



Value Add Investment Grants - Round One

Grant Program Guidelines

Opening date:	14 August 2020
Closing date and time:	17:00 AWST on 09 October 2020
Program Policy Provider:	Department of Primary Industries and Regional Development
Program Owner:	Liam O'Connell, Executive Director - Agribusiness Food and Trade
Program Manager:	Edward Day, Business Development Manager, Investment - Agribusiness Food and Trade
Contact for Applicant Enquiries:	Email: aftprogram@dpird.wa.gov.au Tel: 08 9368 3853 (Application enquiries)
	Questions should be sent no later than: COB 02 October 2020
Date guidelines released:	14 August 2020
Type of grant opportunity:	Open competitive - State-wide

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Program overview and operational guidelines: Value Add Investment Grants – Round One

The purpose of this document is to define:

- the purpose of the program
- the eligibility and assessment criteria
- how applications are considered and selected
- how successful applicants are notified and receive payments
- how recipients will be monitored and evaluated
- the responsibilities and expectations of recipients.

These guidelines provide clarity to all involved, enable suitable governance and help manage risk.

1 Program overview

1.1 Program purpose

The **\$16.7m** Food and Beverage (FAB) Fund has been introduced as an immediate stimulus measure to support the recovery from the economic impacts of COVID-19 and to boost industry growth and diversification.

As an immediate initiative under the broader FAB Fund, the WA Government has formalised the **Value Add Investment Grants (VAIG)** for a first round release commencing **14 August 2020**.

The VAIG is aimed at supporting agriculture, food and beverage businesses undertaking value adding in Western Australia (or those seeking to expand in, or relocate to, Western Australia). In this context, value adding is defined as any activity that transforms WA primary production from its original or raw form (i.e. commodities) into a state which is perceived as more valuable to the end consumer (i.e. products), thereby accruing higher margins to the producer.

Value Add Investment Grants is targeted at all WA businesses or facilities (or businesses relocating or expanding to WA) that:

- are undertaking value adding to WA primary production post-harvest;
- have their main source of income (more than 50%) from the production or value adding of WA primary produce;
- which are already exporting or planning to export within the next two years;
- can demonstrate high growth potential based on recent financial performance;

- are private sector businesses (including incorporated trustees), public companies, grower cooperatives, or similar organisations that have an ABN, and are registered for GST.

This program supports projects that are located across Western Australia including the Perth metropolitan area.

The program will not fund investments or de-risking projects relating to “on-farm” primary production activities. The intent is to support post-production value adding to primary production.

1.2 Objectives

The objectives of Round One of the program are consistent with the WA Government’s various state and industry plans, including the Western Australian State Primary Industries Plan (2020-2024).

The key objectives are:

- Develop direct jobs in Western Australia, through supporting capital investment in the agriculture, food and beverage sector.
- Unlock private sector investment in WA’s food and beverage manufacturing and value-adding sector.
- Support the scalability of WA’s food and beverage businesses, enabling them to be more internationally competitive;
- Address market failures, particularly surrounding the current lack of scale, profiling and density of WA’s food and beverage sector, supply chain adjustments; and
- Diversify WA’s economy by supporting value-adding agribusinesses that have multi-sector benefits, including ag-tech and food-tech, innovation, and tourism.

1.3 Key dates

Item	Date	Time
Grant round applications open (open for eight weeks)	14 August 2020	9:00am
Grant round applications close	09 October 2020	5:00pm
Application assessment commences	12 October 2020	9:00am
Approval process commences	27 November 2020	4:00pm
Applicants notified of outcome	11 December 2020	5:00pm

Projects conclude	30 June 2022	5:00pm
Project Closure Report	Before 30 July 2022	5:00pm

2 Program funding

The WA Government has allocated **\$16.7m** over the next four years to be delivered through Food and Beverage Fund. It will operate incentive and support capacity building programs targeted at supporting the recovery from the economic impacts of COVID-19 and boosting the growth and diversification of our food and beverage industry.

The Value Add Investment Grants (VAIG) is the FAB's first incentive program with Round One providing up to **\$6.5 million** in grants through two funding streams:

1. Funding Stream One - Capital expenditure

Up to \$6 million is available for grants of between \$250,000 and \$750,000 (excluding GST) to support capital expenditure related to the expansion of value adding of primary production in Western Australia. A minimum \$1:\$1 cash contribution is required from the applicant.

