



# Collie Futures Small Grants Program

## Program Guidelines

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## **Collie Futures Small Grants Program at a glance**

### **Key features of the Collie Futures Small Grants Program are:**

- Grants of up to \$250,000 are available to business and Not for Profit organisations seeking to drive economic impact in the Collie region. Funding will aim to support economic growth and job opportunities for Collie.
- The Collie Futures Small Grants Program (CFSGP) may support pre-feasibility work for projects that may feed into the Economic Development Plan for Collie Bunbury.
- The Program will open on **Friday 18 May 2018** and close on **Wednesday 18 July 2018**.

### **Should you read on?**

The CFSGP will support projects that aim to stimulate the local economy and support community needs.

To help decide whether you are eligible to apply for a grant under this program, your project should address one or more of the statements below.

Small grants will be available to support new opportunities for enterprise and industry that provide a long-term benefit to the Collie region to:

- increase jobs;
- increase productivity;
- expand or diversify new business streams;
- develop skills or capabilities; and
- foster co-investment opportunities and partnerships.

Please note that projects must demonstrate an economic impact within a 50km radius of the Collie CBD.

### **To be eligible to apply, you must:**

Complete and submit an online application form <https://agric.smartygrants.com.au/CFSGP>

To be eligible to apply, the applicant must be either:

- An existing enterprise (with a focus on Micro and Small to Medium Enterprises) [https://www.aph.gov.au/About\\_Parliament/Parliamentary\\_Departments/Parliamentary\\_Library/pubs/rp/rp1516/Quick\\_Guides/Data](https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Library/pubs/rp/rp1516/Quick_Guides/Data)
- A Not for Profit (including voluntary and community groups) which:
  - has an Australian Business Number (ABN); and/or
  - is an incorporated body or have equivalent status (eg: represented by an incorporated auspicing body).

- An incorporated body which:
  - has an Australian Business Number (ABN); and
  - is a company incorporated in Australia and/or
  - a trading corporation.

Joint applications are acceptable, provided there is a lead applicant as the main driver of the project that is eligible to apply. There must be a formal arrangement in place between all parties.

Eligible items of expenditure include:

- Development of new technologies aimed at providing a net economic benefit to the Collie region (eg: prototype design, construction and testing).
- Research development (eg: market research and/or feasibility studies).
- Development of new business streams that diversify or expand existing businesses.
- Training courses and/or skills development.
- Business case development.

# Collie Futures Small Grants Program

These guidelines relate solely to the Collie Futures Small Grants Program in Western Australia, an initiative under the Collie Futures Fund, overseen by the Collie Futures Economic Advisory Committee (CFEAC).

## 1. Program overview

The Collie Futures Small Grants Program (CFSGP) is part of the wider Collie Futures Fund and aligns with the current activities to prepare an Economic Development Plan aimed at driving the economic growth and job opportunities for Collie, Bunbury and the surrounding communities.

## 2. Objectives of the program

The CFSGP will support projects that aim to stimulate the local economy and support community needs. Small grants will be available to support new opportunities for enterprise and industry that provide a long-term benefit to the Collie region (50km radius from the Collie CBD) to:

- Increase jobs;
- Increase productivity;
- Expand or diversify new business streams;
- Develop skills or capabilities; and
- Foster co-investment opportunities and partnerships.

## 3. How will the program operate?

Applicants can apply for grants of up to \$250,000.

The CFEAC will consider potential projects to be supported through the CFSGP, under the Collie Futures Fund.

See Section 12 of these guidelines for information about how applications are assessed and Section 13 for information about the process.

## 4. What are the program priorities?

- Projects must align to one or more objectives of the fund outlined above.
- Projects must demonstrate an economic impact within a 50km radius of the Collie CBD.

## 5. Who is eligible to apply for funding?

Organisations eligible to apply include:

- Existing enterprises (with a focus on Micro and Small to Medium Enterprises). Please see the link for the definition of MSME's [https://www.aph.gov.au/About\\_Parliament/Parliamentary\\_Departments/Parliamentary\\_Library/pubs/rp/rp1516/Quick\\_Guides/Data](https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Library/pubs/rp/rp1516/Quick_Guides/Data)
- Not for Profits (including voluntary and community groups) which:
  - have an Australian Business Number (ABN); and/or
  - are an incorporated body or has equivalent status (eg: represented by an incorporated auspicing body).
- Incorporated bodies which:
  - have an Australian Business Number (ABN); and
  - are a company incorporated in Australia and/or
  - a trading corporation.

