



Labour Relations and Industry Development

**WESTERN AUSTRALIAN
INNOVATION DEVELOPMENT SCHEMES**

INDUSTRY FACILITATION AND SUPPORT PROGRAM (IFSP)

Defence Industry Sector and Naval Build Support Round 2

Applications to be received by closing date: **19 December 2016**

Please read the 'Important Information for Applicants' section of this form before you start filling in this application.

Notes

- 1) This form is an interactive PDF and can be filled out in Adobe Reader and saved, emailed and printed. Please note that Adobe Reader 8 or above is required.

The latest version of Adobe Reader can be downloaded from the Adobe website at no charge.
- 2) **Mac users** should also complete the form using Adobe Reader as the form does not function properly in Mac Preview (content is not visible when submitted).
- 3) Please note that the form's response box sizes are fixed, and that the form does not accept formatting such as bold, underline, bullets, tables, diagrams, etc. Please do not add web addresses (URLs) to the form.

Important Information for Applicants

This round of the Industry Facilitation and Support Program (IFSP) is aimed at supporting statewide Western Australian small to medium sized enterprises (SMEs) who are seeking to enhance their competitiveness to better enable them to participate in the Commonwealth Government's A\$89 billion naval shipbuilding program and broader Defence initiatives.

As part of this, Henderson in Western Australia has been announced as one of two locations selected to implement the Commonwealth Government's commitment to a continuous build of naval surface ships in Australia.






The Commonwealth has also announced the top three priorities for 2016-17:

- Remotely operated platforms linked to land combat vehicles, drones & amphibious warfare.
- Cyber innovation initiatives to support intelligence capability development.
- Bridging the gap between current SME capability and Commonwealth Government criteria for complementary initiatives; to facilitate access to the range of support provided through the Commonwealth Government's Industry Support programs.

Further detail: <https://www.pyneonline.com.au/media-centre/speeches/keynote-address-land-forces-2016>

These priorities present a wealth of opportunities for industry to work with the State Government to grow a technological edge. This IFSP round seeks to support these priorities during 2016-17 by providing support to enable SMEs to access to Defence-related markets in addition to those listed in the table below and may feature any combination of activities. The level of funding support under this specific round of the IFSP is up to A\$25,000 per successful applicant on a dollar-for-dollar basis.

Past IFSP recipients are eligible to apply, but in-kind contributions are not considered as part of the applicant's commitment to activity costs. SMEs seeking trade exposed contracts and opportunities will be given particular consideration.

| Eligible Activities | Eligibility |
|--|---|
| Temporary expert / consultant fees - This includes, but is not limited to: <ul style="list-style-type: none"> ○ Meeting pre-qualification requirements ○ The implementation and audit of ISO management system standards, including but not limited to, ISO 9001 Quality Management, ISO 31000 Risk Management, ISO 14000 Environmental Management and general occupational health and safety standards ○ Contract and tender negotiations, including terms and conditions advice ○ The writing and implementation of marketing plans ○ Feasibility studies ○ Assistance in applying for other government and international grants ○ International market entry planning |  |
| <ul style="list-style-type: none"> ○ Works carried out by unqualified consultants without the appropriate expertise to deliver the service ○ Works carried out by third parties that are not perceived by Commerce to be at arm's length from the applicant ○ Support of any legal action |  |
| Equipment - This includes, but is not limited to: <ul style="list-style-type: none"> ○ Upgrading or modifying existing equipment, vehicles or machinery ○ Acquiring equipment, machinery |  |
| Improvements to internal business infrastructure/systems - This includes, but is not limited to: <ul style="list-style-type: none"> ○ Improvements to occupational health & safety systems, quality assurance systems, manufacturing and management systems ○ Upgrades or expansions to applicant owned property/buildings ○ Software purchase and upgrades e.g. tender management software, computer aided drafting or project management software linked to a specific outcome and to raise capability ○ The purchase of electrical equipment (desktop computers, laptops or portable electronic devices) exclusively linked to offsite working ○ Technical advancements/processes |  |
| <ul style="list-style-type: none"> ○ General software upgrades and purchases e.g. Microsoft Office/Windows operating systems ○ Land and property acquisitions ○ Internal research and development activities |  |

Eligibility Criteria/Self-Assessment Checklist

Applicants must meet all of the following eligibility criteria (please complete the self-assessment checklist below).

