Testing Traceability Systems Grant Program

Guidelines for Applicants

These guidelines contain information for applicants and should be read prior to proceeding with any application.

25 March 2022

Contents

Testing Traceability Systems Grant Program

1   Program overview

1.1   Who can apply for funding?

This program is targeted at companies with traceability platforms, universities, agricultural industry peak bodies, and agricultural industry grower groups. The grants will provide an opportunity:

- to test traceability technologies and systems suitable for use in a plant biosecurity emergency;
- to understand supply chains and gauge interest in traceability, and the systems that enable it; and
- for Government to understand the level of impost that traceability systems place on plant and plant product industries and their supply chains.

The Grant Program is open to all applicants listed in section 2.2, with the exception of those listed in section 2.3.

1.2   Activities that can be funded

The Grants are available to fund projects which test traceability systems' ability, within plant and plant product industries and their supply chains, to trace products in a plant biosecurity emergency.

Food Standards Australia New Zealand define traceability as 'the ability to track any food/fibre through all stages of production, processing and distribution (including importation and at retail)'[1]. However, this definition is specific to food. The Testing Traceability Systems Grant Program encompasses all commercially produced plant and plant products, including nursery stock, seed, and unprocessed livestock feed.

The funding can be used for labour costs, travel costs, and purchase and maintenance of hardware, software and equipment. Other activities may be funded, at the discretion of the Honourable Alannah MacTiernan MLC, Minister for Agriculture and Food.

1.3   Activities that cannot be funded

Grant funding cannot generally be used for capital works and/or ongoing or recurrent costs.

1.4   Funding limits and timeframes

Individual grants of up to $25 000 (exclusive of GST) will be available to successful applicants. The Program will cover projects/activities that are carried out over a

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[1] FSANZ 2017, Food traceability, Food Standards Australia New Zealand.

maximum of 8 weeks, ideally between 7 June 2022 and 2 August 2022. Should more time, or a later start date for the proposed project be required, please contact the Grant Program team prior to submission.

2 Eligibility requirements

2.1 Application eligibility requirements

To be considered for funding through this Program, applicants need to complete and submit an application. This will require completing a standard form through the DPIRD SmartyGrants platform which must be received by the closing date, 19 April 2022.

2.2 Applicant eligibility criteria

To be eligible to apply for funding, applicants must:

- have an Australian Business Number (ABN);
- be a permanent resident of Australia;
- have an account with an Australian financial institution;
- be undertaking the testing of the traceability system within Western Australia. The project can encompass part of supply chains in other jurisdictions, and/or in other countries, however the primary producer of the plant and/or plant product must be located in Western Australia; and
- provide evidence that the grant activity has entity support, and that the applicant can complete the grant activities or project and meet the costs of the grant activities not covered by the grant.

The applicant must be one of the following entity types:

- A company incorporated in Australia.
- A company incorporated by guarantee.
- An incorporated trustee on behalf of a trust.
- An incorporated association.
- A partnership.
- A joint (consortia) application with a lead organisation.
- A registered charity or not-for-profit organisation.
- A publicly funded research organisation, which may include, but is not limited to Universities, Cooperative Research Centres and CSIRO.
- An individual; and/or
- An Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*.

Further information on these requirements is available from the Grant Program team.

2.3 Applicants who are specifically NOT eligible

Applicants will **not** be eligible for funding if they are:

- political parties, religious organisations, applicants seeking capital or recurrent funding;
- a Commonwealth, state, territory or local government agency or body (including government business enterprises);
- unincorporated association; and/or
- overseas resident/organisation.

2.4 Applicant additional information required

Applicants will be required to supply the following relevant information:

- Identify if the applicant is an individual, group or organisation.
- If they are a trustee of a trust, a copy of the trust deed that outlines that the trustee has the power to make application and to sign the funding agreement with the Western Australian State Government.
- Verify legal status, e.g. through supply of Australian Company Number or incorporated status.
- An Australian Business Number (ABN).
- An acknowledgement that applicant is registered for GST, if applicable.
- Evidence of current insurance status (public liability and/or professional indemnity).
- Bank account details; and
- Physical and postal addresses.

2.5 Applicant funding contribution

The Testing of Traceability Systems Grant Program does not require cash or in-kind co-contributions from applicants. However, the maximum amount of funding available for each Grant is $25 000 (exclusive of GST). Should funding in excess of this amount be required for the proposed project, additional expenses, and how these will be met, either cash or in-kind, should be detailed by the applicant.

3 Assessment criteria

Applicants must address the following assessment criteria in the application. Assessment of the application will be based on the weighting proportioned to each criterion below.