2. Funding Stream Two - De-risking investment

Up to \$500,000 is available for grants of between \$50,000 and \$150,000 (excluding GST) to contribute towards the cost of de-risking investment. This includes contributing to the costs of feasibility studies, business plans and approvals to expand in, or relocate to, Western Australia. A minimum \$1:\$1 cash contribution is required from the applicant.

Businesses can apply for both components but can only be awarded one grant in this funding round.

2.1 Who can apply for funding

For the purposes of this grant, primary production encompasses meat and livestock, dairy, fibre, horticulture, wild catch fisheries and aquaculture and forestry products.

To be eligible to apply, your application must be related to value adding to primary production in Western Australia; and the applicant must meet ALL of the following criteria:

- Be a private sector business (including incorporated trustees), public companies, grower cooperatives, or similar organisations that have an ABN, and are registered for GST.
- The project be located in, or looking to relocate to, Western Australia including the Perth-metropolitan area.

- Be capable of entering into a legally binding agreement with the Western Australian Government
- Have its main source of income (more than 50%) from the production or value adding of agriculture, food or beverage products
- Have the financial capacity to fund the minimum cash contribution relevant to the Funding Stream that they are applying under
- Have been in operation for a minimum of two years (or similar established track record).
- The project can be delivered by the 30th June 2022 and will commence within six months of executing a funding agreement (which will include agreed milestones and project deliverables) with the State.

Business clusters, consortiums, and collaborations are also encouraged to apply where a lead business is defined that meets the above criteria and applies and accepts responsibility for contractual obligations on behalf of the business group.

2.2 Activities that can be funded

Funding Stream 1: Capital Expenditure

Capital investment funding assistance may be available for new investment or bringing forward investment in existing businesses that creates jobs:

- Investment that enables expansion or diversification of business operations that relate to value adding to primary production in Western Australia;
- Investment in new manufacturing capability or processing facilities, new technology or plant modernisation which results in business growth and jobs creation; and
- Businesses to relocate operations to, or expand existing operations in, Western Australia.

Funding Stream 2: De-risking investment

De-Risking funding assistance may be available to support and de-risk project investment decision making including the following:

- Technical consultants and other professional services;
- Property related services including architect, planners, designers and valuers;
- Product or market analysts and advisors;
- Specialist reports and data services as may be applicable;
- Other advisors or relevant service providers;
- Obtaining regulatory approvals; and

- Obtaining licences necessary to grow operations.

The grant funding must be used to pay for costs detailed in your project budget and Financial Assistance Agreement.

2.3 Activities that cannot be supported

Grant funding cannot generally be used for the following:

- Costs incurred prior to the project commencement date in the agreement
- Costs incurred in the preparation of a grant application
- Hospitality, entertainment, alcohol, gratuities
- Marketing and market development activities
- Subsidy of general ongoing administration of an organisation such as utility charges, rent, salaries
- Honorariums, scholarships, study tours, fact-finding missions
- Travel expenses
- Purchase of land or buildings
- Agricultural primary production and farm infrastructure
- Data purchase or database access
- Legal fees
- Protecting or patenting intellectual property
- Relocation of employees, employee salaries
- Repair or connection to infrastructure or major equipment that could be considered part of normal business or ongoing operations
- A research and development project involving an experiment or a trial with an unknown outcome

2.4 Funding limits and timeframes

Round One of the Value Add Investment Grants (VAIG) will provide up to **\$6.5 million** in grants through its two funding streams.

1. Funding Stream One - Capital expenditure

Up to \$6 million is available for individual grants of between \$250,000 and \$750,000 (excluding GST) to support capital expenditure related to the expansion of value adding to primary production in Western Australia. A minimum \$1:\$1 cash contribution is required from the applicant; or

2. Funding Stream Two - De-risking investment

Up to \$500,000 is available for individual grants of between \$50,000 and \$150,000 (excluding GST) to contribute towards the cost of de-risking investment. This includes contributing to the costs of feasibility studies, business plans and approvals to expand in, or relocate to, Western Australia. A minimum \$1:\$1 cash contribution is required from the applicant.

Businesses can apply for both funding stream but can only be awarded one grant in this funding round.

Round One will support projects that are carried out within the period from December 2020 to 30 June 2022.

2.5 Promotion of program

The Program will be promoted using the following approaches:

- Online information and documents on <https://www.agric.wa.gov.au/VAIGrants>
- Emails
- Media releases and advertisements in publications such as the The West Australian, Countryman and Farm Weekly
- Through partners such as AusTrade, Invest & Trade WA, Regional Development Commissions and CCIWA.

