Northern Beef Development

The Department of Primary Industries and Regional Development’s Northern Beef Development (NBD) is a two-year project that aims to support the northern beef industry to become a more prosperous, resilient and sustainable sector.

**Business Improvement Grants Program Round 2**

**Terms and Conditions**

**Program purpose**

The Northern Beef Development project’s Business Improvement Grants program is an incentive to assist commercial cattle producers in the pastoral regions of the Kimberley and Pilbara to enhance their competitiveness and growth prospects, by connecting them with business advice and mentoring support to implement business plans and incorporate best management practices.

To be eligible for the program, applicants will be:

- A commercial beef cattle production pastoral enterprise with a registered Australian Business Number (ABN) operating in the Kimberley and Pilbara regions as defined by the Pastoral Industry Survey 2010, and
- The above enterprise (ABN) did not participate in the original round of the Business Improvement Grant program.

As a result of accessing the program, applicants will have a greater awareness of the drivers of economic performance in their business, such as production costs, risk management strategies, marketing strategies and other best management practices to improve the productivity and productivity of their enterprise.

This approach is aimed at leaving a legacy post-Northern Beef Development, whereby pastoral businesses will adopt a process of continuous improvement by regularly updating their business plans and continuing to engage consultants to improve their business performance through benchmarking.

Applications will be considered for approval on a first-come, first-funded basis, subject to the program funding constraints. If the application is approved, the applicant will be sent an Approval Letter which will specify the amount of the grant requested and list the program activities to be completed under the terms of the grant.

A grant provided under the program shall be governed by the program’s Terms and Conditions, the Approval Letter, and the Statement of Certification in the application.

**Funding Level**

Under the program, approved applicants are eligible for reimbursement up to a maximum of $25,000 (not subject to GST) to engage a consultant for the purpose of conducting a business improvement review and assisting with the implementation of business improvements to meet the domestic and export market specifications and demand for WA beef and live cattle.
Definitions

In the program Terms and Conditions, the terms have the following meanings:

- **Applicant**: the person or persons who own the business or the authorised representative of the business owner.
- **Application**: the program application form and all document required to be submitted pursuant to that form and the program Terms and Conditions.
- **Approval Letter**: the letter sent by the Department of Primary Industries and Regional Development (DPIRD) to notify the applicant that their application has been successful, specifying the amount of the approved grant funds and Terms and Conditions for reimbursement of the grant.
- **Australian Business Number (ABN)**: A unique 11-digit number that identifies a business registered in Australia.
- **Commercial beef cattle producer**: a beef cattle enterprise that is a commercial scale and is the primary income source of the business.
- **Consultant**: a person who is suitably qualified to provide professional advice and mentoring support to assist the applicant to achieve business improvement.
- **DPIRD**: the program provider - the Department of Primary Industries and Regional Development.
- **Denial Letter**: the letter sent by DPIRD to notify the application that their application was unsuccessful under the Terms and Conditions of the grant.
- **Executive Summary**: a summary of the NBD Key Performance Indicators and the prioritised strategies identified in the business plan.
- **Goods and Services Tax (GST)**: a broad based tax of 10% on most goods, services and items sold or consumed in Australia.
- **Independent professional**: services provided by a third party person or entity who is at arm's length, and who is not a relative or business associate of the applicant, including a shareholder, member or partner who is actively carrying on farming or business on behalf of a corporation.
- **Key Performance Indicators (KPIs)**: a business measure used to evaluate factors that are crucial to the success of a commercial enterprise.
- **Milestone report**: major progress points for reporting and reimbursement of payments throughout the program.
- **Northern Beef Development project**: the two year project delivered by DPIRD.
- **Out of pocket expenses**: expenses incurred by the applicant over and above the maximum amount of $25 000 funding, which shall be the responsibility of the applicant.
- **Part 1**: the first part of the program, the business improvement review, which is compulsory for all applicants.
- **Part 2**: the second part of the program, the business improvement implementation, which is conditional on completion of Part 1, Milestone 1.
- **Pastoral lease**: a pastoral lease as defined by the Pastoral Industry Survey 2010.
- **Pastoral sub-lease**: an agreement between the owner of a pastoral lease, as defined above and a third party.
• **Program:** the Business Improvement Grants Program Round 2.

• **Program Terms and Conditions:** the terms and conditions for the program set out in this document, as may be amended.

• **Reimbursement:** payment of incurred costs for eligible activities, as defined in the Approval Letter.

• **Royalties for Regions:** the State Government funding program administered by the Department of Primary Industries and Regional Development.

• **Round(s):** the term of funding for the purposes of delivering Part 1 and Part 2 of the program.

• **Term:** the period between the start date and the end date stated in the Approval Letter.

