

WA AFB Voucher Program Round 6 Application Form Preview

Welcome to WA Agrifood and Beverage Voucher Program

* indicates a required field

The Department of Primary Industries and Regional Development (DPIRD) has established the WA Agri-Food and Beverage Voucher Program (AFB Voucher Program) to support eligible Small Businesses operating in Western Australia to:

- increase direct and indirect jobs
- improve international competitiveness;
- facilitate growth, diversification and expansion domestically and internationally through the provision of expert advice; and,
- research technological solutions to improve efficiency and resolve digital problems.
- improve business sustainability and environmental outcomes.

Vouchers will be provided to WA food and beverage businesses that meet the eligibility criteria and whose business development objectives are most closely aligned with the State Government's objectives of:

- growing and diversifying the State's economy;
- job creation through sustained business growth and improved competitiveness;
- reaching economy wide net zero greenhouse gas emissions, and;
- improving social and environmental outcomes for all Western Australians.

Your application

Please read each section and complete each question, as requested. It is recommended that you allow yourself enough time to review the application and submit it well before the due date. The closing date for the Voucher Program is **Tuesday 27 August at 5:00 pm WST**. Incomplete applications and/or applications received after the closing date will not be considered.

Reference Documents: The Voucher Program **Guidelines** and **FAQs** are available from the Department of Primary Industries and Regional Development (DPIRD) website. Click [here](#) to access.

When preparing an application for a voucher, businesses may wish to consider other strategic reports commissioned by DPIRD, which outline emerging opportunities in the food and beverage sector. These reports are available on the Food Industry Innovation web page and examples include:

- Premium Market Opportunities;
- Target Market Opportunities;
- Partnering for Customer Value;
- Food for Health; and
- Alternative Proteins

For queries about the program guidelines, deadline or questions on this form, please contact Mr Tilwin Westrup, Business Development Manager at the Department of Primary

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Industries and Regional Development, 0467 787 133 or email DPIRD's Food branch foodindustryinnovation@dpiird.wa.gov.au.

Privacy Statement

Information provided by applicants or collected by DPIRD in relation to an applicant or their proposal may be used in the administration of the Voucher Program and in the assessment of this application.

Any information provided (personal, financial or otherwise) will be solely used for the purpose of the Program.

DPIRD will store personal information collected in this application, supporting documentation and any grant administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988* (Cth).

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

I have read and understood the Privacy Statement and I consent to and authorise such uses and disclosures *

Yes

1. Applicant Eligibility Criteria

To be eligible for the Voucher Program you must be able to answer **YES** to ALL questions below to submit an application. If you answer NO to any question or you are unsure about what the question means, please contact Tilwin Westrup on **0467 787 133** before proceeding with your application.

1.1 Is your business a food or beverage manufacturer or producer, or, are you a food producer looking to transition to food or beverage manufacturing? *

Yes No

Please note: Manufacturer converts raw agricultural materials into new products to be retailed.

1.2 Does your business have an annual sales turnover in between the following range? \$100k and \$50M for a Perth metropolitan or regionally based business. *

Yes No

1.3 Is your business a WA based legal entity with an Australian Business Number (ABN), registered for GST and capable of entering into a legally binding agreement with the WA State Government; represented by the Department of Primary Industries and Regional Development? *

Yes No

1.4 Is your business financially viable and solvent? *

Yes No

1.5 Has your business operated for a minimum of 18 months and incorporated in Australia with non-tax exempt status? *

No Yes, 18 months to 3 years Yes, 3 to 5 years Yes, over 5 years

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1.6 Are you able to meet the cash co-contribution requirement of 50 percent of the total cost of the professional services sought in this application (or more if 50% cost exceeds the maximum value of your voucher)? *

- Yes No

1.7 Can you confirm that Capital Expenditure (e.g. equipment purchases) and Business-as-usual expenses (e.g. label printing) are not included in your quotation?

