



## Collie Futures Small Grant Program

# Application Guidelines

### **Purpose of Guidelines**

These guidelines are to support applicants by providing information on the eligibility, assessment criteria, and application process for the WA State Government Collie Futures Small Grant Program (CFSGP). The guidelines and the CFSGP grants are administered by the South West Development Commission (SWDC) on behalf of the WA Government's Collie Just Transition.

Further information on the Collie Just Transition program is available at [Collie's Just Transition Plan 2026–2030](#)

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## 1. Program overview

The CFSGP supports Collie's transition away from a dependence on coal and coal fired energy production toward a more diverse economy. Grants of up to \$100,000 are available for projects that deliver economic or community benefits to the Collie region.

Applications can be submitted at any time while funding remains available.

The program aligns with *Collie's Just Transition Plan 2026-2030* and the *WA Regional Development Framework 2026*.

## 2. How to use these guidelines

Use these guidelines to help you prepare your application. We recommend you:

- ✓ check your eligibility
- ✓ review the assessment criteria to understand what assessors look for
- ✓ identify which program objectives your project aligns with
- ✓ prepare required documents early (quotes, financials, approvals)
- ✓ follow the application preparation section as a step-by-step guide

If you have any questions, the South West Development Commission is here to help. You can find our [contact details](#) on the last page.

## 3. Eligibility criteria

To be eligible to apply, you **must** meet all the following:

- Hold an active Australian Business Number.
- Be a legal entity that can enter into a grant agreement with the Western Australian State Government.
- Have an account with an authorised Australian financial institution (e.g., an Australian bank registered with APRA).
- Not-for-profit organisations must be incorporated.
- Your project must support at least one of the program objectives and deliver benefits within the Collie region. The Collie region is defined as an area within a 50km journey to work zone from the Collie townsite/CBD.
- Joint applications are allowed, provided a lead applicant is nominated, and all parties have a formal agreement in place.

- Past grant recipients may apply again if their previous grant has been fully acquitted.

#### Who cannot apply:

- State or Federal Government authorities/agencies
- Government Trading Enterprises
- Unincorporated associations
- Schools, universities, hospitals
- Trustees that do not have authority under their Trust Deed to enter into a grant agreement, for [further information on trusts](#).

#### Eligible costs – what can be funded

Applications can request funding for tangible equipment, or activities that relate to the project and have strong potential to deliver broader benefits to the Collie community.

Funding requests need to relate directly to equipment, or activities that are in the Collie region. Examples of successful funding requests are provided [Collie Futures Fund - South West Development Commission](#)

#### Ineligible costs

- Core organisational costs/normal business operating expenses (e.g., salaries and wages, utilities and office supplies, subscriptions, advertising) and stock purchases.
- Retrospective payments or expenditure incurred before a grant agreement is executed (signed by both parties).
- Ongoing operating or maintenance costs after project completion.
- Capital asset purchases, leases or rentals, including land and buildings.

Tip: Make sure your project budget only includes eligible items. If you are unsure, contact SWDC

## 4. Assessment criteria

Your application is assessed against four key assessment criteria:

1. Alignment with the program objectives
2. Local content and benefit
3. Financial and organisational capability

#### 4. Project preparedness and sustainability

##### **1. Alignment with the program objectives**

In your application you will be asked to describe which program objectives apply to your project and how.

*You do not need to meet all three objectives — in the online form you will be asked to choose at least one. More than one can be selected if relevant.*

##### **Objective 1 - Invest in projects that support economic diversity, growth, and jobs in the Collie region.**

For example, your project may:

- create long-term jobs in Collie
- help a business expand or add new products or services
- improve productivity
- build skills that benefit the wider industry.

##### **Objective 2 - Contribute to a vibrant and liveable regional community.**

For example, your project may:

- improve community wellbeing through new or improved services or facilities
- build partnerships with local groups or organisations
- support community spaces and events that bring people together and/or celebrate Collie's unique history.

##### **Objective 3 - Supporting Collie's Just Transition by maximising opportunities for transitioning workers**

Does your project:

- help a transitioning worker start or grow a new business
- support existing businesses to diversify beyond coal
- connect a transitioning worker with new employment, training or skill building opportunities.

Tip: Write this section early — your responses here guide the rest of your application.

##### **2. Local content and benefit**

Explain how your project will create genuine benefits for the Collie region and how you plan to work with local businesses and services. You may wish to include:

- how you will work with local businesses, suppliers, or community groups as part of your project
- any information or evidence that shows there is a local need or demand for what you are proposing
- how you will use local businesses and services wherever possible, including providing quotes for all items in your project budget.

### **3. Financial and organisational capability**

Demonstrate that you have the experience and resources to deliver the project successfully.

- briefly describe your organisation and relevant experience
- provide required financial information (e.g., two years of statements or projections) to demonstrate financial soundness
- outline any project cash contributions (note: other State Government funding cannot be counted as a co-contribution)

### **4. Project preparedness and sustainability**

Timelines: Projects should be able to commence within six (6) months of approval and be completed within twelve (12) months of commencement. To demonstrate that your project is well-planned and achievable within program timelines, include:

- a clear project timeline with milestones
- information on required approvals or permits
- identification of project risks and explain how they will be managed
- evidence of how ongoing operational or maintenance costs will be covered.