**Eligibility**

• Applicants must be a commercial cattle producer (which includes family businesses, companies and Indigenous corporations) in the Kimberley and Pilbara pastoral regions of Western Australia, as defined by the boundaries outlined in the 2010 Pastoral Industry Survey.

• Applicants must have a registered ABN for the purposes of conducting beef cattle production.

• The applicant’s ABN, as described above, must be registered for GST.

• Only one application will be approved for each registered business (ABN), which may have multiple pastoral leases or sub leases.

• Applicants of a registered business (ABN) who participated in the original Business Improvement Grants program are ineligible to apply for the new round. However, if the participants successfully completed Part 1 and Part 2 of the program, they are eligible for further funding of up to $3000.00 to complete two additional annual reviews, Part 1, MS4 and MS5, as an extension of the original program.

• Where a company has multiple pastoral leases with multiple ABN’s, they are eligible to apply for each business number provided the primary purpose of each business (ABN) is a commercial scale beef cattle production enterprise located in the defined Pilbara and Kimberley regions.

• Each business must complete an individual business plan per application.

• The person or persons who meet the eligibility criteria and submit an application shall be jointly and severally liable.

• To be eligible to access Part 2, the applicant must have met the requirements for Part 1 Milestone 1, and have been approved to progress to Part 2.

**Funding level**

Under the program, approved applicants are eligible for reimbursement of up to a maximum of $25 000 (not subject to GST) to engage a consultant for the purpose of conducting an independent business improvement review, and incentives funding to implement business improvement priorities identified in the business plan.
Program activities

The Business Improvement Grants Program Round 2 will be delivered in two parts:

Part 1 provides incentive funding capped at $10 000 (not subject to GST) for a business improvement review and business plan. On completion of Milestone 1, the business review and business plan, applicants will provide DPIRD with an Executive Summary listing specific KPI’s to be met by agreed dates, and milestone progress reports following annual reviews on the anniversary of the agreed date. These will capture the physical and financial impact of implementing beneficial improvements under the program.

In Part 2, applicants have the opportunity to apply for incentive funding up to a total of $15 000 (not subject to GST) to implement strategies identified and prioritised in the business plan. Strategies identified in the business plan will be expected to improve business productivity and competitiveness and may include specialised consultant services and/or equipment.

All applicants will complete Part 1 business improvement review activities, including:

- A business review of current business position, measuring the physical and financial health of the beef production enterprise (Milestone 1).
- A business plan, or review of a current business plan, if less than two years old (Milestone 1).
- Prioritised implementation strategies to improve the business (Milestone 1), and
- Two annual reviews of specific KPIs (Milestones 2 & 3).

Approval for incentive funding for Part 2 business improvement implementation will be conditional on completing the Part 1 Milestone 1, business review and business plan.

Part 2 implementation priority activities may include additional specialised consultant services and/or equipment, as identified in the business plan.

Applicants will be responsible for engaging an independent professional with the necessary skills, qualifications and experience to successfully complete the business review and business improvement plan. The professional will have experience in at least one of the fields of business planning, financial planning, agricultural consulting and northern pastoral beef production systems.

Applicants

Applications must be received for Part 1 by 5.00pm Friday, 10 August 2018.

Submitted applications must include an application form, Statement of Certification and all other documents required to be required to be submitted, pursuant to the program application form.

Applications are must be submitted to DPIRD’s Northern Beef Development project on the DPIRD online grant management program, SmartyGrants.

Applications for Part 2 will be by invitation only, following the successful completion of Part 1 Milestone 1.

Applications for Business Review Part 1 and Implementation Part 2 will only be accepted for activities that are to be completed between 10 August 2018 and 30 June, 2019.

Applications that list any activities or expenditure that were completed by the applicant prior to the date of approval will not be accepted.
Applications must be certified by, or on behalf of, a properly authorised representative of the applicant. This person or persons will be nominated by the applicant in the application.

The application will not be considered complete unless the Statement of Certification on the program online application form is completed.

Submission of an application form does not entitle the applicant to a grant under the program.

The applicant acknowledges that the grant may not be sufficient to cover the entire cost of the planned business improvements, and that the applicant shall be solely responsible for the out of pocket expenses over the limit of the grant.

If the applicant’s application is approved by DPIRD, the applicant will be sent an Approval Letter.

A grant provided under the program will be governed by the program’s Terms and Conditions, the Approval Letter, and the Statement of Certification in the application.

Reimbursement

- Grant payments will be made on a reimbursement basis only, based on the expenses for the scheduled milestones incurred and claimed by the applicant and approved by DPIRD and completed pursuant to the Approval Letter during the term.

- The only eligible expenses for which the applicant may claim for reimbursement are those expenses listed in the Approval Letter which are directly incurred by the applicant to complete the activities during the term.