The amount of detail and supporting evidence requested and provided in the application should be relative to the size, complexity and grant amount requested.

Criterion 1

Test a traceability system or several traceability systems (20%)

You must demonstrate this through identifying:

- which traceability system(s) will be tested;
- why the traceability system(s) have been chosen;
- how the system(s) will be tested to provide traceability in a plant biosecurity emergency;
- if several systems are tested, how these systems will be compared. Testing and comparison of several systems will be ranked higher than testing of a single system.

Criterion 2

Number and diversity of growers who will take part in the testing (20%)

You must demonstrate this through identifying:

- number of growers that will take part in the trial;
- plant and/or plant product industries the growers are involved in;
- the supply chains the traceability system(s) will be tested in (type of plant or plant product).

Criterion 3

Complexity of the supply chain the traceability system will be tested in (20%)

You must demonstrate this through identifying:

- number of participants within the supply chain;
- whether the supply chain is domestic, national or international.

Criterion 4

Identify how the systems to be tested meet global standards (15%)

Criterion 5

Use of local suppliers and products (5%)

Criterion 6

Communication of traceability, traceability system technology, and outcomes of the project (15%)

You must demonstrate this through identifying:

- methods of communication about the project to a broad audience;
- methods to sign up growers/supply chain participants to be part of the project;
- how the outcomes of the project will be communicated/reported.

Criterion 7

Return on investment (5%)

You must demonstrate this through providing:

- a thorough, justified budget;
- quotes for items over $1 000 to justify the funding requests;
- information on co-contributions, including written evidence if funding has been secured from other sources.

Applicants must address these assessment criteria in their application.

4 Application – How to apply for funding

Applications for the Testing Traceability Systems Grant Program funding must be submitted through the SmartyGrants platform here:
https://agric.smartygrants.com.au/TestingTraceabilitySystems

The digital form, on the SmartyGrants platform, details the information required from applicants to be considered for Program funding.

5 Assessment – How will the applications be assessed

The assessment process aims to objectively identify eligible applicants to whom funding could be awarded. Applications will be assessed by the Department of Primary Industries and Regional Development in the following manner:

- Applications will be firstly assessed to see if they are eligible for inclusion in the Program.
- Eligible applications will be assessed against the Program's assessment criteria (see Section 3 Assessment Criteria).
- A comparative assessment will occur.

An assessment report will be provided to the Executive Director Biosecurity with applicants informed of the outcome of the selection process by 31 May 2022.

6 Conflict of interest

Assessment team members will complete a conflict of interest (COI) declaration as part of the assessment process. An assessor will not participate in the assessment of applications where there is a perceived conflict of interest. The assessment team chair will be responsible for making judgements regarding conflicts of interest.

7   Notification of application outcomes

Notification of successful and unsuccessful applications will take place within one week of the decisions being made. Applicants will be informed of the outcome of their application by 31 May 2022.

Successful applicants will be informed by:

- initial formal email;
- letter of offer to negotiate a contract; and
- an announcement on the Program website.

Unsuccessful applicants will be informed in the following manner:

- Initial formal email.
- Letter regarding unsuccessful application, offer of feedback and contact details of person to provide feedback; and
- An announcement of successful applications on the Program website.

8   Contract arrangements

All projects must be approved, and the contract executed prior to project commencement. No retrospective payments will be made.

Successful applicants will be required to enter into a grant agreement between 31 May 2022 – 7 June 2022; and funded projects are scheduled to start on 7 June 2022 at the earliest.

There is a standard funding contract that sets out the terms and conditions of the funding. Contracting arrangements for this Program are:

- letter regarding successful application;
- program's standard contract;
- appointment to negotiate the contract;
- contract offer; and
- contract signing.

The contract must be signed and returned to the Grant Program team within seven days of the date of issue. The contract must be signed by both parties before the activity commences and receiving funds.

As a condition of funding, all grant recipients are required to provide a detailed final acquittal report to the Grant Program team within two weeks of the completion of the project. This is to be received no later than 16 August 2022.

Acquittal requirements for grant recipients will be specified in the standard contract.

9   Tax information

Funding provided to recipients under the Grant is regarded as payment for a supply. GST-registered grant recipients will therefore be liable for GST in connection with the grant.

The grant will be increased by the amount of GST payable. Recipients must provide a tax invoice for the GST inclusive value of the grant.

Applicants are encouraged to seek tax advice on the potential implications of obtaining funding.

10   Personal information and disclosure of information

Applicants are informed that DPIRD is subject to the *Freedom of Information Act 1992 (WA)*, which provides a general right of access to records held by the State Government agencies and local governments.

