



Department of  
**Jobs, Tourism, Science and Innovation**



# **Collie Futures Industry Development Fund**

## **Guidelines**

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## Collie Futures Industry Development Fund

These guidelines relate to the *Collie Futures Industry Development Fund*, an initiative to be delivered as part of the Collie Futures Fund.

### The Collie Futures Fund

The Government of Western Australia has established the Collie Futures Fund, a \$20 million initiative over five years to support the growth of jobs and a 'Just Transition' for the Collie region through development and diversification of the local economy. The fund aims to create long term employment security for the people of Collie by supporting economic development opportunities identified by industry and the local community and in the Economic Development Plan for the Collie and Bunbury Regions. The Collie Futures Fund will provide support through the Collie Futures Industry Development Fund (CFIDF) and the Collie Futures Small Grants Program (CFSGP).

### Program Overview

The CFIDF will provide support for significant industry-led proposals that will contribute to economic development and diversification of the regional economy. Industry-led proposals provide a mechanism for government to leverage private sector expertise and initiatives to support development of new industries.

Under the CFIDF, funding will be available to new projects which are able to demonstrate a significant and sustainable impact on the local economy through both increased productivity and creation of jobs. Specifically, funding (up to a maximum of \$2 million) will be made available for activities to support commercialisation and implementation of identified substantial business opportunities.

The fund will focus on the following sectors where the Collie region has strengths and growth prospects, as identified in existing regional plans and industry strategies:

- Aged and health care;
- Agribusiness;
- Coal-related industries;
- Energy;
- Forest products;
- Manufacturing and professional services;
- Mineral processing; and/or
- Tourism.

However, consideration will also be given to new and emerging industries if the applicant is able to demonstrate the Collie region is a prospective location for the industry.

Stage 1 of the program involves proposals being assessed for eligibility and suitability, after which recommended proponents will be invited to provide detailed information for assessment as part of stage 2. At that stage, proponents will be required to provide a detailed business case for their project. All funding should be matched by a minimum co-contribution of \$1 for every \$1 funded and funded activities must be completed within two (2) years of the negotiation of a funding agreement.

Please note the CFIDF will be open to applications for the life of the program. Applications will be assessed regularly (approximately every 2 months) and funding decisions will be made based on the suitability of the proposal and the availability of Program funding.

The CFSGP provides funding to develop business cases and undertake feasibility, scoping or planning studies. Business cases or studies funded through the Small Grants Program may support an application to the CFIDF. In this case funding would be consecutive, not concurrent.

### Objectives of the Program

The CFIDF will focus on developing new industries and expanding existing industries in the Collie region. The anticipated outcomes of the program are a significant increase in the:

- number and diversity of job opportunities;
- productivity of business and industries; and
- scale and diversity of the economic base.

### Eligibility Criteria

To be eligible for consideration, an application must be made online using the SmartyGrants Portal established for the CFIDF and:

- clearly demonstrate alignment of the proposal outcomes with the above objectives of the Collie Futures Fund;
- clearly demonstrate impact on the regional economy within a journey-to-work zone of up to 50 kilometres from the Collie townsite;
- include a summary project plan, including high-level project outcomes and deliverables, a timeline, details of the project budget, resources, risks, statutory approval requirements, stakeholder engagement and evaluation (note funded activities must be completed within 2 years of the funding agreement being signed);
- be seeking up to a maximum of \$2 million Collie Futures Fund funding and include a funding contribution from the applicant (all Collie Futures Fund funding must be matched by a minimum, secured cash co-contribution<sup>1</sup> of \$1 for every \$1 funded); and
- be made by a valid legal entity that can enter into a funding agreement with the Western Australian Government.

Applications will be primarily considered from private sector businesses, including small to medium sized businesses. However, applications will also be considered from local government authorities, business and industry groups (such as industry peak bodies and business associations), not-for-profit organisations and community groups with a valid Australian Business Number (ABN) or Australian Company Number (ACN).

Government Trading Enterprises are ineligible to apply to the fund.

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<sup>1</sup> Contributions and funding from other State or Commonwealth programs may be counted towards the matching co-contribution, however, funding secured from other sources will be viewed favourably.

