



Department of
**Primary Industries and
Regional Development**

WA Agrifood and Beverage Voucher Program Round 5

Frequently Asked Questions (FAQ)



Frequently Asked Questions

These Frequently Asked Questions apply to vouchers for the **Western Australia (WA) Agrifood and Beverage Voucher Program** run by the Department of Primary Industries and Regional Development's (DPIRD) Food Industry Innovation program.

The Voucher Program will open to applications on **9:00AM (WST) on Friday 20 October 2023**.

The closing date for applications is **5:00PM (WST) on Monday 04 December 2023**.

1 Eligibility

1.1 Why are there eligibility restrictions around location and product type, and location of Service Provider?

This Voucher Program, with up to \$800 000 available, is funded by the Government of Western Australia through the Royalties for Regions (RforR) fund (37%) which has a legislative requirement for benefits to flow to regional (non-metropolitan) communities; and DPIRD Central Funding (63%). Eligibility and merit-based selection criteria including annual sales turnover, business location, and sourcing of inputs are used to align delivery of the program with the intent of the funding sources.

The funding is provided by the Government of Western Australia, and it is preferred that Applicants source quotes from Service Providers that maintain a base of operations in Western Australia. This program supports Business Ecosystem development objectives, and it is envisioned that Western Australian Professional Service Providers will have the opportunity to grow and evolve along with the Western Australian Food and Beverage businesses they advise via this program.

Western Australia exports 93% of its agricultural produce in bulk, non-value added form. One of the aims of this program is to help WA Agrifood and Beverage build on the 7% value added products exported. This program is also aimed at broadening the economic base of Western Australia, please see the [Diversify WA Economic Framework](#) for more information.

1.2 My business hasn't been operating for more than 18 months, am I eligible?

No. Only businesses that have been operating for a minimum of 18 months can apply. This program is targeted at established small businesses rather than start-ups. After the

first 18 months, your business should have: developed a business plan; undergone some product or market testing; consolidated some revenue streams and be looking to grow new ones.

The 'Transitioning to Manufacturing' vouchers are intended to support well established, profitable production businesses to transition to value-add and manufacturing with the raw product they grow.

Start-ups and new businesses are mostly assisted through the [Small Business Development Corporation \(SBDC\) Business Local Program](#) and other programs such as the DPIRD supported AgriConnect and Harvest workshops by AgriStart.

1.3 My business doesn't have an ABN or ACN – can I apply?

No. Only food and beverage businesses with an ABN or ACN – who are registered and operating in or expanding into Western Australia from other Australian states can apply.

1.4 Can I apply if I have already received a DPIRD, AusIndustry or similar grant?

Likely. If the grant you have already received relates to the services or project you are requesting funding for under this funding round (or other DPIRD grant), then you will not be eligible to apply. However, if the grant you have received relates to a different project/aspect of your business then you may still be eligible to apply.

You should contact DPIRD before applying.

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About the voucher categories

2.1 What's the rationale behind these categories of vouchers?

This voucher program is designed to integrate with other incentive programs offered by DPIRD.

The voucher categories are based on activities that research has shown have a statistically significant positive impact on the resilience, competitiveness and growth of Small to Medium Enterprises (SMEs) in WA and elsewhere around the world.

'Transitioning to Manufacturing' vouchers (under the Manufacturing for Business Growth category) are designed to support Western Australian producers diversify and manufacture with their raw produce. Increasing the proportion of Western Australian produce that is value added to before export is a key aim of this program. Voucher categories have also been identified as needs in [studies](#) such as Pathways to Competitiveness, Target Market Opportunities, and Premium Market Opportunities.

The Environmental Sustainability and Social Responsibility category is included to support businesses adjust to contemporary market expectations around environmental stewardship in manufacturing, and supports ESG and Net Zero activities.

2.2 Will I need to obtain a quotation before I apply?

Yes. Your application will need to include a service proposal/quotation from the service provider you wish to engage. This will need to be uploaded to your application in SmartyGrants. We encourage the use of Western Australian service providers. Only one quote per voucher application should be submitted. A successful voucher application will result in a single voucher being provided, to contribute to the payment, via one transaction, to a single service provider.

DPIRD has developed a [Food and Beverage Professional Services Provider Directory](#) and though there is no prerequisite for service providers to be on this list to be eligible to quote for the program, it may help you identify a number of potential providers for your food and beverage business. We recommend you contact us to discuss your proposal.

2.3 Can I submit multiple quotes from different providers for a collection of activities that combine for a single project?

No. Only one quotation should be uploaded per application. DPIRD may support multiple service providers working together to achieve project outcomes, with the understanding that service providers may not maintain all services in-house. Where this is attempted, a single service provider should be identified as the Principal. This provider will generate the quote with other (sub) providers identified in line items, with the services they will deliver and the cost included.