11   Intellectual property

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

Any part of an application considered to contain any intellectual property rights should be clearly identified by the applicant. The applicant grants to the State (and will ensure that relevant third parties grant) a non-exclusive, irrevocable licence to use and reproduce the intellectual property for the purpose of administering the fund.

12   Payment arrangements

The payment policy for this Program is as follows:
- Payments are made by DPIRD.
- Payments are made 70% in advance and 30% on acceptance of final report for the Testing Traceability Systems Grants; and
- Payments are made electronically to nominated accounts.

13   Reporting and monitoring requirements

The reporting arrangement for this Program is a final report to be made on the Program's reporting form.

Any project specific items to be reported on, will be identified in the contract.

The report is to be submitted online, on or before the due date.

A meeting will be held with each grant recipient mid-way through the project, to monitor progress.

The success of each of the activities/projects funded by the Program will be assessed as follows:

- The final report needs to contain a self-assessment, including the identification of lessons learnt from the activity both in terms of achievement and process.
- The final report needs to include applicant answers to the following questions:
  - Which traceability system(s) were chosen? Explain how it/they work.
  - How many growers tested the traceability system? What were the positives and negatives of using the system?
  - What were the challenges of implementing traceability? Estimated costs? Which system(s) worked best and why?
  - How many participants within the supply chain were involved in testing the traceability system? What were the positives/negatives for participants in the supply chain using the traceability system?
  - Based on the data collected in the testing, is movement of plant or plant products through the supply chain able to be mapped in full? How long does mapping take?
  - What were the key components of the system required for full traceability of the plant or plant products?
  - Describe any capacity changes for the lead organisation and participating organisations linked to the Project.
  - Describe any co-benefits realised through the Project.
  - Is there anything else you would like to add regarding the project?

14 Contact information

For further information on the Program please contact:

Grant Program Team
Phone: 9368 3977
Mobile: 0457 045 387
Email: traceability@dpird.wa.gov.au

15 Glossary of Terms

Applicant – The entity who makes the application for funding.

Application – An application (or relevant part of an Application) made to the State of Western Australia for funding under the Fund.

AWST – Australian Western Standard Time.

DPIRD – Department of Primary Industries and Regional Development.

Grant – Testing Traceability Systems Grant Program.

Grant Opportunity Type:
- **Open competitive** funding rounds have open and closed nominated dates, with eligible applications being assessed against the nominated selection criteria (and against other applications).
- **Targeted or restricted competitive** funding rounds are open to a small number of potential applicants based on the specialised requirements of the grant activity under consideration.
- **A non-competitive, open process** under which applications may be submitted at any time over the life of the grant opportunity and are assessed individually against the selection criteria, with funding decisions in relation to each application being determined without reference to the comparative merits of other applications; and
- **A closed non-competitive process**. For example, where applicants are invited by the entity to submit applications for a particular grant and the applications or proposals are not assessed against other applicants' submissions but assessed individually against selection criteria.

Guidelines – Are the guidelines for the program, this document.

Key Contact – The person to contact if there are any queries or information required in relation to the program.

Program Manager – The person responsible for managing the grant program.

Program Lead – The Director of the operational area responsible for the implementation of the Program on behalf of DPIRD (the fund provider).

Program Sponsor – The Executive Director of the operational area responsible for the implementation of the Program on behalf of DPIRD (the fund provider).

Program Provider – The program provider is (generally) DPIRD; the policy owner that establishes the program and is ultimately responsible for the program's underlying policy and program deliverables

SmartyGrants – Is the grant management software tool used by DPIRD.

16 Frequently Asked Questions

These Frequently Asked Questions apply to grants for the Testing Traceability Systems Grant Program. Applicants should read this document in conjunction with the **Guidelines for Applicants** prior to submission.

The Fund will open to applications on **Wednesday, 23 March 2022, 13.00 (AWST)**

The closing date for applications is on **Tuesday, 19 April 2022, 23.59 (AWST)**

1 Eligibility

1.1 Who is eligible to apply for funding?

To be eligible to apply for funding, applicants must:

- have an Australian Business Number (ABN);
- be a permanent resident of Australia;
- have an account with an Australian financial institution;
- be undertaking the testing of the traceability system within Western Australia. The project can encompass part of supply chains in other jurisdictions, and/or in other countries, however the primary producer of the plant and/or plant product must be located in Western Australia; and
- provide evidence that the grant activity has entity support, and that the applicant can complete the grant activities or project and meet the costs of the grant activities not covered by the grant.