- Yes No

1.8 Do you meet all industrial relations obligations as an employer in accordance with the National Employment Standards? *

- Yes No

NES: <https://www.fwc.gov.au/agreements-awards/minimum-wages-and-conditions/national-employment-standards>

1.9 Do you meet all building, development, waste management and safety compliance requirements, or intend specifically using the voucher to work towards resolving a compliance issue to overcome a barrier to business growth? *

- Yes No

1.10 Can you confirm your nominated service provider has submitted not more than five quotations with different applicants to this round of the Voucher Program, AND your nominated service provider is not a family member, or share members in governance positions with the applicant? *

- Yes No

1.11 I am aware that I as applicant/receiver of voucher am only to pay my co-contribution amount to the service provider, not the full amount, AND I have confirmed with my service provider that split billing for the quoted work is possible. *

- Yes No

1.12 I understand that vouchers may not be used for retrospective projects, and only invoices/transactions with items and payments made by successful recipients dated after the date of issue of vouchers will be considered as co-contribution *

- Yes No

1.13 Do you agree to participate in future program evaluation activities such as a surveys or interviews? *

- Yes No

Have you answered **YES** to ALL questions above? If not, please contact us before proceeding.

Applicant Details

* indicates a required field

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2. Applicant Information

Please note: This application must be completed by a representative of the organisation/registered business. This application should not be completed by a third party contracted by the organisation/registered business.

2.1 Organisation Name *

Organisation Name

2.2 Registered business name (if different from above)

2.3 ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

2.4 Business Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

2.5 Postal Address (if different from above) *

Address

2.6 Organisation Website *

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2.7 Please upload your Business Registration Certificate/Certificate of Incorporation *

Attach a file:

2.8 Is your entity a Trust? *

Yes No

Trustees can only receive and administer grant funding if empowered to do so by the Trust Deed.

Please upload a copy of your Trust Deed

Attach a file:

Trustees can only receive and administer grant funding if empowered to do so by the Trust Deed.

2.9 Contact Person *

First Name Last Name

2.10 Contact Person's Position *

2.11 Contact Person Phone Number *

Must be an Australian phone number.

2.12 Contact Person Mobile Number *

Must be an Australian phone number.

2.13 Contact Person Email *

2.14 Authorising Officer *

Title First Name Last Name

2.15 Authorising Officer Phone Number *

Must be an Australian phone number.

2.16 Authorising Officer Email *

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Must be an email address.

Capability and Growth Potential

* indicates a required field

3. Competitive Capabilities

3.1 Which turnover category applies to your business? *

- | | |
|--|---|
| <input type="radio"/> \$0.1 to \$0.2 million | <input type="radio"/> \$1 to \$1.5 million |
| <input type="radio"/> \$0.2 to \$0.5 million | <input type="radio"/> \$1.5 to \$10 million |
| <input type="radio"/> \$0.5 to \$1 million | <input type="radio"/> \$10 to \$50 million |

Please confirm your total sales (turnover) in the previous financial year *

\$

Must be a dollar amount.

3.2 Which area(s) does your business maintain a base of operations (select all that apply): *

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Gascoyne | <input type="checkbox"/> Metropolitan Perth | <input type="checkbox"/> Pilbara |
| <input type="checkbox"/> Goldfields-Esperance | <input type="checkbox"/> Mid West | <input type="checkbox"/> South West |
| <input type="checkbox"/> Great Southern | <input type="checkbox"/> Peel | <input type="checkbox"/> Wheatbelt |
| <input type="checkbox"/> Kimberley | | |

3.3 Provide a brief description of your business and how it contributes to economic development and growth in regional WA. You may consider your impact on regional employment, investment in regional infrastructure and regionally based supply chains. *

Word count:

Must be no more than 250 words.

3.4 Provide a brief description of your company's product. Does your company produce a premium food or beverage product or a product that is the result of post farm-gate, value-adding activity such as turning milk into yoghurt, processing grain into muesli, specialty breadmix and baked goods, or beef snack products? *

Word count:

Must be no more than 250 words.

3.5 How many FTEs (Full Time Equivalent; e.g. two half time staff equate to 1 FTE) does your business currently have? *

Must be a number.

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3.6 What is the anticipated growth or reduction in number of FTEs in your business over the next two years? *

Indicate clearly whether it is growth or reduction, e.g. "Growth by X FTE" or "Reduce by Y FTE". If you do not anticipate any changes please indicate "No change".

3.7 What is the change in growth or reduction in number of FTEs in your business over the next two years that you anticipate as a result of the voucher work?

Indicate clearly whether it is growth or reduction, e.g. "Growth by X FTE" or "Reduce by Y FTE". If you do not anticipate any changes please indicate "No change".

3.8 Briefly explain your product's (or your proposed product if applying for a 'Transitioning to Manufacturing' Voucher) growth potential and/or its market expansion potential. What evidence is available to support this, e.g. DPIRD's Premium Agrifood Market Opportunity (PMO) or Asian Market Success (AMS) Target Market Opportunities reports*, internal or external/independent market analysis reports or other sources?

