Department of
Jobs, Tourism, Science and Innovation

GOVERNMENT OF
WESTERN AUSTRALIA

Native Forestry Transition: New Industry Development Grants

Step-by-step application guidelines

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Industry and Community Development Programs

The Industry and Community Development Programs (ICDP) will support the diversification of local economies and assist in identifying and securing sustainable job opportunities following the State Government's decision to end native forest logging by 2023.

These programs have been developed as part of the State Government's $80 million Native Forestry Transition plan.

$19.3 million	$26.9 million	$30 million
Workforce Transition Programs (WTP)	**Business Transition Programs (BTP)**	**Industry and Community Development Programs (ICDP)**
WTPs are aimed at providing financial support to native forestry workers and help them secure new employment in the region.	**BTPs** are aimed at providing financial support to businesses to pivot, diversify, or close once protections for South West native forests increase.	**ICDPs** are aimed at assisting small business in the native forest region to grow, diversify or attract new industries to the affected areas and stimulate regional economies.

**The $30 million ICD program is made up of four contestable grants programs.**

1. Small Business Development and Diversification grants ($15 Million)
2. Community Small Grants Fund ($4 million)
3. **New Industry Development Grants ($10 million)**
4. Closure of Impacted Businesses ($1 million)

These step-by-step guidelines have been developed to support eligible businesses to apply for the New Industry Development Grants. It must be read in conjunction with the New Industry Development Grants FAQs.

Objectives of the New Industry Development Grants

The $10 million New Industry Development Grants (NIDG) provides up to $2 million in matched funding to support new industry and innovative business expansion within the Native Forestry Timber Regions. The program seeks to accelerate new and existing business development to future-proof regional economies and create new industries.

Native Forestry Timber Regions
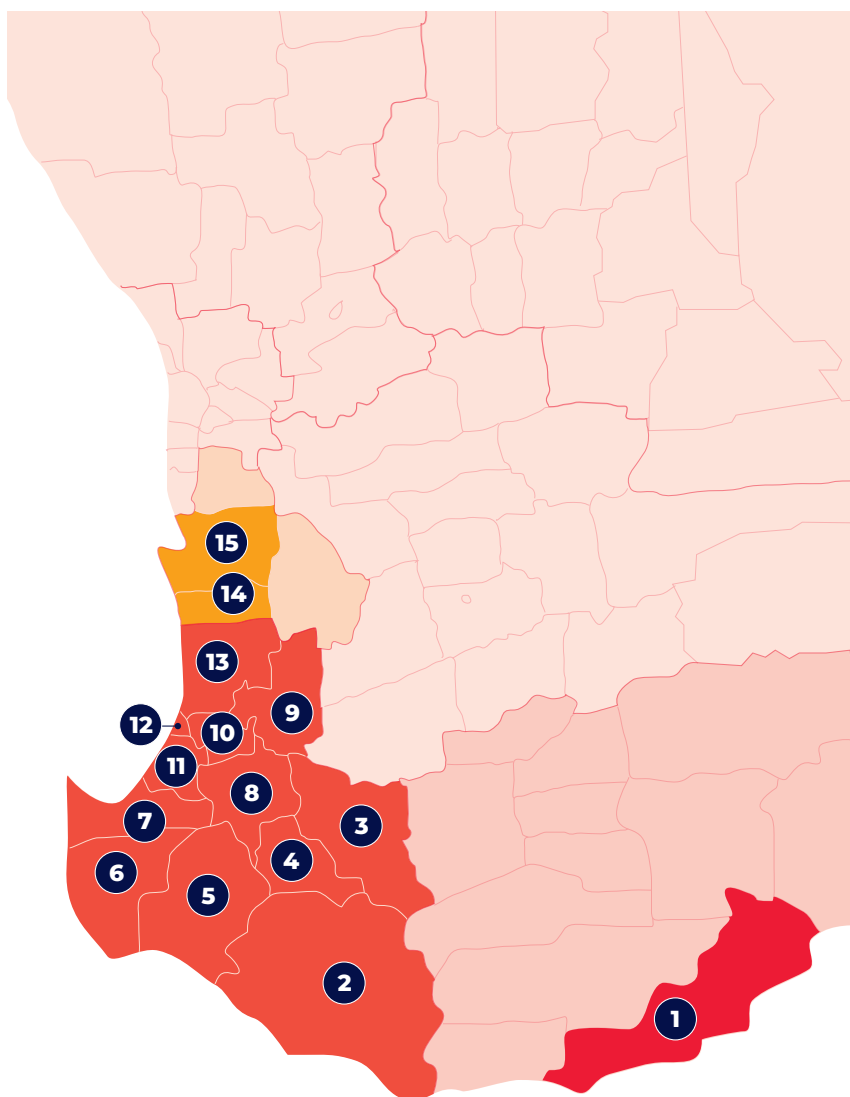
	Great Southern
1	Albany
	South West
2	Manjimup
3	Boyup Brook
4	Bridgetown-Greenbushes
5	Nannup
6	Augusta-Margaret River
7	Busselton
8	Donnybrook-Balingup
9	Collie
10	Dardanup
11	Capel
12	Bunbury
13	Harvey
	Peel
14	Waroona
15	Murray

The NIDG will be delivered through one funding round which will remain open until the funding is fully allocated. This will be a one-stage assessment process with all the information to be assessed lodged through Smarty Grants.

