



evoke^{AG}. 2024 WA Side Event Funding Program Guidelines

Introduction

The Asia-Pacific region's premier agrifood tech event AgriFutures evoke^{AG}. is heading to Perth in 2024 – February 20-21.

The WA government is the City Host Partner and will be coordinating and supporting a range of complementary side events and activities during the event period.

The Department of Primary Industries and Regional Development (DPIRD or Department) is leading the WA Government's partnership with evoke^{AG}. organiser AgriFutures Australia.

The 2024 evoke^{AG}. theme is 'Exceptional Edge'. This theme represents a relentless pursuit of innovation within the ag sector and across the Asia-Pacific region at a critical juncture for the sector. The event will showcase cutting-edge technologies, disruptive business models, research and development, and sustainable practices with the potential to transform the future of the agriculture sector and value chain.

For more information about evoke^{AG}. 2024 please see the [event website](#).

About the WA Side Event Funding Program

The 'evoke^{AG}. 2024 WA Side Event Funding Program' will provide funding of up to \$10,000* for side events and activities that align with Western Australia's hosting of evoke^{AG}. 2024, including the event's key themes, and support the [Western Australian Innovation Strategy](#).

Examples of events and activities that will be supported include trade shows, investment forums, workshops, roundtables and site tours.

Examples from the evoke^{AG}. 2023 conference in Adelaide include:

- Agritech Meetup South Australia
- AgTech and Innovation Policy Roundtable
- Aquatic Sciences Centre Tour
- Grower workshop: Building soil carbon in cropping systems
- More examples can be found [HERE](#)

Further information on the key themes of evoke^{AG}. 2024 can be found [HERE](#)

DPIRD is aiming to secure a diverse calendar of events that showcase WA and offer a range of experiences for attendees of evoke^{AG}. 2024.

* In certain cases, funding amounts over \$10,000 may be awarded – please see the Key Information section below.

Key Information

Please ensure you read all information in these Guidelines prior to submitting an Application.

- Making an application to the evoke^{AG}. 2024 WA Side Event Funding Program does not guarantee funding from the State.
- Event holders can request funding up to the value of \$10,000.
- Funding amounts over \$10,000 may be considered at the DPIRD's discretion if the event is clearly a valuable opportunity for the State and has strong alignment with the evoke^{AG}. 2024 program and themes.
- The level of funding being requested should be commensurate with the size and scale of the event.
- The event holder should have proven experience in delivering events and budgets of a similar scale to the event proposed.
- Funding will be awarded through a competitive process. Due to budgetary constraints, some events that meet the criteria may not be awarded funding.
- The WA Side Event Funding Program will only support one application for funding per event.
- Assessments are conducted primarily on the information provided in your Application Form. Please ensure all sections are completed prior to submission to maximise your chances of success.
- Applications should be submitted via the online Application Form.
- Funding recipients will be required to sign a WA Side Event Funding Agreement, assuming full financial and operational responsibility of the event.
- If successful, awarded funding amounts are considered strictly confidential.
- Funding decisions are final.

Application Process

Timeline and Process

The timeline and process outlined below applies to all funding requests.

Activity	Deadline Date
Submit application	End of the EOI period
Outcome of funding request	Approximately 1 month after the EOI period (early November 2023)
Side Event Funding Agreement signed	Approximately 3 months prior to the event (mid to late November 2023)

Following submission of the Application Form, DPIRD will review the application against the criteria and determine what level of funding, if any, will be provided. All decisions made throughout the process are at the sole discretion of the Department.

Successful applicants must sign a WA Side Event Funding Agreement before receiving any form of payment from the Department. Further information on the WA Side Event Funding Agreement is outlined in Section 6.1.

Application Form

All applications requesting funding through this program should be submitted via the Application Form <https://forms.gle/WQVTY21nNSxmVdYe9>

Before completing your Application Form, please ensure you have thoroughly read these Guidelines. Additional reading resources include:

- The evoke^{AG}. website
- The WA Government's evoke^{AG}. website

Assessments will be conducted primarily on the information provided in your Application Form, so please ensure all sections are completed prior to submission. During the assessment process, independent due diligence may be conducted by DPIRD on all applications.

