



SOUTH WEST
DEVELOPMENT COMMISSION



COLLIE FUTURES

SMALL GRANTS PROGRAM

FREQUENTLY ASKED QUESTIONS

The Collie Futures Small Grants Program supports projects that drive economic growth, diversification and job opportunities in the Collie region. This document has been designed to be read in conjunction with the program guidelines, which are available at www.swdc.wa.gov.

WHO CAN APPLY?

Registered businesses, incorporated not-for-profit organisations and associations, local government authorities.

HOW DO I APPLY?

Submit your application online at <https://dpird.smartygrants.com.au/CFSGP-rollingfund>

WHEN DOES THE FUNDING CLOSE?

The Collie Futures Small Grants Program is open in a rolling round format and will remain open until funds are fully allocated.

WHAT DO YOU CONSIDER THE COLLIE REGION?

The Collie region is identified as a 50km journey to work from the Collie CBD.

GRANTS OF UP TO \$1000,000 ARE AVAILABLE.

DO I HAVE TO APPLY FOR \$100,000?

No, you can apply for any amount up to \$100,000. Applicants are encouraged to provide evidence (quotes) on how the funding will be spent.

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More info or to apply: www.swdc.wa.gov.au

DO I NEED TO MATCH FUNDING?

Applicants are not required to provide a cash contribution towards the project, however co-investment is an assessment criterion.

HOW LONG WILL IT TAKE TO ASSESS MY APPLICATION?

It will take 12-15 weeks for applications to be assessed from the date of submission to notification of funding decision. The timeframe is indicative only and subject to change.

ARE EVENTS ELIGIBLE TO RECEIVE FUNDING?

Yes, applicants should demonstrate how the events will have positive economic outcomes and support community needs.

WHAT IS NOT ELIGIBLE FOR FUNDING?

Core business and operational activities are not eligible. The general repair and replacement of equipment would be considered part of ongoing operational costs.

DO I NEED A BUSINESS PLAN?

A business plan will support your project. If you are a newly established business and cannot produce audited financial statements for the past two years you are encouraged to submit a business plan.

WHAT IS A PARTNERSHIP?

Foster co-investment opportunities and partnerships is an objective of the program. Partnerships relate specifically to an organisation working with, or in conjunction with another to support the successful completion of the project.

DO I NEED TO HAVE INSURANCE?

Applicants will need to hold Public Liability insurance in the minimum amount of \$10 million per claim, and insurance to cover the full replacement value of any assets purchased with grant funding. Depending on the nature of the project, additional insurance cover may be required.

DO I NEED TO HAVE APPROVALS IN PLACE?

When submitting your application, you should demonstrate knowledge of the necessary approvals/ permits/licences required for your project. Should your application be successful you will need to have approvals/ permits/ licences in place before the release of any funding.

DO I NEED TO SIGN A GRANT AGREEMENT?

Yes, all successful applicants will need to sign a grant agreement. The agreement will be negotiated between the South West Development Commission (SWDC) on behalf of the Western Australian State Government, and the successful applicant.

WHEN DO PROJECTS NEED TO START?

Applicants are required to demonstrate that they have commenced the project within 6 months of the funding announcement. Funded activities cannot commence until a grant agreement has been executed, timelines will be agreed between both parties when signing the grant agreement. No retrospective funding can be claimed or will be awarded under this program.

WILL PAYMENTS BE MADE ON THE REIMBURSEMENT OR ON MILESTONES?

Grant payments to successful applicants will be paid via milestones negotiated through finalisation of the grant agreement.

WHAT ARE SOME OF THE SPECIAL CONDITIONS OF A GRANT AGREEMENT I NEED TO BE AWARE OF?

Prior to disposing/selling any items purchased with grant funding within three years, you must seek written consent from the State. Contact SWDC for further advice.

DEFINITIONS AND TERMS

Supporting Documentation/Evidence

Evidence is the documentation, data and information that substantiates claims made through the project. Evidence is crucial for demonstrating the merit, positive outcome, and ability to successfully implement the project through the allocation of grant funds.

Examples of evidence that might be relevant include:

- o Statistical and financial reports, including cash flow forecasting.
- o Project plan.
- o Business plan.
- o Data in the form of surveys, feedback and demonstrated economic benefit.
- o Quotes, estimations, and evaluations.
- o Letters of support, approvals, agreements and formal commitments.

Letters of Support

A letter of support is a third-party endorsement that supports the claims of the project and/ or the ability of the applicant to deliver. As such, it is important to consider the best organisation and people to support.

Tips for letters of support:

- o State how long and/or the type of relationship with the organisation.
- o Make a direct and strong connection to the project.
- o Consider who is the best person and organisation to support, and ensure the letter explains why it is relevant for the person to be writing the support.
- o Clearly state why funding is necessary, demonstrate why the project is needed and provide confidence of delivery. Letters of support can also outline any monetary or in-kind support provided to the project.

Market analysis

An examination of the local or targeted market to identify the need and opportunities which support the project. This can include demographic analysis, competition analysis, SWOT analysis and/ or benchmarking.

Jobs

Applicants should articulate the number and type of direct jobs that are expected to be generated through the project. Direct employment is the term used for the workers employed by the business/ organisation. Contractors appointed to deliver construction/ building activities of projects are not included as jobs. Projects which create direct long-term jobs are more favourable under the grant objectives. While the number, type and skill level of jobs created is an important aspect of the assessment, applicants must be able to substantiate the viability that underpins the creation of the jobs.

GRANT WRITING RESOURCES

We appreciate writing a grant can be challenging. With this in mind, we encourage prospective applicants to view the video resources at www.swdc.wa.gov.au.