Details of the successful applicants including a summary of their project and the (\$) amount awarded to them will also be made available on the Department's website.

2.6 Program information and support for potential applicants

It is important to DPIRD that applicants are able to submit a considered and well-developed application that answers all compliance questions, addresses the criteria and provides the evidence and documentation required to support their application.

To enable potential applicants to provide quality applications, we will provide:

- Detailed information on the program online at <https://www.agric.wa.gov.au/VAIGrants>
- A set of frequently asked question and answers can be found online at: <https://www.agric.wa.gov.au/VAIGrants>
- Contact staff that can provide additional information:

VAIG Program Team

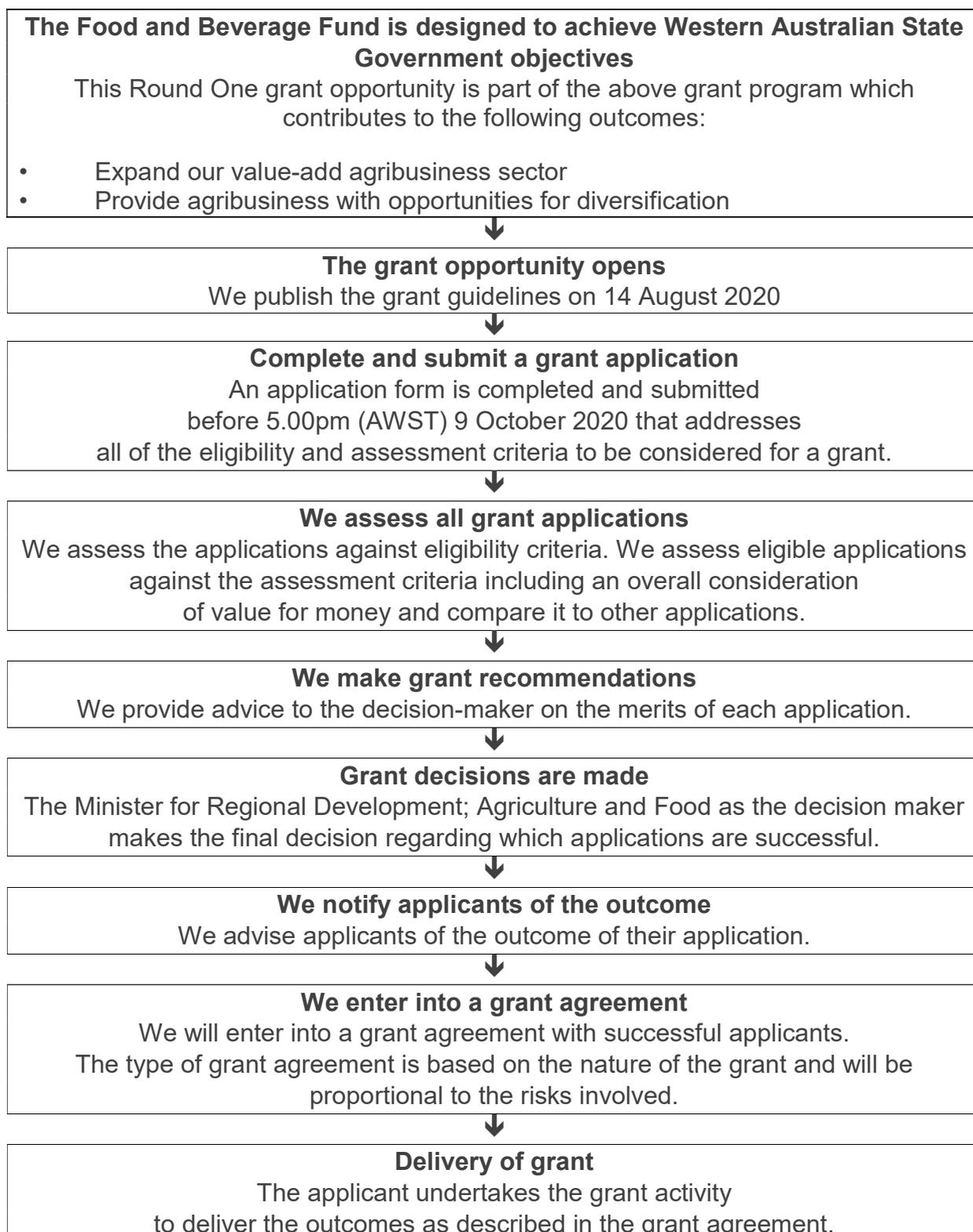
Email: aftprograms@dpiird.wa.gov.au

Telephone: +61 (0)8 9368 3853

3 Operational framework

The Program will follow a step-by-step process:

3.1 Food and Beverage Fund – Value Add Investment Grants Process



We manage the grant by working with the applicant, monitoring progress and making milestone-based payments.



