Build It Better voucher may apply for additional vouchers during the lifetime of the programme, however a business may not have more than one active project at a time. A maximum of two projects during the lifetime of the Program will apply.

6.3 INELIGIBLE APPLICANTS

The following are not eligible to apply:

- a) Individuals
- b) Commonwealth, state and local government agencies or bodies
- c) Publicly funded research institutions
- d) Industry associations
- e) Not-for-profit organisations
- f) Community-based organisations.

6.4 SERVICE PROVIDER ELIGIBILITY

The AM Hub has developed a list of Registered Service Providers (RSPs) that are to be engaged to perform activities that conform to eligible expenditure. If expertise is required outside of the RSPs this will be considered on a case-by-case basis and preference given to Victorian providers.

Registered Service Providers will need to demonstrate that they:

- + Have a trading history of at least two years
- + Are financially viable
- + Are based in or have an operating presence in Victoria
- + Supply eligible services and where applicable demonstrate sector or market-specific knowledge
- + Commit to undertake their role in accordance with these Guidelines.

RSPs must be one of the following entity types:

1. A private or public company (not listed) incorporated in Australia under the Corporations Act 2001, that is non tax- exempt and is registered for GST, or
2. A not-for-profit organisation that:
 - a. is an incorporated body, co-operative or associate (including business associations), and
 - b. has an Australian Business Number (ABN) or can provide written advice from the Australian Tax Office that no withholding tax is required from the Voucher payment.
3. A university or tertiary education provider.

Registered Service Providers must be:

- + Committed to providing services at competitive market rates
- + Committed to servicing projects within a reasonable timeframe as agreed with the Applicant and
- + Not currently involved in litigation against AMTIL or the State Government of Victoria.

A list of Registered Service Providers will be available on the AM Hub website.

6.5 APPLICANT AND SERVICE PROVIDER RELATIONSHIP

Voucher Applicants and Service Providers must be entirely separate entities. They may not be owned by the same parent company, share governance or have common directors.

In the Voucher application, Applicants are required to declare any existing governance relationships between themselves and the nominated Service Providers, including whether any of the project Service Providers:

- a) Are subsidiaries or related bodies corporate within the meaning of the Corporations Act 2001, or
- b) Share common directors, officers or senior managers.
- c)

7 ELIGIBLE VOUCHER ACTIVITIES

7.1 ELIGIBLE PROJECTS

Eligible projects support application development for additive manufacturing. The project must:

- + Include eligible project activities and eligible project expenditure, and
- + Occur in Victoria.

7.2 ELIGIBLE EXPENDITURE

The voucher program funds may be used for activities directly related to the project, for example:

- + Testing and calculation of engineering requirements for application;
- + Reverse engineering/digitalising existing components;
- + Redesigning and/or reengineering products for additive manufacturing;
- + Prototyping new components;
- + Materials advice and testing;
- + Laboratory materials, consumables, or laboratory disposables;
- + Benchmark testing of component parts for use;
- + Expert advice on additive manufacturing technology selection;
- + Business case development for new product production.

All activities will be reviewed with respect to their relevance to the project. Other activities not listed here may be eligible provided they are directly related to the project outcomes.

7.3 INELIGIBLE EXPENDITURE

Voucher funds cannot be used for the following activities:

- + Capital expenditure for facilities or equipment;
- + Labour costs and any indirect costs/overhead (admin, insurance, rent etc) incurred by the applicant of the project;
- + Licensing of software;
- + Travel of any personnel, unless specifically required for the project;
- + Initiatives seeking retrospective funding for projects that have already started or have been announced;
- + Voucher funding cannot be used to duplicate any other funding from government (state or federal) sources.



8 HOW TO APPLY

Applicants are encouraged to make contact with the AM Hub to propose potential projects, and will have the ability to submit a draft application before final submission for consideration. Before contacting the AM Hub, applicants should first read the 'Project Guidelines' document (this document), and the 'Project Application' document.

To apply, the 'Project Application' document should be completed and returned to the AM Hub Manager.

9 THE SELECTION PROCESS

All projects are considered by an AM Hub Projects sub-committee consisting of the AMTIL CEO and the Corporate Services Manager at AMTIL. Where additional content advice is required, a member of the AM Hub Advisory Board may be called upon to provide expert opinion.

10 IF YOU ARE SUCCESSFUL

You will be notified in writing by the AM Hub Manager on the outcome of your project application. You will then need to sign a Voucher Agreement document. The Voucher Agreement is a legal document that sets out the funded activities in the project and the total eligible project costs. The Department of Jobs, Precincts and Regions will also be notified of all successful applications.