Applications must address one or more of the following objectives:

1. Future proofing the regional economies – Swiftly establish new industries or enhance/expand existing businesses to diversify regional economies and create regional jobs while avoiding direct competition with already established businesses;

2. Bring innovation to the regions – Develop, implement, or invest in smart or innovative technology or activities;

3. Jobs for displaced timber workers – Establish industries suitable for employing displaced timber workers;

4. Sustainable projects – Developing new opportunities that are sustainable in the long term and have a positive impact on the environment.

Applicants can submit more than one application provided that they are separate and unique projects. Proposals will be considered independently on their merits.

The following general conditions apply:

» Matched funding is mandatory. This must be demonstrable e.g. personal funds, loan approval etc. In-kind support, labour costs and existing assets are not eligible to be counted as matched funding.

» Applicants must have the authority and approvals in place to undertake the proposed grant activities

» Collaborative projects are encouraged, however there must be a lead applicant as the main driver of the project that is eligible to apply. Any formal arrangement in place between collaborating groups should be identified as part of the application process.

» Formal joint ventures that have their own ABN and structure would be eligible to apply.

» Applications for sustainable projects which leverage the competitive advantages of the affected areas are encouraged.

» Unsuccessful applicants would be provided an opportunity to seek feedback on their application. Unsuccessful applicants are eligible to reapply subject to funding availability.

Step 1 – Check eligibility

The NIDG is open to businesses, innovators and organisations with planned and investment-ready projects (or capacity to raise capital) aimed at diversifying regional economies, committed to expanding, creating or facilitating industry development, leveraging the region's competitive advantages.

Applicants are required to meet the following criteria to be eligible:

» Have an Australian Company Number (ACN) or Australian Business Number (ABN).

» Be a valid legal and solvent entity that can enter into a legally binding funding agreement with the Government of Western Australia.

» Be a solvent Australian-based businesses or organisation.

» Propose a project that will be implemented in, or deliver outcomes in, the Native Forestry Timber Regions.

» Submit a comprehensive application via Smarty Grants answering all questions.

Ineligible Organisations

» Local, State or Federal Government Authorities / Agencies.

» Government Trading Enterprises (GTEs).

» Individuals (without an ABN)

» Any business that has received a payment from Business Transition Programs – Program 1 or Industry and Community Development Programs – Program 1: Small Business Development and Diversification or Program 4: Closure of Impacted Businesses.

Ineligible Items:

» Project activities outside of Western Australia.

» Retrospective, contingency or ongoing operational costs (e.g. operating, maintenance and office costs such as rent, insurance, telephone etc.).

» Ongoing salaries/ employment of new or existing staff.

» Core business e.g. 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).

Step 2 – How to apply

Applications for the NIDG must be submitted online using the Native Forest Transition portal available at www.wa.gov.au/nft.

The Department of Jobs, Tourism, Science and Innovation (JTSI) and the South West Development Commission (SWDC) are working together to deliver the Native Forestry Transition Industry and Community Development programs. If you would like some support in developing your application, please contact the SWDC on NFTEnquiries@swdc.wa.gov.au or (08) 9777 1555.

Applications will first be reviewed against the eligibility criteria set out in **Step 1.** If applications are deemed eligible they will then be assessed and scored against the assessment criteria set out in **Step 3**.

Step 3 – Completing your application

A multi-agency State Government assessment panel will assess the NIDG grant applications.

Prior to an application being assessed by the State Government Assessment Panel, the Native Forestry Transition team will undertake a preliminary assessment of the eligibility criteria set out in Step 1.

Applications that do not meet the eligibility criteria will not be reviewed by the Assessment Panel. Unsuccessful applicants will be notified.

Unsuccessful applicants can seek feedback on their application and resubmit if funding is still available.

Applications that do meet the eligibility criteria set out in Step 1 will then be assessed against the Assessment Criteria detailed in the table below.

Assessment Criteria	Assessment Weighting
Demonstrated Alignment with Program Objectives	**30%**
» Future proofing the regional economies	
» Bring innovation to the regions	
» Jobs for displaced timber workers	
» Sustainable projects	
» Uniqueness / competitive neutrality	

Jobs in the Native Forestry Timber Regions*   **30%**
(with a weighting towards most impacted native forest areas; local
government areas of Bridgetown-Greenbushes, Manjimup and Nannup)

» Create new jobs (including apprenticeships)

» Protecting or developing existing jobs

» Developing or enhancing skills or capabilities

» Developing trade / import substitution opportunities

Organisational Capacity   **20%**

» Financial capability

» Robust governance structure

» Key personnel

» Demonstrated experience

Project Preparedness   **20%**

» Projects that are likely to deliver tangible outcomes in the region
  within two years

*The scale for the 'Jobs in the Native Forestry Timber Regions' criterion is outlined below. There are two components – one is the location of the jobs, and the other is the confidence and evidence supplied to demonstrate that jobs have been created, protected and/or developed. The score for this criterion will reflect both components.