Evaluation of the Food and Beverage Fund

We evaluate the individual grant activities and the Program as a whole. We base this on information provided by the applicant and that we collect from various sources.

4 Eligibility Requirements

4.1 Application eligibility requirements

To be considered for funding through the Program, applicants need to complete and submit an application. This will require completing a standard form online, through the SmartyGrants system <https://www.agric.wa.gov.au/VAIGrants>.

The completed application must be submitted before 5.00pm (AWST), 9 October 2020. Applications received after this date and time will not be eligible for consideration.

There will be no appeal regarding eligibility of late applications.

4.2 Application eligibility criteria

To be eligible to apply, your application must be related to value adding to primary production in Western Australia; and the applicant must meet ALL of the following criteria:

- Be a private sector business (including incorporated trustees), public companies, grower cooperatives, or similar organisations that have an ABN, and are registered for GST.
- The project be located in Western Australia including the Perth-metropolitan area.
- Be capable of entering into a legally binding agreement with the Western Australian Government
- Have its main source of income (more than 50%) from the production or value adding of agriculture, food or beverage products
- Have the financial capacity to fund the minimum cash contribution relevant to the Funding Stream that they are applying under
- Have been in operation for a minimum of two years (or similar established track record).
- The project can be delivered by the 30th June 2022 and will commence within six months of executing a funding agreement (which will include agreed milestones and project deliverables) with the State.

4.3 Applicant funding contribution

The applicant must make a cash contribution towards to project to be funded through the grant:

- **Funding Stream One - Capital expenditure** - a minimum of 1:1 ratio. For every dollar of grant funding received, the applicant must contribute one dollar.
- **Funding Stream Two – De-risking investment** - a minimum of 1:1 ratio. For every dollar of grant funding received, the applicant must contribute one dollar.

Please note that in-kind contributions or third-party collaborator contributions, whilst welcome, do not count towards the required minimum applicant contribution.

Where applicable, applicants must include evidence of collaborator co-funding contribution commitments within the letter of support required from each entity participating in an application.

5 Assessment Criteria

Applicants must address all of the assessment criteria relevant to the Funding Stream being applied for. Assessment of the application will be based on the weighting given to each criterion.

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

Eligible applicants under **Funding Stream One - Capital expenditure** will be assessed against the following **five (5)** criteria:

Assessment Criteria – Capital expenditure		Weighting
1.	Direct Economic Benefit The Applicant must demonstrate how the project will: <ul style="list-style-type: none"> • result in direct investment in the WA value adding agribusiness, food and beverage sectors; • create or retain direct employment or create an increased potential for direct employment; • increase agriculture, food and beverage value added production; • produce additional business revenue, exports or potentially replace imports; • support high growth potential of the business, based on recent financial performance; and • generate potential long-term benefits that continue after funding has ceased. 	30%
2.	Indirect Economic Benefits The Applicant must demonstrate how the project will: <ul style="list-style-type: none"> • create indirect employment if applicable, e.g. during construction or associated with the supply chain or other services; • complement or create an added incentive for other investment to occur, e.g. through the creation of critical mass of an 	20%

		<p>industry sector or through the potential attraction of an industry partner;</p> <ul style="list-style-type: none"> • create any benefits for any other groups such as suppliers, transport operators or other service providers; and • deliver innovation or production productivity benefits e.g. through the introduction of new technology, enhancement of employee skills, improved safety, new management techniques or raising the value of outputs. 	
3.	Project Feasibility	<p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> • The project is technically feasible, and any plant and equipment purchased is fit for purpose; • that any regulatory requirements including planning and environmental issues have been identified; • the estimated timeframes for the planning, development, approval and implementation of the project; and • that project risks have been identified and strategies developed to manage them. 	30%
4.	Viability of Applicant	<p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> • their capacity, capability and commitment to undertake the Project successfully by 30 June 2022. This includes track record and experience of delivering large projects of a similar nature; and • that they have sufficient funds to deliver the project, including the minimum contribution, outlining any other project funding sources including contributions from the commonwealth or local governments, community, private sector or other organisations. 	15%
5.	Other Benefits	<p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> • relevant industry or community support for the Project if applicable; and • environmental, social or other benefits. 	5%

