REGIONAL ECONOMIC DEVELOPMENT (RED) GRANTS

Guidelines

Supported by the State Government's Royalties for Regions Program

CONTENTS

1.   OVERVIEW

The RED Grants program is a State Government initiative that invests in community driven projects that contribute to economic growth and development in regional Western Australia.

The State Government's Royalties for Regions program has invested $22.5 million towards the RED Grants program as part of the 2018-19 State Budget.

Eligible applicants can apply for RED Grants funding of up to $250,000 for individual projects.

2.   INTRODUCTION

These Guidelines contain important information for applicants about the Regional Economic Development (RED) Grants Program.

The nine Regional Development Commissions (RDCs) will deliver and implement funding rounds for the RED Grants Program within their region. The Department of Primary Industries and Regional Development (DPIRD) will oversee delivery of the overall Program.

The first round of RED Grants will fund projects that are ready to commence by January 2019.

Applications open: 9am   14 September 2018
Applications close: 5pm   2 November 2018

After reading the Guidelines, you should contact the relevant RDC to discuss your project prior to submitting an application for funding.

RDC Contact information:

RDC	Telephone	Email	Web Address
Gascoyne	9941 7000	info@gdc.wa.gov.au	www.gdc.wa.gov.au
Goldfields-Esperance	9080 5000	grants@gedc.wa.gov.au	www.gedc.wa.gov.au
Great Southern	9842 4888	gsdc@gsdc.wa.gov.au	www.gsdc.wa.gov.au
Mid West	9956 8593	mwdcgrants@dpird.wa.gov.au	www.mwdc.wa.gov.au
Kimberley	9194 3000	gpo@kdc.wa.gov.au	www.kdc.wa.gov.au
Peel	9535 4140	grants@peel.wa.gov.au	www.peel.wa.gov.au
Pilbara	1800 843 745	grants@pdc.wa.gov.au	www.pdc.wa.gov.au
South West	9792 2012	grants@swdc.wa.gov.au	www.swdc.wa.gov.au
Wheatbelt	9622 7222	royaltiesforregions@wheatbelt.wa.gov.au	www.wheatbelt.wa.gov.au

Note: Where funding is sought for projects across multiple regions, applicants will be required to submit separate applications to each RDC, as they will be assessed independently. Details of each regional component and the amount of funding sought for the entire project will need to be included in their applications. Applicants should seek advice on their project proposal with each RDC where funding will be sought, prior to the submission of an application.

3.   OBJECTIVES AND SCOPE

The RED Grants Program provides funding to support locally driven projects that will contribute to economic growth in regional communities.

The objectives of the RED Grants Program include:

- Sustainable jobs growth;
- Increasing productivity;
- Expanding or diversifying industry;
- Developing skills or capabilities;
- Attracting new investment in the region;

4.   ELIGIBILITY CRITERIA

Who is Eligible?

To be eligible for RED Grants funding the applicant must have an Australian Business Number (ABN), and be one of the following entities:

- A local government.
- A not for profit organisation that is a legal entity.
- Australian registered business.
- Industry association, cooperative or business group
- Incorporated body, or have equivalent status (i.e. represented by an incorporated auspicing body).
- Universities or training institutions (under collaborative arrangements with third parties).

Who is not Eligible?

You are not eligible to apply if you are:
- A State or Federal Government Agency.
- Government Trading Enterprise (GTE)
- School or hospital.
- A Trust.

Items that are **not** eligible for funding include:

- Ongoing costs incurred after the project is completed (e.g. operating and maintenance costs)
- Retrospective payments or expenditure incurred prior to execution of a RED Grants agreement.
- Existing staff salaries.
- GST payments.
- Operational overheads (such as rent, insurance, telephone etc.).

Applicants should demonstrate:

- The capacity to undertake and complete the project. Information should include past grant experience, project management and governance structure, experience of key personnel, project risk identification and mitigation;
- A commitment to local decision-making, planning, and project governance;

- The capacity to meet ongoing operating and maintenance costs following the conclusion of the grant (if applicable).
- A level of financial commitment to the project through sourcing other project funding and/or a direct financial contribution to the project. If your project is unable to source supporting funds this should be stated with a clear explanation as to why this is the case.

5. ASSESSMENT AND DECISION MAKING PROCESS

Pending eligibility, each application will be assessed against the RED Grants objectives and regional priorities (outlined on each RDC Website).

RDCs will undertake an assessment of all applications on a competitive, merit based process.

Applicants must outline how their project meets at least one of the economic growth and development objectives:
- Sustainable jobs growth.
- Increasing productivity.
- Expanding or diversifying industry.
- Developing skills or capabilities.
- Attracting new investment in the region.

