

**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**

**User Guide**

**A15745607**

**INTRODUCTION**

This is a guide for completing the IFSP – Defence Industry Sector and Naval Build Support Round 2 application form.

Please note that this guide does not cover every aspect of the form, just those which have been of issue in the previous rounds of the IFSP.

Applicants are strongly encouraged to discuss their project proposal with the Industry Participation Branch prior to submitting an application.

**PART A APPLICANT DETAILS**

**1. Name and business registration**

The applicant is to provide its full legal name and the address of its headquarters.

Add the contact details if they are different from the headquarters’ address.

Provide details of a contact person with whom the application can be discussed.

If the application was completed by someone who is not an employee of the applicant, their details must be provided.

The applicant must be a legally established entity for at least three years (such as a sole proprietor, partnership or corporation).

A person who is a legal representative of the applicant must sign the application (on page 15). The signatory and the contact person do not have to be the same person.

**2. Applicant’s business profile and operations**

Please give a concise description of the applicant including:

* a brief background of the applicant’s business;
* the products and/or services provided;
* whether there is a formal business plan in place;
* major business risks;
* future plans;
* management structure;
* staffing levels; and
* any other information that will provide a clear picture of the applicant’s business.

**3. The competitive market place the applicant operates in**

Describe the market place the applicant operates in.

Give examples of the competition the applicant faces in the market, both locally (within Western Australia/Australia) and internationally. Describe any competitive advantage your business has.

Provide a list of major customers and their contribution to your annual turnover.

**4. Applicant’s financials**

The applicant is to provide turnover, net profit before tax and equity information for the last three financial years. Also please provide a full copy of the most recent Financial Year statements.

**PART B ACTIVITY DETAILS**

**1. Activity description**

Please give a concise description of the activitie(s) to be undertaken.

If multiple activities are involved, such as purchase of equipment and temporary expert assistance, you must clearly describe each activity and how the activities will assist the business to improve its capability and competitiveness.

IMPORTANT NOTE. If multiple activities are involved, then the applicant must address each evaluation criteria (Part C) for each activity to be undertaken. An applicant may not be awarded maximum points during the evaluation process if they do not address each evaluation criteria for each **activity** of the project.

**2. Activity costs**

The applicant must provide quotations for all activities.

When completing the cost table, the cost of each activity must match the quotations. The IFSP funding assistance request is the amount that the applicant will be seeking which is limited to the maximum level of funding and the activities specified on page 2 of the application.

If a quote provides cost options, the applicant must identify the option selected.

**3. Activity duration**

The applicant must provide the planned completion date.

This is the approximate date that all costs will be expended for the activities to be undertaken.

The Department must receive the applicant’s claim for approved funding on or before **31 May 2017**.

**4. Consultants**

Consultants must not be an employee of the business or have a vested interest in the business.

**5. Activity Outcomes**

These must be meaningful to your business and/or to your local community. They also form an integral part of the Department of Commerce’s assessment of success of the IFSP program.

**PART C EVALUATION CRITERIA**

**1. Need**

Please give a concise description of the barriers and issues the business is facing which is preventing or limiting its performance. For example, is it an issue of price, capability, quality, capacity or other factors which is impacting on the competitiveness of the business.

**2. Level of Impact**

This section looks at two levels of impact:

* business impact; and
* community impact.

Describe how the proposed activity will address the barriers identified above and translate into improved business performance and/or benefits to the local community.

If the applicant is already operating successfully, describe how the proposed activity will lead to additional improvements.

Attempt to provide a concise description of the likely tangible benefits resulting from the activity.

For example, up skilling of employees, increased capacity, increased turnover, reduced costs, increased quality, expansion to new markets, education and employment opportunities to the applicant’s local community, increased services to the local community.

**3. Capability and Capacity**

Describe the applicant’s capability and capacity to carry out the proposed activity and potential future increases as a result of the funding.

With regard to capability, the applicant must outline the relevant experience and qualifications of either staff member(s) or consultant responsible for the delivery of the project.

With regard to capacity (i.e. company resources), the applicant must explain two things.

Firstly, the capacity to undertake the activity for which funding is sought and secondly, the applicant’s capacity to undertake additional work that may be generated as a result of the activity.

**4. Excellence**

This section looks at the applicant’s selection process of a consultant and/or equipment or product.

If the applicant is engaging a consultant to assist in the activity, the applicant is to describe the research and reason(s) for choosing them (eg physical research, assessment of qualifications and expertise, pervious dealings).

If the applicant is purchasing equipment or a product, the applicant is to describe the research and reason(s) for selecting the piece of equipment or product and how it will help the applicant meet industry standards of excellence (eg OH&S, quality, production management, customer service).

**5. Financial Viability and Risk**

Demonstrating current financial viability, the financial impact from the assistance being sought and a reasonable risk profile is critical to an applicant’s success.