Eligible applicants under **Funding Stream Two – De-risking investment** will be assessed against the following **five (5)** criteria:

Assessment Criteria – De-risking investment			Weighting
1.	Strategic business case	<p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> • The feasibility study, business plans, or other de-risking activities will support a commercial investment decision for a proposed project that has the potential to grow investment in the value adding agriculture, food and beverage industry. 	30%
2.	Direct Economic Benefit	<p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> • The de-risking activities are associated with plans for direct investment in the WA value adding agribusiness, food and beverage sectors; and 	20%

		<ul style="list-style-type: none"> • That these ultimate plans for development, expansion or relocation will: <ul style="list-style-type: none"> ○ create or retain direct employment or create an increased potential for direct employment; ○ increase value added production; ○ produce additional revenue, exports or potentially replace imports; and ○ generate potential long-term benefits that continue after funding has ceased 	
3.	De-risking Feasibility	<p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> • The de-risking activities (feasibility study, business plans, approvals, etc.) are credible and accurately identify what the feasibility study is going to examine, key personnel and contractors. • That a minimum of two quotes have been sought for proposed project. 	30%
4.	Viability of Applicant	<p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> • capacity, capability and commitment to undertake the Project successfully by 30 June 2022; and • they have sufficient funds to complete the work, including the minimum applicant contribution; outlining any other project funding sources including contributions from the commonwealth or local governments, community, private sector or other organisations. • 	15%
5.	Other Benefits	<p>The Applicant must demonstrate:</p> <ul style="list-style-type: none"> • relevant industry or community support for the Project if applicable; and • environmental, social or other benefits. 	5%

Other factors will be taken into consideration during the assessment process at the discretion of the panel including but not limited to:

- i. Whether the applicant has received other grant funding sourced/approved for this proposal, including but not limited, to previous rounds of the Value Add Agribusiness Investment Attraction Fund, Asian Market Export Grants, Export Competiveness Grants provided by DPIRD.
- ii. The percentage of the nominated cash co-contribution from the applicant. Higher levels of cash co-contribution will be viewed more favourably.
- iii. If a previous recipient of grant funding from the Department of Primary Industries and Regional Development, monitoring, evaluation and reporting performance of the applicant.

6 Application – How to apply for funding

The program assessment process is open and competitive.

Eligible businesses and organisations can apply for funds by completing and submitting the Application Form through the Program’s SmartyGrants web platform

For Capital Expenditure grants please visit: <https://agric.smartygrants.com.au/VAIGCE1>

For De-risking Investment grants please visit: <https://agric.smartygrants.com.au/VAIGDR1>

Applications must be submitted by 5.00pm (AWST), 09 October 2020.

7 Assessment – How will the applications be assessed

The assessment process aims to objectively identify eligible applicants to whom funding could be awarded with applications assessed by an Assessment Panel independent of the Program.

7.1 Assessment process

The assessment will be undertaken in the following manner:

- Applications will be firstly assessed against the eligibility criteria set out in section 2.1 to see if they are eligible for consideration and, if not, they will not be included in the assessment process;
- Eligible applications will be assessed against the assessment criteria set out in section 5 by an independent assessment panel as described in section 8;
- A comparative grants assessment will occur;
- Recommended applications will undergo a financial viability and risk assessment;
- An Assessment Report will be developed from the assessment process and recommended applications presented to the Minister for Regional Development; Agriculture and Food for final decision-making.

8 Assessment Panel – Who will assess the applications

An Assessment Panel will be established comprising suitably experienced and qualified people independent of DPIRD. Information about the assessment team will not be disclosed.

An assessment tool employing the eligibility and assessment criteria published for the Program will be developed to guide assessments by the Panel. This will be approved by Susan Hall, Manager, Investment, prior to its use.

9 Conflict of interest

Each member of the Assessment Panel will complete a conflict of interested (COI) declaration for each application as part of the assessment process. An assessor will not participate in the assessment of applications where there is a real or perceived conflict of interest. The Assessment Panel chair will be responsible for making judgements regarding conflicts of interest.