Some of these reports are available on the Food Industry Innovation web page and examples include:

- Premium Market Opportunities;
- Target Market Opportunities;
- Partnering for Customer Value;
- Food for Health; and
- Alternative Proteins

*

Word count:

Must be no more than 250 words.

*Reports are available to download from <https://www.agric.wa.gov.au/Filreports> and <https://www.agric.wa.gov.au/agricultural-exports/target-market-opportunities-report>

3.9 Is your business currently exporting overseas? If yes, which markets are you currently exporting to and what are your estimated export sales (\$AUD) and volume (metric tonne) per annum? *

Word count:

Must be no more than 250 words.

3.10 Briefly discuss your business' unique competitive advantage, and how your proposed voucher supported work will further develop this? Or, how your voucher supported activity will resolve a growth limiting issue, or lead to improved sustainability/environmental, social and governance (ESG) practices. *

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Word count:
Must be no more than 250 words.

3.11 What growth (in Sales, Production Capacity or Product Value) do you anticipate from your proposed Voucher supported activities? How will the Voucher activity contribute to this growth? *

Word count:
Must be no more than 250 words.
Indicate clearly whether it is growth or reduction, e.g. "Growth by X \$" or "Reduce by Y \$". If you do not anticipate any changes please indicate "No change".

3.12 Please explain how this will growth be achieved? i.e. How will this activity allow the business to develop new products, access new markets, develop new processes and/or install new systems *

Word count:
Must be no more than 250 words.

3.13 Have you established strategic relationships with market partners and/or supply chain collaborators that will assist your business growth interests? If yes, please provide a brief description of the key relationships that you have developed. *

Word count:
Must be no more than 250 words.

3.14 Have you completed other background research, workshops, and discussions with market partners, supply chain collaborators or industry experts that provide you confidence in your growth strategy? OR can you provide evidence of actions taken to identify and understand market access restrictions or other sustainability/environmental management related risks? If yes, please provide a brief description of where you source your training/research/external engagement. *

Word count:
Must be no more than 250 words.

4. Demonstration of Business Planning

4.1 Can you provide a formal business plan with defined goals and strategies? *

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Yes

No

Please note: You are only eligible to apply for Business Planning if there is no business plan submitted at the application stage. A quotation from your Service Provider will not be considered as evidence of business planning.

4.2 What is the level of business planning you have undertaken within your business unit and/or value chain? (Tick all that apply). *

Export Plan

Financial Plan

Operational Plan

E-Commerce Plan

Strategic Plan

Other:

4.3 Please upload your business plan document/s:

Attach a file:

Maximum upload size is 5MB

All information you provide in this application form will be treated as commercial in-confidence unless indicated otherwise. If your business planning document/s contain highly commercially sensitive information, you may choose to remove those specific sections from the document/s before uploading. However if the business plan documents you uploaded do not provide sufficient information in which to assess your application, we may choose to seek additional information before your application can be further processed.

If you have any questions about the business planning documents that you are providing please contact Tilwin Westrup on (08) 9780 6165 or foodindustryinnovation@dpird.wa.gov.au

Voucher Program Stream

* indicates a required field

5. Nominating Voucher Type

Applicants are able to apply for up to two vouchers with the combined maximum value of \$20,000. The maximum value of any one voucher being subject to annual turnover as follows:

- **\$10,000 (ex GST) for businesses with \$1M to \$50M turnover**
- **\$5,000 (ex GST) for businesses with \$100K to \$1M turnover**

Applicants applying for second vouchers are invited to complete separate applications for each voucher.

Applicants MUST be able to provide evidence of a business plan to be considered for a voucher for professional services under the categories of quality assurance; market positioning; technology and digital advisory; export capability development; and technical expertise and planning for investment. Applicants that are unable to do so are only eligible to apply for a voucher for professional services related to Business Planning.

Based on your response to Q3.1, your maximum voucher allowance is **\$10,000** (ex GST)

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Based on your response to Q3.1, your maximum voucher allowance is **\$5,000** (ex GST)

Have you applied or intend to apply for more than one voucher in the current Round? *

- Yes No

Previous application number (if known)

From Round 4 only

6. Application Purpose and Expected Outcomes

Please list the type and amount of the Voucher that you are applying for in the table below. Briefly explain the purpose and the expected outcomes or benefits that your business will achieve from the work undertaken with the voucher.