Additionally, applications will be assessed against the following key criteria:
- Fostering local partnerships and collaboration including co-investment/supported by key regional stakeholders.
- Capacity and ability to deliver the project.
- Delivery of local content outcomes.
- Alignment with regional priorities.

Local content

Applications must address what the project means for the local community/region in relation to jobs and economic activity.

Preference will be given to projects that demonstrate:
- Building the capability of local suppliers, and the opportunity for regional businesses to supply items/services for the project;
- Increased regional employment and regional business participation through subcontractors, suppliers, apprenticeships and traineeships;
- Support for emerging or new industries in the region, promotion and awareness of local industry/businesses; and
- Benefit to the regional economy through any other identifiable means.

Local Content Advisors (LCA) are in place at the RDCs to provide guidance to applicants in addressing local content in their applications.

You can contact your nearest Local Content Adviser at the following Regional Development Commissions:

Gascoyne
Email: local.content@gdc.wa.gov.au
Ph: (08) 9941 7000

Peel
Email: local.content@peel.wa.gov.au
Ph: (08) 9535 4140

Goldfields/ Esperance
Email: localcontent@gedc.wa.gov.au
Ph: (08) 9080 5000

Pilbara
Email: local.content@pdc.wa.gov.au
Ph: 1800 843 745

Great Southern
Email: local.content@gsdc.wa.gov.au
Ph: (08) 9842 4888

South West
Email: local.content@swdc.wa.gov.au
Ph: (08) 9792 2023

Kimberley
Email: localcontent@kdc.wa.gov.au
Ph: (08) 9194 3004

Wheatbelt
Email: local.content@wheatbelt.wa.gov.au
Ph: (08) 9622 7222

Mid West
Email: local.content@mwdc.wa.gov.au
Ph: (08) 9921 0725

The assessment process for RED Grants involves the following:

- Each application will be assessed by the RED Grants assessment team in each region.
- Recommendations will be submitted to the Minister for Regional Development for final approval.
- All Applicants will be advised of the outcome of the assessment process.
- Grant Agreements will be developed and executed with successful applicants.

Applicants should note that the assessment process could take up to four (4) months which should be considered during project planning.

Each RDC reserves the right to request more information to clarify aspects of the application.

6.   HOW TO APPLY

The Application form and further information on the RED Grants program is located on each of the RDC websites. Links to websites and contact details for RDCs are provided in Section 1 of these Guidelines.

Please contact staff at the relevant RDC to discuss your application and project prior to submission.

7.   PERSONAL INFORMATION AND DISCLOSURE OF INFORMATION IN APPLICATION

Applicants are informed that DPIRD and RDCs are subject to the *Freedom of Information Act 1992* (WA), which provides a general right of access to records held by State Government agencies and local governments.

Applicants are advised that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament. This information could include the name of the recipient, the amount of the assistance, the name of the project and a brief description thereof. This could result in requests for more details to be released publicly.

Successful applicants should be aware that their organisation's name, project name and amount of funding approved will appear on the relevant RDC's website.

Each RDC reserves the right to discuss an application with a third party if it is judged necessary to assist in assessing the application.

8. CONDITIONS AND OBLIGATIONS THAT APPLY TO SUCCESSFUL APPLICANTS

All projects must be approved and grant agreements executed prior to project commencement. No retrospective payments will be made. Progressive payments may be made where applicable and subject to the applicant providing the relevant RDC with:

- Sufficient information (including a written report) on the agreed milestones to indicate that the project is progressing satisfactorily.
- A statement of income and expenditure for the project to the date of the progressive payment claim, signed by the applicant's Chief Executive Officer or equivalent position. The statement should include details of eligible project expenditure compared to budget.

Before receiving funds, successful applicants are required to enter into a Grant Agreement which will outline the conditions of the grant. The grant agreement must be signed and returned to the relevant RDC within sixty (60) days of the date of issue.

As a condition of funding, all grant recipients are required to provide a detailed final acquittal report to the relevant RDC within twelve (12) weeks of the completion of the project. For projects receiving funding of more than $50,000, the final report is to be audited by an independent auditor, unless advised otherwise.

Acquittal requirements for grant recipients will be specified in the grant agreement.

9. TAX INFORMATION

Funding provided to recipients under the RED Grants is regarded as payment for a supply. GST-registered grant recipients will therefore be liable for GST in connection with the grant. The grant will be increased by the amount of GST payable. Recipients must provide a tax invoice for the GST inclusive value of the grant.

If you are not registered for GST please discuss with the RDC.

10. CONFLICTS OF INTEREST

Each RDC reserves the right to not support an application if it is not satisfied that adequate arrangements are in place to appropriately address and manage a perceived or actual conflict of interest.