Any further questions can be emailed to evokeag.wa2024@dpiird.wa.gov.au.

Notification of Outcomes

Notification of the outcome will be sent to the registered email address provided in the Application Form.

All decisions are made at the Department's discretion and are final.

Eligibility Criteria

Eligibility

- The event must be held in WA and be aligned with evoke^{AG}. 2024.
- The event must occur between Monday 12 February and Wednesday 28 February.
- The event must be considered a business event with alignment to the agritech industry and related fields*.
- The event must provide opportunities for WA Government involvement, as outlined in the terms and conditions.
- The event must include at least some tickets for either evoke^{AG}. attendees or the wider public, whether free or paid. Fully closed/private events won't be considered for funding.
- If eligible and approved, your event may be added to the official evoke^{AG}. and WA government event calendars (at the discretion of evoke^{AG}. and DPIRD).
- The event organiser must have an ABN.

*An event refers to a planned gathering or occasion. This involves activities such as conferences, seminars, workshops, exhibitions, trade shows, field demonstrations, or similar initiatives that aim to promote and showcase advancements, research, technologies, or practices in the agrifood and agritech industry.

Ineligibility

Applications for funding will be considered ineligible if:

- The funding request is for permanent infrastructure or for costs not associated with the proposed event.
- The proposed event is a standard meeting for an organisation or business, including but not limited to a members or board meeting or an Annual General Meeting.
- The proposed event is a launch event for the establishment of a new business or organisation.
- The proposed event is a general networking function.
- The proposed event is not held in Western Australia.
- The proposed event does not have a clear link to evoke^{AG}. 2024 themes.

Assessment Criteria

Funding Criteria

The Department will assess all applications against the following criteria.

- Industry and market – alignment to evoke^{AG}. 2024 and the agritech sector.
- Economic impact – ability to generate economic activity in WA.
- Event size and profile – including level of attendance and calibre of speakers.
- Regional activation – events and activities that encourage regional engagement are desirable.
- Marketing and event budget – level of marketing and media generated as a result of the event and evidence of a stable event budget with a mix of revenue streams to support the proposed event activity.
- Operational – ability of the event holder, or appointed management company, to appropriately deliver and manage the proposed event.
- Level of funding from other sources including the applicant's own internally sourced funding is being allocated to support the proposed event.

Successful Applicants

Funding Agreement

If successful, all applicants will be required to enter into a WA Side Event Funding Agreement with DPIRD. If an applicant is of the view that they may not be in a position to enter into an Agreement with a state government body such as DPIRD, they should reach out to the Department at evokeag.wa2024@dpiird.wa.gov.au prior to submitting an application.

This Agreement includes various obligations, protections, terms and conditions for both the applicant and DPIRD.

If successful, funding will be tied to the achievement of various milestones including (but not limited to):

- Receipt of insurance Certificates of Currency from the organisation and/or venue.
- Completion of a funding benefits evaluation form to be provided by DPIRD after the event and provision of event photographs and/or videography (with approval to reproduce from the event photographer), within 30 days of completion of the event.

Funding Recognition

If successful for funding, the level of recognition will be agreed between the event holder and the Department.

Examples of recognition include, but are not limited to:

- Public acknowledgment of the assistance provided.
- Displaying signage such as pull-up banners and/or brochures at the event.
- Providing an agreed quantity of complimentary tickets for the Department or other State Government representatives to attend.
- Providing speaking opportunities for DPIRD or other State Government representatives.
- Providing the Department with a complimentary event booth if relevant.
- Acknowledgement of the assistance provided via databases of members or access to social media channels.

Contact

Further information about evoke^{AG}. 2024 is available at [evoke^{AG}.](https://evokeag.com.au) and by contacting the evoke^{AG}. project team at evokeag.wa2024@dpiird.wa.gov.au or +61 8 9368 3693.