Location of project	Score	Jobs
Within the Local Government Areas of Bridgetown-Greenbushes, Manjimup or Nannup	High	Significant employment impact through creation of jobs, protection or development of existing jobs, and/or enhancing skills or capabilities
In an adjacent Local Government Area to one of the above, but still within the Native Forestry Timber Regions (Augusta-Margaret River, Donnybrook-Balingup, Boyup Brook) or one of the impacted Local Government Areas (Murray or Waroona)	Moderate	Moderate employment impact through creation of jobs, protection or development of existing jobs, and/or enhancing skills or capabilities

Within another Native Forestry Timber Region not identified above	Low	Low employment impact through creation of jobs, protection or development of existing jobs, and/or enhancing skills or capabilities
Outside of the Native Forestry Timber Regions	Not demonstrated	No demonstrated employment impact through creation of jobs, protection or development of existing jobs, and/or enhancing skills or capabilities

What should a successful application include?

The list below will help you think of the type of questions that need to be addressed when deciding if your project is going to meet the assessment criteria.

- » **Innovation** – Level of innovation and uniqueness of proposed project – provide detail as to why the product is innovative and unique.

- » **Jobs** – detail the new jobs that would be created in FTEs and also by job title and numbers for each role. Information about employment status i.e. casual or seasonal is also useful.

- » **Sustainability** – outline how the project will contribute to improving the overall sustainability of the Western Australian environment. Examples include but are not limited to: more efficient energy usage, more efficient water usage, improved recycling, reduced food miles, improved insulation, use of renewable energy generation technology etc. All examples used must be evidenced.

- » **Competitive Neutrality** – advise how your project would not be to the economic detriment of any other Western Australian based business. Do you have competitors in Western Australia? If so, identify them and state why you believe if you were awarded a grant it would not impact on their business.

- » **Trade Opportunities** – detail and demonstrate any new interstate or overseas trade opportunities or any substantial import replacement opportunities that could be undertaken if you were successful with your grant application.

- » **Organisational Capacity** – this should include evidence of financial solvency, details of your company's governance structure and information about key personnel detailing their experience and ability to undertake the project.

- » **Project Preparedness** – projects that are likely to be completed and fully up and running within two years will be favoured when it comes to the evaluation process. To demonstrate your project's preparedness supporting information should where appropriate include the following information; high-level project outcomes and deliverables, proposed timeline, detailed project budget, statutory approval requirements, risk assessment, stakeholder engagement plan and any evaluation mechanisms.

All applicants will be required to answer a series of questions on Smarty Grants that will provide an opportunity to detail your current business and your proposed project. Examples of the types of questions to expect are given below.

Details of your business
» Provide a description of your business including – date established, brief history, structure, business goals and products and/or services.

» Detail your current employment structure – the number of people you employ measured in Full Time Equivalents (FTEs). For example, one person working 38 hours per week = 1 FTE (full time) Four people working a combined 38 hours = 1FTE (part time).

» Describe your existing markets – where you currently trade, broken down to include local (WA), interstate and international.

Proposed Project
» What is the project you are proposing to undertake and why?

» How much funding you wish to apply for. The maximum grant award is $2 million. This must be match funded.

» Describe how the funding will be spent. List the key tasks and activities the grant will be spent on.

» Explain why grant funding is needed for this project to proceed.

» If approved, how will the balance of the project be funded (match funding)?

» Describe why you believe the project is innovative.

» Consider competitive neutrality and demonstrate that your project will not be to the economic detriment of other businesses in the local area.

» Provide detail of any new trade opportunities that the project will open up (interstate / overseas or import replacement

» Outline how the project will contribute to improve the overall sustainability of the Western Australian environment.

Following assessment, the State Government Assessment Panel will make recommendations to the Minister for Forestry for funding. Applications will be assessed individually.

The review and assessment of applications will be ongoing until the funding is exhausted. There will be a period of 12 weeks after the funding stream is open to allow time for applications to be submitted before the assessment process begins. This will then occur on an ongoing basis until the funding is fully committed.

Funding Conditions
Successful applicants will be required to enter into a funding agreement with JTSI. The funding agreement will be negotiated with the successful applicants 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 applicant and a government representative before the funded activities can commence.

Payments will 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.

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

Recipients will 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. All specific items to be acquitted will be identified in the funding agreement.

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

A Monitoring and Evaluation Plan will be developed by JTSI and reporting requested from applicants to ensure key metrics from applications are delivered.

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 NIDG funding received.

Confidentiality

JTSI will treat all information provided as confidential and commercial in confidence where relevant.

Personal Information and Disclosure

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

Information from the application may be disclosed to other Western Australian Government agencies and may be published on the JTSI website, provided disclosure is consistent with relevant privacy laws, including the Privacy Act 1988. Personal information will be used and stored in accordance with Australian Privacy Principles set out in the Privacy Act 1988.

Contact

If you have any questions about the program, more information can be found at www.wa.gov.au/nft