10 Decision-making

10.1 Responsible person

Susan Hall, Manager, Investment, is the person/position who is responsible for the administration of the Food and Beverage Fund.

This person will ensure that the funding allocation process is accountable and that it complies with the agreed purpose, policies and processes of the program; and the purposes, policies and processes of the department.

10.2 Decision-making chain

Name and position	Responsibility
Edward Day Project Manager	Prepares an assessment report, including (if appropriate) a short description of each project, funds sought, score, ranking, cut off points for funding, possible funding modifications etc.
Ms Susan Hall, Manager, Investment,	Recommends approval of assessment report
Liam O'Connell, Executive Director Agribusiness, Food and Trade (AFT) Industry and Economic Development Department of Primary Industries and Regional Development	Signs off on the assessment report.
The Minister for Regional Development; Agriculture and Food	Makes the final decision on who will receive funding under this program.

10.3 Making the final decision

The Minister for Regional Development; Agriculture and Food will make the final decision on which businesses will receive funding under this program, based on the information contained within the assessment report provided to them by the Project Manager.

The decision-maker's decision will be based on the same compliance and assessment criteria identified in all policy documents related to this program.

As the final decision-maker, the Minister can ask the Project Manager for additional information, but not for information that is not included in the selection criteria, in the promotional material or in the applications.

If funds requested exceed funds available for suitable or recommended applicants, the Project Manager can reduce funding levels requested for individual projects and may seek recommendations from the assessment panel on this.

10.4 Decisions outside program

Decision/s to provide a grant from grant funds but outside the grant processes and policies are not permitted under this Program's arrangements.

10.5 Appeal process

There will not be an appeal process.

11 Notification process

Notification of successful and unsuccessful applications will take place generally within twelve weeks of the closing date for applications.

Successful applicants will be informed by:

- Initial formal email;
- Inclusion in a public media release
- An announcement on the Program website.

Unsuccessful applicants will be informed in the following manner:

- Initial formal email including offer of feedback and contact details of person to provide feedback; and
- An announcement about successful applications on the program website.

12 Contract Arrangements

All projects must be approved and the agreement executed prior to project commencement. No retrospective payments will be made. Progressive payments may be made where applicable and subject to the applicant providing the program with:

- Sufficient information and evidence on the achievement of agreed milestones to indicate that the project is progressing satisfactorily.
- A statement of income and expenditure for the project to the date of the progressive payment claim, signed by the applicant's Chief Executive Officer (or equivalent authorised position). The statement should include details of project expenditure compared to budget.

Successful applicants will be required to enter into an agreement in December 2020; and funded projects are scheduled to start in early 2021.

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

- Email/letter from Department regarding successful application
- Send Program's standard Agreement which includes a milestone-based payment schedule
- Execution of the agreement and associated forms by the successful applicant or appointment to discuss agreement terms
- All required paperwork lodged with Program team; and
- Agreement countersigned by Liam O'Connell, Executive Director - Agribusiness, Food and Trade, Department of Primary Industries and Regional Development.

The Agreement must be signed and returned to the Food and Beverage Fund team within seven days of the date of issue. The Agreement must be signed by both parties before the activity commences and funds disbursed.

As a condition of funding, all grant recipients are required to provide a detailed final acquittal report to the Food and Beverage Fund team.

Where the grant excluding GST exceeds \$50,000, within twelve weeks of the end date the grant recipient must provide to the Project Manager a financial statement of income and expenditure of the Project signed by the CEO (or equivalent) of the grant recipient and certified by an Auditor and include details of how the Grant was expended. The final report must be audited by an independent auditor prior to lodgement with the Food and Beverage Fund Team.

Where the grant excluding GST is \$50,000 or less, within twelve weeks of the end date, the grant recipient must provide to the Project Manager an acquittal report signed by the CEO (or equivalent) of the grant recipient showing how and to what extent the grant was spent and the extent to which outcomes were achieved. The State reserves the right to request an audited financial statement for the Project to be certified by an Auditor appointed by the State, costs to be borne by the Grantee.

Full details of the acquittal requirements for grant recipients are specified in the agreement.

13 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 paid 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 for their business.

14 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.

15 Payment arrangements

The payment policy for this program is as follows:

- Payments are made by the department
- Payments are made in advance, on invoice against milestones
- Payments are made electronically to a nominated DPIRD Registered Supplier bank account established as one of the initial steps in the contracting process.