11 CONFLICT OF INTEREST

11.1 APPLICANT CONFLICT OF INTEREST RESPONSIBILITIES

A conflict of interest will occur if the applicant's private interests conflict with their obligations under the voucher program. Conflicts of interest could affect the awarding or performance of the voucher. A conflict of interest can be:

- + Real (or actual);
- + Apparent (or perceived); or,
- + Potential.

The AM Hub will ask the applicant to declare, as part of the application, any perceived or existing conflicts of interests or that, to the best of the applicant's knowledge, there is no conflict of interest.

11.2 AM HUB'S CONFLICT OF INTEREST RESPONSIBILITIES

The AM Hub recognises that conflicts of interest may arise with AMTIL employed staff, technical experts, Advisory Committee members and others delivering the program between:

- + Their program duties, roles and responsibilities; and,
- + Their private interests.

AMTIL and AM Hub employees or Advisory Committee members must declare any conflicts of interest when AM Hub projects are first broached. If the AM Hub identifies and considers a conflict of interest is a cause for concern, the relevant AM Hub individual will not access or take part in the assessment of relevant applications under the program.

12 PUBLICATION

It is a requirement of the Build It Better Voucher that all successful projects are summarised into a case study publication. The case study will be publicised on the AM Hub website, at AM Hub events, on social media, and at AMTIL events such as Austech, and AMTIL publication channels (i.e. the AMT Magazine). In addition, the case study and project may be publicised through Victorian Government communications channels. The Applicant will have the opportunity to review the case study for publication, however, the case study must provide sufficient information and detail such that the project and the benefits of additive manufacturing are understood. The Applicant must provide a logo for the case study preparation and cooperate with the AM Hub in providing relevant data to strengthen the case study position.

Within fourteen (14) days of award, the AM Hub will publish a description of the approved project and the business name of the Applicant on the AM Hub website.

13 EVALUATION

All successful applicants will be required to participate in an evaluation exercise at the conclusion of the project. The data collected during the evaluation will be made available to AMTIL and the Department of Jobs, Precincts and Regions for internal purposes, and may be published in an aggregate form.

14 PAYMENTS AND GOVERNANCE

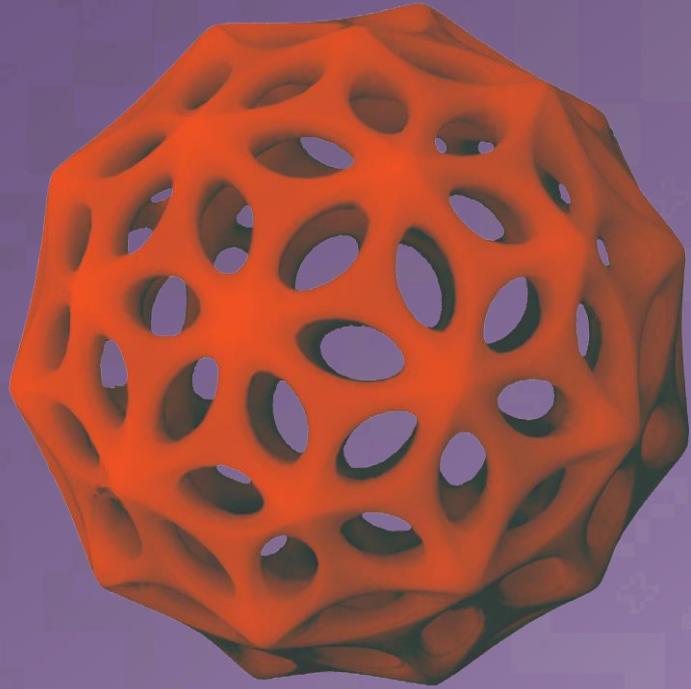
Payment up to the face value of each Voucher will be direct from the AM Hub/AMTIL to the nominated Registered Service Provider(s) following provision of services, advice or expertise. GST will be paid in addition to the voucher value where applicable. The AM Hub will not be liable to pay the Service Provider until it has received:

- + A report of activities undertaken and deliverables achieved;
- + A valid tax invoice from the Service Provider for services;
- + A Statutory Declaration that states that the Registered Service Provider has received the Applicant's co-contribution.

Projects are to be project managed by the Applicant, and the Applicant will report to the AM Hub Manager where required (e.g. project updates, case study development, etc.)

15 INTELLECTUAL PROPERTY

Any intellectual property (IP) developed via the project will belong to the Applicant. If a joint application is made, the Applicants must agree on an approach to IP ownership and management; this agreement is outside of The Build It Better Voucher.



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