## **5. Decision making process**

### **Stage 1. Eligibility check**

- Applications submitted via SmartyGrants.
- SWDC checks to confirm applications meets eligibility requirements.
- Ineligible applications do not proceed.

- Applicant advised of outcome.

### **Stage 2. Criteria review**

- SWDC reviews eligible applications to summarise if criteria are met/not met.
- Applicants with criteria not met are returned to applicants for updating and potential resubmission.

### **Stage 3. Funding recommendations**

- Applications with all criteria met are assessed by Collie Futures Economic Advisory Group (CFEAG) through a qualitative assessment process.
  - CFEAG is a strategic advisory body made up of seven members representing industry, community, and government. CFEAG provides local input and makes recommendations to support ministerial decision-making on CFSGP applications.
- CFEAG outlines preliminary funding recommendations:
  - Recommendations provided to the Minister for South West for endorsement.
  - Further due diligence and advice can be sought e.g. technical advice from government agencies, departments, or relevant Ministers.
  - All feedback is collated and reported to CFEAG Chair.
- Final funding recommendations are confirmed by CFEAG.

### **Stage 4. Ministerial endorsement**

- SWDC briefs the Minister for Regional Development on CFEAG final funding recommendations.
- Minister for Regional Development approves or does not approve recommendations.

## **6. How to apply**

All applications must be submitted through the SmartyGrants portal: <https://dpird.smartygrants.com.au/CollieFuturesSGP>

Emailed, posted, or hand delivered applications will not be accepted.

You may save your application and return it at any time before submitting it.

## **7. Funding decisions**

If your application is successful, you will receive a formal letter from the Minister, followed by a phone call from SWDC to discuss next steps.

A Grant Agreement must be signed by both parties before the project or activities can begin.

Note: Ministerial decisions are final and cannot be appealed.

If your application is not successful, you will be notified in writing. Feedback to help strengthen future applications is available on request.

If you are dissatisfied with the way your application has been administered or assessed, you're welcome to share your feedback.

## 8. Additional application resources

You can access a range of helpful resources to strengthen your application:

- Short, easy-to-follow grant writing videos are available on the South West Development Commission website. [grant writing tools](#)
- Practical tools and templates from the Small Business Development Corporation (SBDC).
- IPS Business Advisory Service offers FREE Small Business support in Regional WA in partnership with SBDC.

## 9. Privacy, disclosure, and compliance obligations

This section outlines the governance, compliance, and legal obligations that apply to all applicants. These requirements ensure transparency, accountability, and proper administration of public funds, and applicants should familiarise themselves with these obligations before applying.

### Personal information and disclosure of information in the application

The program is administered in accordance with the Freedom of Information Act 1992 (WA). Information may be disclosed as required by law. Information about the receipt of State Government financial assistance may be tabled in the Western Australian Parliament and listed in Government media statements, including the recipient's name, project name, funding amount, total project budget, other funding sources, and a project summary. Successful applicants should be aware that a summary of key project details and approved funding will appear on the SWDC website.

### Aboriginal heritage compliance

Western Australian laws protect and manage Aboriginal heritage (e.g., rock art, caves, burial sites, waterways, ceremonial sites, scar trees). Ensure you meet your

obligations under the Aboriginal Heritage Act (WA) 1972 and provide evidence of due diligence specific to Aboriginal heritage if needed.

For more information visit: <https://achknowledge.dplh.wa.gov.au/>.

### **Acknowledgement of the State**

Under the CFGP Grant Agreement, grantees must acknowledge the State on all project-related materials, including publications and promotional content, using the approved Collie's Just Transition branding in the format determined by the State. Logos and further details can be provided by SWDC.

### **Program evaluation**

SWDC conducts internal reviews to improve grant administration processes. You may be asked to provide information to support this review.

## **10. Tax and legal implications**

Applicants can still apply for grants if they are not registered for GST concessions. Unregistered grant applicants must provide a budget for the grant inclusive of all project costs including GST. Funding is considered payment for a supply. If you are GST-registered, the grant will be increased by the GST amount, and you must provide a tax invoice for the GST-inclusive value.

Applicants are encouraged to seek independent tax/financial advice on financial implications of grant funding (including assessable income).

Trustees should confirm their Trust Deed allows receiving grant funding and entering a State Government Grant Agreement; SWDC may review the Deed and seek legal advice where needed. A trustee may be an individual, a company, or a group.

## **11. Conflicts of interest**

SWDC may choose not to support an application if adequate arrangements are not in place to appropriately address a perceived or actual conflict of interest. If you think a conflict could exist, please tell us early.

## **12. Contact us**

If you have questions or need guidance, our team is here to help — contact the Grants and Engagement team at SWDC

Telephone: 08 9792 2000 (Bunbury)

Email: [grantscoordinator@swdc.wa.gov.au](mailto:grantscoordinator@swdc.wa.gov.au)

Website: [www.swdc.wa.gov.au](http://www.swdc.wa.gov.au)