16 Reporting and monitoring requirements

The reporting arrangements for this program include milestone reports to be made on the program's SmartyGrants reporting form.

Any project specific items to be reported will be identified in the Schedule to the Agreement.

Reports must be submitted online via SmartyGrants on or before the due dates for the project to be considered to be in good standing.

In addition to the required milestone reports, regular project monitoring activities may include:

- Milestone reviews with Food and Beverage Fund team via email/phone; and
- Site visits.

16.1 Dealing with milestone achievement issues

Grant recipients may experience delays or fail to deliver aspects of their project for a range of reasons. In such circumstances, the Food and Beverage Fund team requires early and transparent communication from the grant recipient as soon as the potential risk of failing to deliver a milestone by the defined date in the Schedule becomes evident.

Adjustments to project scope and/or timing requires a formal request in writing. The written request on the appropriate SmartyGrants form must be endorsed by the project governance structure and be accepted by the Project Manager before they are agreed.

In the event of project management issues requiring more direct Program management intervention, the Project Manager may require one or more of the following interventions:

- Grantor-grant recipient meeting/s;
- Facilitated grantor-grant recipient workshop/s;
- Project audit/s by independent specialist;
- Mediation;
- Offer/s of skill development training; and
- Grant termination with repayment (in full or in part) of grant funding.

16.2 Financial acquittal and project reports

Financial acquittal and project report requirements will be defined in the Funding Agreement and will include, but not limited to:

- The financial acquittal report and final project report will be submitted no later than 30 days after the agreed completion date of the project (30 June 2022);
- The final project report will report against the project milestones as defined in the Project Agreement Schedule as well as descriptions of the outputs and outcomes delivered and the identification of lessons learnt from activities both in terms of the achievements delivered and processes employed;
- The financial acquittal report and final project reports will be authorised by the Chief Financial Officer or accountant of the grantee;
- The final project acquittal report will be signed off as detailed in section 13 “Contract Arrangements” of these Guidelines and as detailed in the Agreement. Where an independent auditor is to be commissioned to certify financial statements, this will bear the cost of the grantee (included cost in budget at the grantee’s cost);
- Periodic Milestone Reports as detailed in the Funding Agreement and the Final Report will be submitted to the Food and Beverage Fund team as outlined in the Agreement;
- Reports will be provided on the program’s reporting and financial acquittal form via SmartyGrants

16.3 Program evaluation

The Food and Beverage Fund may be independently evaluated both in terms of its achievements (outputs and/or outcomes) and implementation processes. Evaluation reports will be provided to those who commission the evaluation and relevant stakeholders identified in the measurement and evaluation plan.

It is envisaged that the evaluation will seek information from key stakeholders including grant recipients. All grant recipients agree to participate in the program evaluation when signing the Funding Agreement.

Data and information from the evaluation will be used to identify the benefits of the Program and evaluation questions may include, but not be limited to:

- The economic development return on investment outcomes achieved including but not limited to the number of jobs created, increase in actual and projected export sales and volume; and
- Value of the grant funding to recovering and building Asian market business relationships;
- Clarity/visibility of the Program and ease of application; and
- Timeliness of grant administration processes.

16.4 Record keeping

The Program's records will be managed through the DPIRD Records Management System. All records relating to the program will be stored for a period of at least seven years. Recipients also have a responsibility to maintain their own records of the grant project for up to seven years.

Reports from the SmartyGrants system will track the interactions between the grant administrator and each unique applicant and key Program documents will be saved in the DPIRD Records Management System.

17 Glossary

Primary production - the production of agriculture commodities such as meat and livestock, dairy, fibre, horticulture, forestry products, wild catch fisheries and aquaculture.

Applicant - the entity who make the application for funding.

Application - an application (or relevant part of an Application) made to the State of Western Australia for funding under the FAB Program.

AWST - Australian Western Standard Time.

DPIRD - Department of Primary Industries and Regional Development.

Grant – Value Add Investment Grants

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.

Project Manager - the person responsible for managing the grant program.

Program Owner - the Director of the operational area responsible for the implementation of the program on behalf of DPIRD (the fund provider).

Project Partners - are other entities, apart from the primary applicant named in the proposal or in the full application.

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 a grant management software tool used by DPIRD.

Value Adding – any activity that transforms WA primary production from its original or raw form (i.e. commodities) into a state which is perceived as more valuable to the end consumer (i.e. products), thereby accruing higher margins to the producer.