Voucher Type	Voucher Amount	Purpose	Expected Outcomes
*Businesses that have not completed and uploaded business plans are only eligible for Category 1; Business Planning.	Up to 50% of your quotation total (excluding GST) to a maximum determined by conditions in Section 5 (above). Must be a dollar amount and no more than 10000.	Activity the voucher will result in. e.g. a business plan, development approval strategy, marketing strategy, new product recipe, carbon report, pitch deck etc	What will this do for your business?
	\$		

6. Application Purpose and Expected Outcomes

Please list the type and amount of the Voucher that you are applying for in the table below. Briefly explain the purpose (i.e. generating a business plan) and the expected outcomes or benefits (what will this achieve for your business) from the work undertaken with the voucher.

Voucher Type *	Voucher Amount *	Purpose *	Expected Outcomes *
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
*Businesses that have not completed and uploaded business plans are only eligible for Category 1; Business Planning.	Must be a dollar amount. Up to 50% of your quotation total (excluding GST) to a maximum determined by conditions in Section 5 (above).		

7. Service Provider

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Applicants who meet the eligibility requirements will be requested to nominate a Professional Service Provider to perform the proposed services to be supported by the voucher.

Professional Service Providers nominated by the applicant to complete consultancy works, may be publicly funded entities, not-for-profit enterprises or privately owned businesses.

Nominated service providers cannot have submitted more than five quotations with different applicants to this round of the Voucher Program, AND your nominated service provider is not a family member, or share members in governance positions with the Applicant's business

The applicant must provide evidence that the Professional Service Provider has experience or expertise in the service delivery of one or more categories. This program is funded by the Western Australian Government and the preference is for applicants to use locally based Professional Service Providers where possible.

NOTE TO PROFESSIONAL SERVICE PROVIDERS AND APPLICANTS

Applications will be judged in part on the quality of the quotation provided (see Table 2 in Guidelines). Quotations, at a minimum, should include methodology, deliverables, milestones to voucher redemption, time allocation of specified personnel, travel allowances (if applicable) and a payments schedule. Quotations that include evidence of key skills, knowledge and experience of the service providers will also be scored favourably.

Quotations should include itemised deliverables, with associated costing. Ineligible items (CapEx, license fees, printing costs, advertising costs and so on) will be deducted from the quotation when the panel considers the voucher value

Quotations will not be accepted after the closure date and applications without quotations will be considered ineligible. Professional Service Providers may submit quotations *for no more than five separate applications*.

ONLY ONE QUOTE to be uploaded per application. A single voucher may be redeemed via one payment by DPIRD to one service provider.

Please provide a **written quotation** from your proposed Professional Service Provider.

Service Provider *

Organisation Name

e.g. Name of the Service Provider company/business

Service Provider Contact *

Service Provider Phone Number *

Must be an Australian phone number.

Service Provider Email *

Must be an email address.

Website of Service Provider or URL of other relevant information (optional)

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Must be a URL.

Quotation and Evidence of Service Provider experience/expertise *

Attach a file:

8. Other

8.1 Please provide any other key information you believe will assist us in considering your business for the Voucher Program. (Optional)

Attach a file:

Maximum upload size is 5MB

8.2 Are you willing to share some of the non-commercially confidential learnings/ insights gained from your participation in this voucher program or other Food Industry Innovation (FII) sponsored project activities with other WA businesses? *

- Yes No

Declaration

* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I declare *

- I am authorised to complete this form.
- I have read and accept the requirements of the Guidelines; and understand I may be requested to provide further clarification or documents to verify the information supplied in this form.
- the information contained in this application (including any attachments) is to the best of my knowledge, true, accurate and complete, and I will inform the Voucher Program immediately if any of the circumstances described in my application changes.

I will *

- participate in the program evaluation and provide feedback on the voucher program.

Name of Authorised Person *

Position/Title *

Business Entity Name *

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Dated *

Once the form is submitted via SmartyGrants, this form will be deemed to have been signed by the above.

Before you submit.....

You have reached the end of the WA Agrifood and Beverage Voucher Program application form. We recommend that you **check your application carefully** and that you have uploaded all relevant information before submitting.

The following errors have been made by applicants in previous rounds, and we recommend you pay particular attention to this information:

Have you answered **'Yes'** to all Eligibility questions in Section 1?

Have you entered the correct details in contact person email?

Have you uploaded a business plan in Section 4?

Please ensure that you press the 'Submit' button or this application will not be received by the Program Team.