If you answer NO to any of the below questions, you are not eligible for funding under this program.

The applicant's business

Does the applicant possess an Australian Company Number (ACN) or a Australian Business Number (ABN)? Yes ☐ No ☐

Is the applicant's business solvent? Yes ☐ No ☐

Can the applicant confirm that the business is not a Not for Profit Organisation or a Charity? Yes ☐ No ☐

Is the applicant aware that only one application is eligible per operating facility? Yes ☐ No ☐

Are the applicant's operating facilities based in Western Australia? Yes ☐ No ☐

Will the applicant's relevant business operating facilities continue to be based in Western Australia during the next 12 months? Yes ☐ No ☐

Has the applicant's business been operating for at least 3 years? Yes ☐ No ☐

Does the applicant's business employ up to 200 people? Yes ☐ No ☐

Is the applicant's turnover between A\$250,000 and A\$100 million? Yes ☐ No ☐

The applicant's activity

Will the activity comprise one or more of the following activities: Yes ☐ No ☐

- Remotely operated platforms linked to land combat vehicles, drones & amphibious warfare;
- cyber innovation initiatives to support intelligence capability development;
- bridging the gap between current SME capability and Commonwealth Government criteria for complementary initiatives to facilitate access to the range of support provided through the Commonwealth Government's Industry Support programs;
- temporary expert assistance/ consultant fees;
- equipment acquisition/upgrade; or
- improvements to internal business infrastructure/systems.

Where the activity involves the use of consultants, do the consultants have appropriate expertise to deliver the service, are third parties and are at arm's length from the applicant? Yes ☐ No ☐ N/A ☐

Can the applicant confirm that the activity is not a retrospective activity and that the activity and expenditure will not be undertaken prior to submitting this application? Yes ☐ No ☐

Activity funding

Is the applicant willing, and does it have the financial capacity, to cover all planned activity expenditure if necessary? Yes ☐ No ☐

Can the applicant confirm that it has not received, nor is it likely to receive, other Government funding for the same activity? Yes ☐ No ☐

APPLICATION PROCESS

IFSP applications must be received prior to the closing date.

Completed application forms and attachments (quotation(s), financial statements, additional information etc.) should be submitted to: industry.participation@commerce.wa.gov.au

Any questions? please contact Andrew Griggs - Phone: 08 6552 9323

One draft submission may be submitted for verbal feedback prior to the submission of the final version.

Your application will be assessed by an independent panel and scored against the criteria listed in Part C of this application.

The applicant will be notified on the outcome of its application via the Email address provided in the application form.

Approval of funding is subject to the applicant entering into an Industry Participation Fund Financial Assistance Agreement (FAA) with the Department of Commerce (Commerce).

The FAA requires the applicant to provide **a report within six months** of receiving payment (a reporting template will be provided). The FAA also stipulates that at any time within **2 years** of payment, Commerce may contact the applicant for an updated outcome report.

PAYMENT TERMS

A lump sum payment will be made as a single reimbursement of approved activity expenditure. This payment will be made on submission of a tax invoice to Commerce and must be accompanied by receipts as proof that the activity has been paid for in line with the application and financial assistance agreement.

Commerce must receive the applicant's claim for approved funding on or before **31 May 2017**.

Commerce is registered for GST and has been issued with Australian Business Number 91 329 800 417. Commerce regards grants under this scheme as payment for a supply. GST registered grant recipients will therefore be liable for GST in connection with the grant.

For GST registered grant recipients, Commerce will increase the grant by the amount of GST payable. GST registered grant recipients must provide Commerce with a tax invoice for the GST inclusive value of the grant unless Commerce and the recipient have agreed in writing to the issue of a recipient created tax invoice.

