

Advance Queensland Hot DesQ – Program Requirements

Program delivery

As part of the Hot DesQ program, successful recipients are expected to:

- Get engaged! Through Network Points activity we want you to share your expertise, experience and contacts with local Queensland startups
- Grow your startup! Queensland's vibrant and energetic startup community will help you do it
- Mentor local startups – it is a requirement of the program that you mentor at least two Queensland startups each month throughout your participation in the program.

Whilst you are part of the Hot DesQ program, you must:

- work on your startup full time whilst in the program,
- accrue 1000 Network Points the program, with a minimum of 150 per month (Network Points are accrued based on your engagement in the Queensland startup ecosystem).
- submit monthly Milestone Reports, to be validated by your Host organisation
- be based in Queensland for the duration of your program in your Host organisation (travel for business meetings and short-term personal travel is acceptable, as long as minimum network points are accrued and travel is confirmed with the Hot DesQ team prior to leaving Queensland).
- submit a Final Report at the completion of your program within 2 months of completing the program.

Host organisation

A network of Host organisations has been established across Queensland and successful applicants will get to nominate their preferred Hosts with which to base their operations for the duration of the program. Hosts will provide free co-working space, access to mentors, networks, landing support and other assistance. Your Host organisation will also provide support for you to achieve the program requirements including running events and connecting you with local startups. You must work full-time in your nominated Host organisation for the duration of the program.

Network points

Hot DesQ Network Points are a proxy to measure your contribution to the Queensland startup ecosystem. 1000 Network Points are required to be earned over the 6 month duration of the program.

There are numerous activities that you can get involved in to earn your points. Activities range from engaging in social media, subscribing to industry newsletters, participating at a startup weekend, presenting at events, or delivering a lecture at a Queensland university. You get to choose what you do, as long as you earn the minimum number of points per month (150) to stay on the program. Your Host will validate the activities for reporting.

You'll be given the list of activities and the point's values in your welcome pack when you arrive.

Milestones

The following table outlines the milestone structure:

	Milestone description	Completion date	Payment
1.	Establishment in the Host location (including ABN, GST and Director registration and bank account activation, as required).	Arrival in Queensland	25% of awarded funding amount
2.	Completion of Milestone Report 1 including accumulation of at least 150 Network Points endorsed by Host.	End of month 1	10% of awarded funding amount
3.	Completion of Milestone Report 2 including accumulation of at least 150 Network Points endorsed by Host.	End of month 2	10% of awarded funding amount
4.	Completion of Milestone Report 3 including accumulation of at least 150 Network Points endorsed by Host.	End of month 3	10% of awarded funding amount
5.	Completion of Milestone Report 4 including accumulation of at least 150 Network Points endorsed by Host.	End of month 4	10% of awarded funding amount
6.	Completion of Milestone Report 5 including accumulation of at least 150 Network Points endorsed by Host.	End of month 5	10% of awarded funding amount
7.	Completion of Final Report including accumulation of a total amount of at least 1000 Network Points endorsed by Host.	End of month 6	25% of awarded funding amount

Your monthly payments will be made on the basis that you are working full-time on your startup, and have earned adequate Network Points for the month – as verified by your Host. Your payment may be delayed if you have not submitted a satisfactory report or further information is required.

Reports

Funding is awarded based on the receipt of approved reports.

Milestone report: Submitted at the end of each calendar month and including at a minimum, the the amount of Network Points accrued (minimum 150 per month), Host endorsement of activities, completion of mentoring and mandatory activities, key activities undertaken and the number of people engaged.

Final report: In addition to the Milestone Report, the Final report will include questions such as:

- The status of your startup
- Achievements during your participation in Hot DesQ
- Partnerships or Collaborations formed
- Funding raised (excluding the Grant)
- Local staff employed
- New contracts or clients won
- Intentions for future of business

Payments

All payments will be made to the applicant organisation when it has been established in Queensland. Please note, all successful applicant organisations will need to register for an Australian Business Number (ABN) and be registered for Goods and Services Tax (GST), in order to receive any payments from the Queensland Government. Applicants must designate their main business location as Queensland (this applies to interstate recipients as well). Please refer to this website for further information <https://abr.gov.au>.

Applicants must also provide evidence to the Hot DesQ team of their registered status as Director of the business established in Queensland in order to receive the first payment.

Your six month project term will commence from Monday 4 February 2019 and you will receive an initial payment of 25% of the total awarded funding amount. Please be aware that your first payment is subject to having an established ABN registered in Queensland and bank account – ensure you have enough cash flow arriving in Queensland to cover your first few weeks. You will then receive five monthly payments of 10% at the end of each month for the first five months of the project. At the end of the sixth month you will then receive your final milestone payment of 25% that will help you with further capital to continue to grow your business in Queensland.

Media and public information

Hot DesQ applicants must keep their progress in the assessment process confidential. Recipients may not disclose their involvement in the Hot DesQ program until cleared by the Hot DesQ program team following a Ministerial announcement by the State of Queensland.

Before the Recipient may release a public statement or publish promotional material in any media about the Activity, the Recipient must:

- at least 10 Business Days before the proposed release or publication, provide to the Department a copy of the proposed statement or material; and
- comply with all requests, amendments or conditions that the Department may reasonably require by written notice to the Recipient.

Applicants and recipients may not publish information related to the Hot DesQ program that:

- is unlawful
- may harass or cause distress to any person
- promotes any illegal activity or solicits the performance of any illegal activity
- contributes any text or other material that infringes the intellectual property rights of others or reveals confidential information
- defames or tarnishes the reputation of the Hot DesQ program

Should any of the above occur, the applicant or recipient may have their application deemed ineligible or their participation in the Hot DesQ program terminated.

Further information

Web: www.hotdesq.com.au

Email: hotdesq@ditid.qld.gov.au

Facebook: Advance Queensland

Twitter: @AdvanceQld