Further Information and Conditions

Freedom of Information, Confidentiality and Disclosure of Information

Applicants must keep confidential any contractual dealings with the state (including DPIRD) about their application, including any financial assistance offered, but may make disclosures to advisors who are under an obligation of confidence or if required by law.

Applicants are informed that the Department is subject to the Freedom of Information Act 1992 (WA), which provides a general right of access to records held by state agencies and local governments, subject to some exemptions.

Applicants are advised that information pertaining to the receipt of state financial assistance will be tabled in the Western Australian Parliament. This information could include the name of the recipient, the amount of the assistance, the name of the investment and a brief description thereof. This could result in requests for more details to be released publicly.

Successful applicants should be aware that their event name, organisation's name and event description may appear on the Department's website.

The Department (including the State) reserves the right to discuss an application with a third party if it is deemed necessary to assist in assessing the Event Support application.

State agencies are subject to legislative and administrative accountability and transparency requirements of the state, including disclosures to the Western Australian Parliament and its Committees. As such, applicants should be aware that disclosure of information outside of state agencies may occur if the information is required or authorised to be disclosed by law.

Privacy statement

Information provided by applicants or collected by DPIRD in relation to an applicant or their application may be used in the administration of the Event Support program and in the assessment of their application.

The Department will store personal information collected in this process, supporting documentation and any Event Support program administration, monitoring and evaluation activities in compliance with its obligations under the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

Intellectual Property

Any intellectual property rights that may exist in the application will remain the property of the applicant or the rightful owner of those intellectual property rights.

Any part of the application considered to contain any intellectual property rights should be clearly identified by the applicant. The applicant grants to DPIRD (and will ensure that relevant third parties grant) a permanent, non-exclusive, irrevocable licence to use, communicate and reproduce the intellectual property in the application for the purpose of administering the Event Support program excluding commercial use.

No Legal Relationship

These Guidelines, the submission of an application, and any communications between the applicant and the state does not create any legal relationship, an offer to enter into any contract, or a process contract or any contract-like obligation between the applicant and the state.

Neither these Guidelines nor any other document shall create or give rise to any legal or equitable rights or obligations; such rights or obligations shall only come into being if and when a legally binding Agreement is formally executed between the applicant and the Department.

Reservation of Rights

DPIRD (inclusive of the state) reserves the right at its absolute discretion to administer the Event Support program in such manner as it sees fit and may:

- change the scope, structure, purpose, processes, procedures, terms of participation in and timing of the process including any aspect of these Guidelines such as the eligibility and assessment criteria
- request additional information or clarification from any applicant or conduct due diligence as outlined in these Guidelines
- take into account any information from its own and other sources (including state agencies or advisors)
- accept or reject any application, having regard to these Guidelines or any other matter which the state considers relevant, including limitations on the budget available under the Event Support program.

Exclusion of Liability

Applicants are wholly responsible for their own costs and expenses whatsoever incurred in preparing their application and in any way associated with developing, preparing and submitting the Application Form (irrespective of whether or not the application is considered successful or unsuccessful for funding).

Without limiting the above, the applicant releases the Department (including the state) from all liability in respect of the process. DPIRD is not liable for any loss, expense, cost or damage incurred by the applicant in any way including, but not limited to:

- the preparation or submission of the application
- any exercise, or performance of, or failure of the Department to exercise or perform any rights, obligations, or duties under these Guidelines
- otherwise in connection with these Guidelines or the process.

Appendix 1: Glossary

The following terms are defined for the purposes of this document.

Term	Definition
Applicant	The applicant/s identified in the Application Form.
application	An application (or relevant part of an application) for the Side Event Funding Program, including any supporting and/or additional information.
Department	The Department of Primary Industries and Regional Development (DPIRD)
Side Event Funding Program	A special funding program to support side events in WA aligned with the evoke ^{AG} . 2024 event in Perth
Guidelines	These guidelines for the evoke ^{AG} . WA Side Event Funding Program
State	The State of Western Australia.

Important Disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

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