The applicant must be one of the following entity types:

- a company incorporated in Australia;
- a company incorporated by guarantee;
- an incorporated trustee on behalf of a trust;
- an incorporated association;
- a partnership;
- a joint (consortia) application with a lead organisation;
- a registered charity or not-for-profit organisation;
- a publicly funded research organisation, which may include, but is not limited to Universities, Cooperative Research Centres and CSIRO;
- an individual; and/or
- an Aboriginal and/or Torres Strait Islander Corporation registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006.

For more detailed information please refer to Section 2 of the Guidelines for Applicants. Further information on these requirements is available from the Grant Program team.

1.2 My business doesn't have an ABN – can I apply?

To apply for funding through the Testing Traceability Systems Grant Program applicants must supply an ABN.

2   Funding limits, timeframe and eligible activities

2.1 What is the minimum and maximum funding available per application?

Individual grants of up to $25 000 (exclusive of GST) will be available to successful applicants.

2.2 What are the timeframes to commence and complete the project proposed in the application?

The Program will cover projects/activities that are carried out over a maximum of 8 weeks, ideally between 7 June 2022 and 2 August 2022. Should more time, or a later start date for the proposed project be required, please contact the Grant Program team prior to submission.

2.3 What types of activities are eligible for funding?

The Grants are available to fund projects which test traceability systems' ability, within plant and plant product industries and their supply chains, to trace products in a biosecurity emergency. The funding can be used for labour costs, travel costs, and purchase and maintenance of hardware, software and equipment. Other activities may be funded, at the discretion of the Honourable Alannah MacTiernan MLC, Minister for Agriculture and Food.

2.4 What types of activities are NOT eligible for funding?

Grant funding cannot generally be used for capital works and/or ongoing or recurrent costs.

3   Application

3.1 How do I apply?

All applications must be submitted online using the **SmartyGrants** application form, please see https://www.agric.wa.gov.au/testing-traceability-systems-grant-program for more details.

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

Once you have submitted your application, you will receive an acknowledgement email that it has been received. Please email traceability@dpird.wa.gov.au if you don't receive this.

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 traceability@dpird.wa.gov.au and provide your application number to have it re-opened. No updates or revisions will be accepted after applications close and your revised application must be resubmitted before the deadline on **Tuesday, 19 April 2022, 23.59 (AWST).**

3.4 I am having difficulties with the Smarty Grants form, who can I contact?

For technical issues or queries with the Smarty Grants application form, please contact traceability@dpird.wa.gov.au or telephone +61 (0)8 9368 3977 or +61 457 045 387.

4　　Grant value

4.1 What is the total grant value for grant?

The total amount of funds available for this round of funding for 2021-22 is $100 000 (exclusive of GST).

4.2 How much do I need to contribute? What happens if the project cost is more than the maximum amount that I can apply for?

The Testing of Traceability Systems Grant Program does not require cash or in-kind co-contributions from applicants. However, the maximum amount of funding available for each Grant is $25 000 (exclusive of GST). Should funding in excess of this amount be required for the proposed project, additional expenses, and how these will be met, either cash or in-kind, should be detailed by the applicant.

4.3 Can my application include collaborator(s)?

Collaboration between organisations and/or individuals is encouraged for the Testing Traceability Systems Grant Program, as outlined in the Assessment Criteria (Section 3

of the Guidelines for Applicants). Please include details of collaborators within your application.

5 | Application outcome

5.1 Will all eligible applicants be successful?

The Testing Traceability Systems Grant Program funding will be awarded based on demonstration of Assessment Criteria by applicants, and the outcomes of the assessment process. It is unlikely all eligible applicants will be successful.

5.2 When will grant funds be made available to successful applicants?

Successful applicants will be required to enter into a grant agreement between 31 May 2022 – 7 June 2022; and funded projects are scheduled to start on 7 June 2022 at the earliest. Funding will be provided to applicants following entry by DPIRD and the applicant into a grant agreement.

5.3 What are the project reporting and evaluation requirements?

The reporting arrangement for this Program is a final report to be made on the Program's reporting form. Any project specific items to be reported on, will be identified in the contract. The report is to be submitted online, on or before the due date. A meeting will be held with each grant recipient mid-way through the project, to monitor progress.

There are also a number of requirements for the final report which are outlined in Section 13 Reporting and monitoring requirements.

6 | Have another question?

Get in touch with a Testing Traceability Systems Grant Program team member on +61 (0)8 9368 3977 or +61 457 045 387 or email traceability@dpird.wa.gov.au.

Important disclaimer
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