Joint applications are acceptable, provided there is a lead applicant as the main driver of the project that is eligible to apply. There must be a formal arrangement in place between all parties.

Organisations not eligible to apply are:

- Local Government Authorities.
- State or Federal Government Authorities.
- Government Trading Enterprises (GTE's).
- Individuals.
- Trusts (however, an incorporated trustee may apply on behalf of a trust where it meets the eligibility requirements set out above).

## 6. What qualifies for funding?

Eligible expenditure items include:

- Development of new technologies aimed at providing a net economic benefit to the Collie region (eg: prototype design, construction and testing).
- Research development (eg: market research and/or feasibility studies).
- Development of new business streams that diversify or expand existing businesses.
- Training courses and/or skills development.
- Business case development.

## 7. What does NOT qualify for funding?

The following items of expenditure are not eligible for funding under CFSGP:

- Recurrent costs (eg: operating, maintenance and office costs such as rent, insurance, telephone etc).
- Ongoing salaries/employment of new or existing staff.
- Retrospective payments.
- Core business eg: purchasing off-the-shelf software or costs of generic software associated with the normal administrative functions of the business; recruitment activities; design and printing of sales promotion materials and advertising and general legal advice.
- GST payments (this applies to GST registered organisations only).

## 8. How to apply

Applications from eligible organisations must be submitted online using the SmartyGrants portal available at <https://agric.smartygrants.com.au/CFSGP>.

Within in the application form, applicants have the ability to upload as many files as they wish as long as the total upload does not exceed 25mb. It is recommended to keep each file under 5mb.

Further details on the application process are available on the South West Development Commission's website at <http://www.swdc.wa.gov.au/funding/collie-futures.aspx> or by contacting the Commission.

## 9. Corrections

It is the responsibility of the applicant to ensure their application is complete and correct. The Commission will not accept responsibility for any misunderstanding arising from the failure of an applicant to comply with the guidelines, or arising from any discrepancies, ambiguities, inconsistencies or errors in an application.

If an applicant discovers any material discrepancy, ambiguity, inconsistency or errors in their application, they should contact the Commission by email to [amanda.taylor@swdc.wa.gov.au](mailto:amanda.taylor@swdc.wa.gov.au) or telephone 9792 2012.

The Commission may request clarification or further information from an applicant and allow them to remedy any discrepancy, ambiguity, inconsistency or errors in an application.

## 10. False and misleading information

Applicants should be aware that the giving of false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*.

## 11. Conflict of Interest

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interest (financial or non-financial) or associations.

Applicants are required to advise whether any actual, potential or perceived conflicts of interest exist in relation to their application.

If a conflict of interests arises, or appears likely to arise, the applicant must:

- Make full disclosure of all relevant information relating to the conflict by contacting Amanda Taylor at the Commission on 9792 2012 or [amanda.taylor@swdc.wa.gov.au](mailto:amanda.taylor@swdc.wa.gov.au)
- Bring it to the attention of the Commission, in writing, if the conflict arises after the application has been received; and
- Outline the steps the applicant intends to take to resolve or otherwise manage the conflict.

If the applicant does not adequately demonstrate the appropriate arrangements are in place to address or manage a perceived or actual conflict of interest, the application may be disqualified.

## 12. How are applications assessed?

Assessment criteria will be used to determine an application's suitability for funding and relevance to achieving the program objectives.

The CFSGP applications will be assessed through a competitive merit-based process using the following four assessment criteria and weightings:

Criteria	Weighting	Projects that demonstrate:
Direct long-term, flow-on benefit to Collie's economy.	40%	<ul style="list-style-type: none"><li>• Increase jobs</li><li>• Increase productivity</li><li>• Expand or diversify new business streams</li><li>• Develop or enhance skills or capabilities</li></ul>
Co-investment	20%	<ul style="list-style-type: none"><li>• Proportion of total project cost secured via direct or indirect leveraged funding (cash or in-kind)</li></ul>
Partnerships	15%	<ul style="list-style-type: none"><li>• Demonstrated partnerships or collaboration</li></ul>
Organisational Capability	25%	<ul style="list-style-type: none"><li>• Financial capability</li><li>• Robust governance structure</li></ul>

### **13. What is the selection process?**

The assessment of all applications will be carried out in the following manner:

- Applications will first be assessed for eligibility. Applications received from ineligible organisations will not be progressed.
- Applications will be independently assessed using the program's assessment criteria. Each criterion will have different weightings. Please see section 12 for the assessment criteria and weightings.
- Recommended applications will be presented to the Commission Board for endorsement before submission to the Minister for Regional Development for final approval.