Following Stage 1 analysis, recommended applicants will be asked to submit more detailed information, including:

- a detailed business case, identifying a substantial business opportunity and including any project approval requirements;
- a detailed implementation strategy, including activities to be funded by the Collie Futures Industry Development Fund;
- Prior three (3) year sets of year-end audited financial statements;
- Project market viability and commercialisation;
- Corporate governance structure; and
- Formal undertaking of lead proponent (if joint partnership arrangement).

### **Scope of activities considered for funding**

Support will be provided for activities which develop new industries or expand existing industries and increase productivity and employment opportunities in the Collie region. Support will be flexible and tailored to specific project proposals and may include, for example:

- Support for development and commercialisation of new industry and business opportunities, including demonstration or pilot plants.
- Support for integration of new technology to improve the productivity of existing businesses or enable development of new business streams.
- Support for specific infrastructure, plant or equipment that supports development of new businesses or improves innovation and productivity of existing businesses.
- Support to develop common-user infrastructure to address local infrastructure challenges that impact on industry productivity or expansion, for example water, energy or transport infrastructure.

### **Excluded Activities**

The following will not be considered for funding:

- Projects that do not demonstrate a significant sustained increase in local employment and economic activity;
- Recurrent costs (eg. operating, maintenance and office costs such as rent, insurance, telephone etc.);
- Ongoing salaries/employment of new or existing staff;
- Requests for retrospective funding where projects have been substantially commenced prior to receiving funding approval;
- GST payments (this applies to GST registered originations only);
- Purchase of land;
- Activities that would be undertaken in the normal course of business such as maintenance and upgrade;

- Routine replacement or upgrades of plant and equipment using standard technologies; or
- Projects that will require ongoing assistance from the Western Australian government.

## Stage 1 Assessment Criteria

Assessment criteria will be used to determine a project’s suitability for funding and alignment with the program objectives. Applications for will be assessed using the following criteria:

Criterion	Projects that demonstrate
Commercial soundness of proposal	<ul style="list-style-type: none"> <li>- Substantial business opportunity, including market analysis and demonstrated need for the project outcomes.</li> <li>- Tangible deliverables and organisational capability to deliver proposal.</li> <li>- Sound technical basis, and implementation strategy.</li> </ul>
Business Readiness	<ul style="list-style-type: none"> <li>- Funding approvals for capital and operating costs well progressed, or capacity to raise funding.</li> <li>- Proposed project funding jointly shared between proponent and CFIDF.</li> <li>- Sound cost-benefit analysis, including positive impacts on local economy and environment.</li> </ul>
Alignment with Government priorities	<ul style="list-style-type: none"> <li>- Aligns with State Government priorities and policies, including the <i>Royalties for Regions Act 2009</i> and the Economic Development Plan for the Collie and Bunbury regions.</li> <li>- Increases capacity and capability of local suppliers and contractors.</li> <li>- Increases number and range of local jobs and workforce capacity.</li> </ul>
Alignment with community priorities	<ul style="list-style-type: none"> <li>- Engagement (level of involvement) with community.</li> <li>- Community confidence (level of success) in the project.</li> </ul>

Preference will be given to proposals demonstrating a link to the following industry sectors where the Collie region has strengths and growth prospects, as identified in existing regional plans and industry strategies:

- Aged and health care;
- Agribusiness;
- Coal-related industries;
- Energy;
- Forest products;
- Manufacturing and professional services;
- Mineral processing; and/or
- Tourism.

However, strong consideration will also be given to new and emerging industries if the applicant is able to demonstrate the Collie region is a prospective location for the industry.

## Stage 1 – Initial Assessment and Application Process

Applicants are asked to provide a written project proposal to the South West Development Commission (SWDC) online via the SmartyGrants Portal established for the CFIDF. Applicants are encouraged to contact SWDC to clarify any queries regarding their proposal.

Project proposals will be assessed for eligibility against the requirements listed on page 4 and against the Stage 1 Assessment Criteria listed on page 6. If further information is required applicants will be contacted by SWDC. Project proposal assessments are expected to be completed within six (6) weeks of receipt of the submitted proposal.