The recipients acknowledge that the grant provided is consideration for a supply to Commerce and that the GST component will be included in the recipient's next Business Activity Statement lodged with the Australian Taxation Office.

For recipients not registered for GST Commerce will not include GST, nor will it reimburse an unregistered recipient for GST paid or payable to a third party. Unregistered grant recipients must provide Commerce with an invoice for the amount of the grant.

Payment will not be made until Commerce receives a tax invoice or an agreement to issue a recipient created tax invoice.

Part A Applicant details

Name and business registrations

Legal/company name:

Business/Trading name:
(Registered business name under which the
Applicant carries on business or trade)

Australian Company Number (ACN)

Australian Business Number (ABN)

Is the applicant registered for GST?

Yes ☐

No ☐

What year was the applicant's business established?

Headquarters address

Address line 1:

Address line 2:

Address line 3:

Suburb/town:

Postcode:

Website address (where applicable):

Business postal address (leave blank if the same as Headquarters address).

Address line 1:

Address line 2:

Address line 3:

Suburb/town:

Postcode:

Primary application contact (*must be an employee or owner – i.e. not an external agent*).

| | |
|--------------------------|--|
| Name: | |
| Position: | |
| Office telephone number: | |
| Mobile telephone number: | |
| Office fax number: | |
| Email address: | |

Additional contact (If this application form is completed by a person who is not an employee of the applicant. Leave blank if not applicable).

| | |
|--------------------------|--|
| Name: | |
| Position: | |
| Company name: | |
| Office telephone number: | |
| Mobile telephone number: | |
| Office fax number: | |
| Email address: | |

Applicant's business profile and operations

- i) Provide an overview of the applicant's current business operations, including core business, products, current growth strategies, business risks, future plans, staffing levels and management structure.

- ii) Number of FTE employees

- iii) Describe the current market place you operate in (major markets, competitors, competitive advantage).

Market – Provide a list of the applicant's ten major clients and the market share they contribute to the applicant's turnover.

Applicant's financials

| | | | | | | |
|--------------------------|----------|----------------------|-----------------------|----------------------|--------|----------------------|
| Financial Year (2015-16) | Turnover | <input type="text"/> | Net Profit Before Tax | <input type="text"/> | Equity | <input type="text"/> |
| Financial Year (2014-15) | Turnover | <input type="text"/> | Net Profit Before Tax | <input type="text"/> | Equity | <input type="text"/> |
| Financial Year (2013-14) | Turnover | <input type="text"/> | Net Profit Before Tax | <input type="text"/> | Equity | <input type="text"/> |

Please provide a copy of the most recent Financial Year statements, including Income Statement and Statement of Financial Position.

Part B Activity details

Activity description: Provide details of the specific activities to be undertaken (refer to the "Important Information for Applicants" section on page 2 of this form for information on the type of activities which are eligible for funding under the program).

| Activity | Total cost of activity (excluding GST) | IFSP funding assistance requested (excluding GST) |
|---|--|---|
| Temporary expert/consultant fees | A\$ | A\$ |
| Equipment | A\$ | A\$ |
| Improvements to internal business infrastructure/systems | A\$ | A\$ |
| Remotely operated platforms linked to land combat and amphibious warfare | A\$ | A\$ |
| Cyber innovation initiatives to support intelligence capability development | A\$ | A\$ |
| Complementary initiatives to facilitate access to the range of support provided through Commonwealth Government's Industry Support programs | A\$ | A\$ |
| Total excluding GST | A\$ | A\$ |

Attach all quotes and proposals from consultants/suppliers for the activity costs - if the quote provides a range of cost options, please identify the option selected.

Activity duration

Planned completion date (The approximate date that all costs will be expended for the activities)

| | |
|---|---|
| / | / |
|---|---|

Consultants

Confirm that companies or consultants which are to provide their services are not a part of the current operating business: Yes ☐ No ☐

(Applications will not be funded where works are carried out by third parties that are perceived by Commerce not to be at arm's length from the applicant).