### **14. Notification of funding decisions**

Successful applicants will be notified in writing by the Minister for Regional Development and contacted via phone by the Commission.

Where an application is unsuccessful, applicants will be notified in writing by the Commission. Feedback on unsuccessful applications will be available on request by contacting the Commission's Grants Coordinator, Amanda Taylor at [amanda.taylor@swdc.wa.gov.au](mailto:amanda.taylor@swdc.wa.gov.au) or 9792 2012.

If an applicant is dissatisfied with the way an application has been handled by the Commission, they can lodge a complaint by contacting A/Assistant Director, Cate Brooks at [cate.brooks@swdc.wa.gov.au](mailto:cate.brooks@swdc.wa.gov.au) or 9792 2022. The Commission will not reconsider applications as part of the complaints process.

The complaint will be considered internally by a Commission officer independent from the original process, and the applicant will receive a response from the Commission.

### **15. Funding conditions**

Successful applicants will be required to sign a financial agreement. The financial agreement must be signed by both parties before the project and/or activities can commence.

Payments will be made electronically into the applicant's nominated bank account.

Milestone payments may be required as part of the agreement and the Commission will discuss this with the recipient when negotiating the financial agreement. Payment amounts and dates will be identified in the financial agreement.

As a recipient of public money, all successful applicants must report on the outcomes of the activity undertaken with the funds received. All reporting requirements will be detailed in the financial agreement. These may include (but are not limited to):

- Periodic financial acquittals; and
- A statutory declaration declaring that funds have been expended in accordance with the grant terms and conditions.

The acquittal requirements will include a final acquittal report to be provided to the Commission on the template provided. All specific items to be acquitted on will be identified in the financial agreement.

Quarterly Reports may be requested by the Commission on the project and will be identified in the financial agreement. Reporting requirements for longer projects will be negotiated with the recipient and detailed in the financial agreement.

If a successful applicant fails to comply with any requirements in the financial agreement, the applicant may be required to repay some or all of the CFSGP funds received.

## **16. Personal information and disclosure of information in application**

The Commission may collect personal information from applicants for the purposes of administration, evaluation and assessment of an application. If the relevant personal information is not provided by applicants, the Commission will be unable to assess the application for funding.

Personal information may be disclosed to other Western Australian Government agencies and may be published on the Commissions website, provided disclosure is consistent with relevant laws, including the *Privacy Act 1988*. Personal information will be used and stored in accordance with the Privacy Principles.

The Commissions Privacy Policy is available on the Department of Primary Industries and Regional Development website <https://www.dpir.wa.gov.au/privacy-policy>.

Applicants may contact the Commission about their personal information or to make a complaint using the following contact details:

**Telephone:** 1800 198 231

**Post:** Department of Primary Industries and Regional Development,  
Locked Bag 4, Bentley Delivery Centre 6983

## **17. Program evaluation**

The Commission will conduct an internal review of the program at the end of each round of funding, before initiating further rounds. The review will refine existing grant administration processes, practices and requirements.

Successful applicants may be requested to provide information to assist in this evaluation.

## 18. Key dates

Table 1

Date	Activity
18 May 2018	2018 round 1 opened
18 July 2018	2018 round 1 closed
August 2018	Assessment of applications
August 2018	Review of Recommendations by the Commission Board
September 2018	Recommended projects submitted to Minister for approval
October 2018	Financial Agreements executed and payments made to proponents (milestone payments if appropriate)

## 19. Additional Information

Receipt of funding from this program may result in an applicant's business being ineligible for support from other government programs. Applicants are advised that funding may have taxation implications and that they should seek independent taxation and financial advice from a suitably qualified professional before submitting their application. GST is payable on grants.

## 20. Contact us

If you have any questions about the program please contact:

Website: [www.swdc.wa.gov.au](http://www.swdc.wa.gov.au)  
Postal address: PO Box 2000  
South West Development Commission  
Bunbury WA 6231

Amanda Taylor – Grants Coordinator  
Telephone: 9792 2012  
Email: [amanda.taylor@swdc.wa.gov.au](mailto:amanda.taylor@swdc.wa.gov.au)

Cate Brooks – A/Assistant Director People and Place  
Telephone: 9792 2022  
Email: [Cate.Brooks@swdc.wa.gov.au](mailto:Cate.Brooks@swdc.wa.gov.au)