Proponents must supply the following information:

Stage	Documentation
Stage 1	<ul style="list-style-type: none"> <li>• An Australian Business Number (ABN);</li> <li>• Verify legal status;</li> <li>• Current year-to-date financial information; and</li> <li>• Business financial viability.</li> </ul>

## Stage 2 – Business Case Assessment

If Stage 1 requirements are met, recommended applicants may be invited to submit more detailed information in the Business Case Template provided. Business cases should be submitted to SWDC within 12 weeks of receipt of this invitation.

Proponents must supply the following information to support their business case:

Stage	Documentation
Stage 2	<ul style="list-style-type: none"> <li>• Detailed business plan;</li> <li>• Prior three (3) year sets of year-end audited financial statements;</li> <li>• Project market viability and commercialisation;</li> <li>• Corporate governance structure; and</li> <li>• Formal undertaking of lead proponent (if joint partnership arrangement).</li> </ul>

## Funding Decision Process

Business cases will be provided to relevant State Government agencies for due diligence. Depending upon the nature of the application, business cases may also be referred (in confidence) to a third party for independent technical assessment. The business case assessment includes a financial due diligence check. Where further or more detailed project information is required for the due diligence process applicants will be contacted. If applicants have concerns about confidentiality of their application this should be discussed with the SWDC.

Following review by relevant State Government agencies, the Minister for Regional Development will make a funding decision. This process is expected to take approximately eight (8) weeks from the date of receipt of a finalised Business Case.

Once a funding decision is made, successful applicants will be required to enter into a funding agreement with the Department of Jobs, Tourism, Science and Innovation (JTSI), including governance and evaluation processes.

The application and funding decision process is detailed in the process chart shown in Figure 1 (below).