Major activity outcomes (Include business and any community outcomes)

| Activity | Activity outcome/s What do you anticipate will be the outcome/s of the activities? (e.g. improved OHS; meeting a community need) | Performance indicator/s How will the outcome/s be measured? (e.g. 50% less incidents; take up by community) |
|----------|--|---|
| 1. | | |
| | | |
| 2. | | |
| | | |
| 3. | | |
| | | |

Part C Evaluation criteria

Need – (i) Please identify the barriers and issues currently faced by the applicant that will be addressed through this funding.

(ii) Describe how these barriers and issues constrain your business.

Level of Impact – How will this funding assist the applicant's business?
Please quantify in tangible terms e.g. additional staff employed, market exposure or turnover targets.

Capability and Capacity – Describe the applicant's capability (knowledge, qualifications, experience etc.) and capacity (availability of resources) to carry out the proposed activity and the ongoing work as a result of the activity funding.

Excellence –

If engaging the services of a consultant to assist in this activity, please describe the reason for choosing them (research carried out; qualifications; expertise; previous dealings etc.).

Part D Privacy and confidentiality statement

Commerce collects the information sought in this application so that it can check the applicant's suitability for funding under the Industry Facilitation and Support Program and for the purpose of verifying the applicant's ability to meet its contractual obligations. Commerce will treat all information as confidential.

However, Commerce operates within a public accountability framework and applicants are informed that Commerce is subject to the *Freedom of Information Act 1992* which provides a general right of access to records held by Western Australian State and Local Government agencies.

Applicants should be aware that information pertaining to the receipt of State Government financial support may be tabled in the Western Australian Parliament.

This information could include names of recipients, the amounts of financial support, the name of the initiative/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Part E Declaration

I declare that I am authorised to complete, sign and submit this application on behalf of the applicant.

I declare that I have read and understood the terms and conditions of the Industry Facilitation and Support Program as detailed within this Application Form.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this application and that Commerce may, during the application process, consult with other agencies about the applicant's claims and may also enlist external technical or financial advisers to advise on information provided in the application.

I also understand that Commerce may obtain a credit report on the applicant through a credit information bureau.

I confirm that, where the services of consultants will be used for the delivery of the activity, the consultant(s) will be independent and are not in a business relationship or association with the applicant. Also, the applicant understands that any contract for services by a consultant as part of this program constitutes a private contractual arrangement between the applicant and the consultant. Commerce shall not be deemed to be a party to any such contract.

I confirm that, where the delivery of the activity comprises the purchase of secondhand equipment, the equipment has been independently inspected and tested, and is being sold in a safe condition. 'Safe' means that no significant risk of injury or death to any person or damage to any property is likely to result from the proper use of the appliances/equipment.

I understand that if the application is approved, the applicant must enter into an agreement with the State Government before financial assistance is provided and acknowledge that no legal obligations will arise between the parties until such time as an agreement is formally executed.

I understand that payment of the State Government's contribution under the Industry Facilitation and Support Program will only be made to the applicant following the submission to Commerce of written evidence that the activity has been completed and paid for.

I declare that the applicant has not received funding for the activities specified in this application under any other State or Federal Government program and is not likely to receive such funding for the financial year in which the activity is undertaken.

I declare that the information contained in this application together with any information attached is, to the best of my knowledge and belief, true, accurate and complete in all material particulars.

I also understand that the provision of false or misleading information or the making of a false or misleading statement in this application is a disqualification of this application.

I understand that the applicant has and will, while undertaking the activities specified in this application, maintain records that substantiate the applicant's undertaking of the activities.

| | |
|---------------------------|------------|
| First name(s): | Last name: |
| Position (e.g. Director): | |
| Signature: | Date: |

Part F Completion checklist

Before submitting your application, please check that you have:

- ☐ completed the Eligibility Criteria/Self-Assessment Checklist (page 3) that will determine your eligibility for funding;
- ☐ answered all questions;
- ☐ attached a copy of the most recent financial year statements;
- ☐ signed the application form in Part E; and
- ☐ attached a copy of the quote(s) from the consultant or supplier for goods or services related to this funding application.