To make a claim for reimbursement, the applicant must submit:

- Milestone reports from the consultant as stated in the Approval Letter.
- A copy of the invoice and proof of payment for consultant’s services and/or goods and services.
- Quote the SmartyGrants business application number generated upon application.
- Reimbursement payments will be made upon receipt of the documents noted above.
- The amount of the grant stated in the Approval Letter may be adjusted based on approved eligible expenses claimed by the applicant but will not exceed the maximum of $25 000 (not subject to GST).

Reporting requirements

The applicant will provide a consultant’s report in writing to the satisfaction of the funding provider and on the dates specified in the Approval Letter.

**Part 1:** Business improvement review process has three milestone reports including:

2. First annual review against the business improvement KPIs due by anniversary of Part 1, MS1.
3. Second annual review against the business improvement KPIs due by anniversary of Part 1, MS1.

The executive summary will include prioritised strategies identified in the business improvement plan, and specific KPIs that measure productivity gains noted below.
Essential KPIs:

- kilograms (kgs) of beef produced/adult equivalent.
- labour efficiency cattle adult equivalents per full-time equivalent labour (AE/FTE).
- female sales (as a % of total annual sales).
- average price received ($ per kg liveweight sold).
- cost of production ($ per kg liveweight sold).

Desirable KPIs:

- reproductive rate %.
- herd mortality rate %.
- sale weight/head sold (all sales).
- gross value/head sold (all sales).
- annual growth rate of weaners (or other classes of cattle).

The 2019 and 2020 annual reviews will include progress against the KPI’s and the priority strategies listed above.

**Part 2:** Business improvement implementation has a written final report describing:

- Objectives that were met by the applicant as a result of implementing the approved business improvements.
- Successful aspects of the completed activities, and recommendations for improvement.
- A copy of deliverables implemented as part of the program.

**Verification and certification of information provided**

- The applicant will certify that the information contained in the application and attachments, and all details subsequently provided, are true and correct.
- The applicant will certify that the pastoral business listed as ‘The Applicant’ meets the eligibility criteria detailed in this application.
- The applicant will authorise DPIRD to seek any additional relevant information it may require to process this application.
- The applicant will request and authorise any parties to supply such information as requested by DPIRD.
- The applicant will declare that they are authorised to make this certification.
- The applicant will confirm that they have uploaded all documents as requested relevant to this grants program.
- The applicant will ensure their application is complete and correct before submitting it.
- The applicant confirms and understands that the Executive Summary and KPI’s and priority strategies submitted to DPIRD for reimbursement of this grant will be used for monitoring and evaluation of the NBD project.
- The applicant confirms and understands that the KPIs and strategies reported by each business to DPIRD will be reported in an aggregated form so as to protect the identity of an individual business.
The applicant confirms and understands that activities undertaken as part of this program may be profiled and used as case studies for the advancement of the northern beef industry.

The applicant confirms and understands that DPIRD will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with the guidelines, or arising from any discrepancies, ambiguities, inconsistencies or errors in an application.

The applicant confirms and understands that DPIRD may request clarification information from an applicant and allow them to remedy any discrepancy, ambiguity, inconsistency or errors in an application.

The applicant confirms and understands that any activities that were completed by the applicant prior to the date the application was approved will not be accepted.

The applicant confirms and understands that DPIRD’s decision will be final and will be made at its absolute discretion.

**False or misleading information**

Applicants should be aware that the giving of false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*.

**Personal information and disclosure of information in application**

DPIRD may collect personal information from applicants for the purposes of administration, evaluation and assessment of an application. Personal information may be disclosed to other Western Australian government agencies and may be published on DPIRD’s website, provided disclosure is consistent with relevant laws, including the *Privacy Act 1988*.

Personal information will be used and stored in accordance with Privacy Principles. The [Privacy Policy is available on the website](#). Applicants may contact DPIRD about their personal information or to make a complaint. Applicants should note that basic information for awarded grants may be published by the Western Australian Government.

**Complaints process**

If an applicant is dissatisfied with the way an application has been handled by the department, a complaint may be lodged. The department will not reconsider applications as part of the complaints process. Complaints will be considered by a DPIRD officer independent of the application process, and the applicant will receive a response from the Complaints office.

**Potential taxation implications**

Funding may have taxation implications and applicants should seek independent taxation and financial advice from a suitably qualified professional if they have questions relating to this issue, before submitting their application.

**Changes to the program or the Terms and Conditions**

Applications will be considered for approval on a first-come, first-funded basis, subject to the program funding. The funding provider may change or terminate the program, or revise the terms and conditions, by posting the revised terms and conditions on the DPIRD website agric.wa.gov.au.