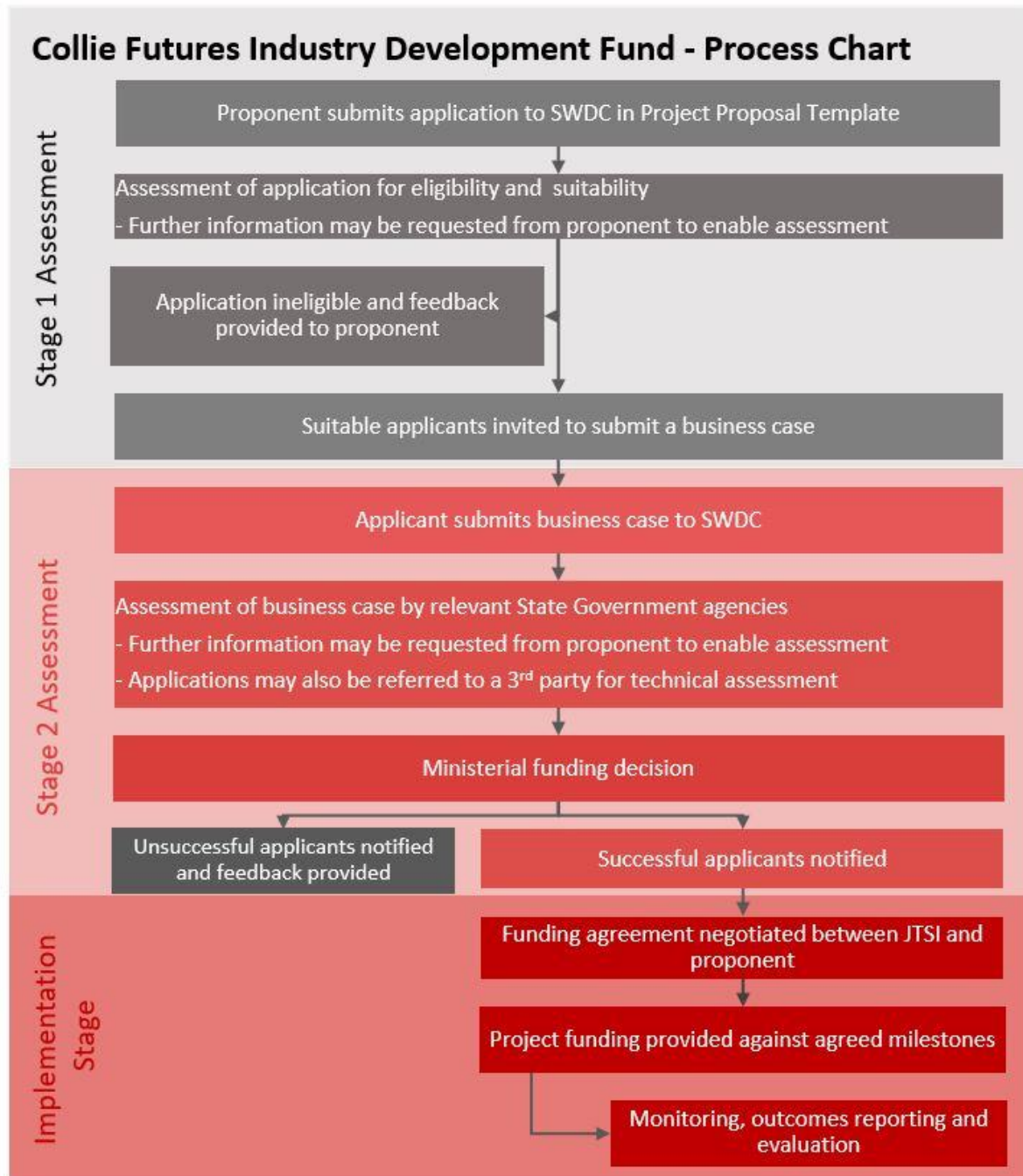


Figure 1: Collie Futures Industry Development Fund - Process Chart

## Notification of Funding Decisions

Successful applicants will be notified in writing by the Minister for Regional Development. Where an application is unsuccessful, applicants will be notified in writing and feedback will be available.



## Funding Conditions

Successful applicants will be required to enter into a funding agreement with the Department of Jobs, Tourism, Science and Innovation (JTSI). The funding agreement will be negotiated with the successful applicant and should be finalised within 12 weeks of the funding offer. If an agreement cannot be negotiated within this timeframe, the funding offer may be withdrawn.

The funding agreement must be signed by both the proponent and a government representative before the funded activities can commence.

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

Payments may be made in instalments corresponding to delivery against agreed milestones. A milestone payment schedule outlining payment amounts and dates for payment will be discussed with the recipient when negotiating the agreement. In this case, claims for payment will need to be supported by appropriate evidence and payment will only be made following provision of evidence that milestone conditions have been met.

Recipients may be required to submit periodic financial acquittals and/or progress reports, demonstrating progress against the key milestones, deliverables and outcomes of the funded project. Recipients may also be required to provide annual company and financial reports upon request.

Recipients will be required to submit regular reports and a project completion report providing evidence of completion of funded activities and a final acquittal report. All specific items to be acquitted will be identified in the funding agreement.

All recipients will be required to submit post-completion evaluation reports assessing the success of the funded project in meeting its stated objectives and outcomes over the agreed period.

If a recipient of funding fails to comply with any requirements in the funding agreement, the applicant may be required to repay some or all of the CFIDF funding received.

## Confidentiality

SWDC and JTSI will treat all information provided as confidential and commercial-in-confidence, where relevant. Applicants should note information provided to the State is subject to the *Freedom of Information Act (1992)*. Further information is available from the Office of the Information Commissioner website: <https://www.oic.wa.gov.au/en-au/>.

## Personal information and disclosure

The SWDC may collect personal information for the purposes of administration and evaluation of an application. If the relevant information is not provided by applicants, the SWDC 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 SWDC 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.

During the assessment process, information submitted will be subject to investigation and review by subject matter experts from key government agencies. Subject matter experts are third party specialists directly involved with the evaluation of the proposal in accordance with subclause 6.2 of the Australian Privacy Principles.

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

Applicants may contact the SWDC about their personal information or to provide feedback using the following contact details:

Telephone: 1800 198 231

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

## Program Evaluation

The outcomes of the CFIDF will be monitored and evaluated throughout the program implementation and amendments may be made to these guidelines to improve the effectiveness of the program.

## Contact

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

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