DPIRD will pay a single service provider (the Principal) in a single transaction when the voucher is redeemed. All payments to (sub) providers that are not the provider that presented the quote will be the responsibility of the Principal Provider or the Applicant. Descriptions/Bios of the sub-providers' skills and experience should be uploaded to the application.

Applications with multiple quotations uploaded will only have the first quotation considered by the Evaluation Panel.

2.4 What types of activities are NOT eligible for funding?

Funding cannot be spent on the following:

- Capital expenditure
- Internal costs, salaries or resources of the applicant
- Software and hardware purchases
- Interpreting and translation (with the exception of branding or promotional translating associated with broader promotional campaigns or for product labelling and packaging under the Export Capability Development stream)
- Costs associated with minor or non-technical alterations of a physical product to suit a specific market
- Costs associated with applying for government grants and public funding programs
- Basic professional services such as ongoing, routine accounting, tax and legal business

- Routine maintenance requirements, licensing, costs associated with export documentation, legal/intellectual property costs and financing fees
- Services relating to import activities
- Projects where the primary purpose relates to offshore manufacturing
- Intellectual property fees and charges associated with registering domestic or international patents or other intellectual property enforcement expenses
- Any administrative fees or surcharges for administering the expenditures listed above
- Any other expenditure as determined by the Department that does not meet program conditions
- Projects that are not located, in or benefitting Western Australia
- Core business expenses not directly related to the proposed project
- Relocation of employees, or employee salaries.

Ineligible line items included in a quote will be subtracted when voucher value is finalised.

2.5 Can I apply to fund activities that have already commenced?

No. Only activities which commence following written advice of a successful application will be supported.

2.6 When does the project have to be completed by?

The consultancy advice must be completed by 30 May 2024.

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Application

3.1 How do I apply?

All applications must be submitted online using the **SmartyGrants** application form, please see <https://dpird.smartygrants.com.au/AFBvoucherprogramR5> for more details and completion of the application.

Applications must be completed by appropriately authorised members of the applying business. Applications must not be completed on behalf of the eligible business by third parties (consultants, for example). This is to ensure applying businesses are appropriately vested in the program, and the outcomes of the supplied services.

3.2 How will I know if my application has been received?

Once you have submitted your application(s), you will receive an email acknowledging receipt.

3.3 Can I update/revise my application after it has been submitted?

Yes. If you wish to revise your application prior to the closing date, please email GrantSupport@DPIRD.wa.gov.au and provide your application number to have it re-opened.

3.4 Can I apply under any category?

Yes, unless you do not have a business plan, in this case, you are only eligible to apply under category 1 (Business Planning). This is because DPIRD recognises the benefit for businesses in having a business plan and the risk of not doing so. Therefore, to reduce the risk to both DPIRD as the funder and the business, funding for Business Planning is the first step for business who do not yet have a plan.

There is a limit of two vouchers per business, to a maximum of \$20,000 (plus GST) in this round. Separate applications will need to be completed if applying for two vouchers, and each voucher requested must be from different voucher categories.

3.5 I am having difficulties with the Smarty Grants application form – who can I contact?

For technical issues or queries with the Smarty Grants application form, please contact GrantSupport@DPIRD.wa.gov.au

3.6 Are late applications accepted?

No, applications will not be accepted after the closing date. There may be future rounds.

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Further Information

4.1 How much do I need to contribute and how is the Professional Service Provider I select paid?

Voucher recipients will need to match the amount stated on the voucher, which will reflect a \$1 to \$1 contribution to the professional service provider you procure. DPIRD will pay the provider you select to deliver the service by honouring the dollar amount printed on the voucher.

You will be responsible for payment of the balance owed to the provider at the conclusion of the service, prior to DPIRD honouring the voucher. The provider will be required to present DPIRD with a tax invoice, bank transfer receipt or similar, for the amount shown on the voucher (ex GST). Recipients will receive detailed instructions about this process with their voucher/s.

4.2 What happens if the project cost is more than the maximum amount I can apply for?

If the cost of the services you request from the Professional Service Provider you propose to spend more than the maximum amount (excluding GST), you (the applicant) will be required to pay the excess amount.

5 Application Outcome

5.2 Will all eligible applicants be successful?

No. All applications will be assessed by an evaluation panel on their responses to each of the application criteria. It is a competitive process and will depend on the level of demand for the voucher program.

5.3 What happens if my application is not eligible or I miss out?

If your application for a voucher/s is unsuccessful, an officer from the Agribusiness Food and Trade team will be available to discuss any other support DPIRD may offer.

6 Have another question?

For further information and clarification, contact Tilwin Westrup by email FoodIndustryInnovation@dpiird.wa.gov.au, or phone 0467 787 133 up to one week prior to the close of applications.

