Collie Futures Small Grant Program (CFSGP) Application Form

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The Collie Futures Small Grant Program supports Collie's transition from coal and coalfired power industries by supporting projects that strengthen and diversify the local economy.

This program supports the goals of Collie's Just Transition Plan 2026-2030 and the WA Regional Development Framework 2026

You are encouraged to discuss your project with the South West Development Commission (SWDC) prior to submitting an application on 08 9792 2000 or grantscoordinator@swdc.wa.gov.au

Please **READ THE GUIDELINES** before commencing this application.

Assessment typically **takes 12-16 weeks from submission.**

Privacy and Responsible Information Sharing (PRIS)

The Department of Primary Industries and Regional Development (DPIRD) and the South West Development Commission (SWDC) are committed to protecting your privacy. This notice outlines how we collect, use, and disclose your personal information for the purposes of verifying your eligibility to apply for this scheme of assistance, and if approved, provide the appropriate support.
Please view the following links to find out more about how we collect, use and safeguard personal information:

- The DPIRD privacy statement is available at https://www.dpird.wa.gov.au/privacy.
- The SWDC privacy statement is available at https://swdc.wa.gov.au/privacy-policy.

Collection and storage of personal information

We are collecting your personal information to verify your eligibility under the CIAD program, including:

- your name and contact details;
- payment information (including your bank details);
- details about your business (including ABN, trading name, type of entity, GST registration etc);
- trust details and beneficiaries;
- business financial statements;
- name and contact details of co-contributor to your proposal;
- other if applicable - such as name, email and phone number of accountant or consultant, etc

Disclosure of personal information

We may share this information with other government entities, subject matter experts, due diligence and evaluation contractors in order to assess, verify and evaluate your application under this scheme of assistance, or as required by law.

Information will not be released to any other third parties without the prior written approval of the applicant. 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).

Consequences of not providing personal information

If you choose not to provide certain personal information, we may be unable to verify your eligibility to apply for this scheme of assistance or provide you with related support and/or services.

Access and correction

You have the right to access and correct your personal information held by the department. To do so, please contact us using the details provided below.

Contact us

If you have any questions or concerns about this collection notice or how your personal information is handled, please contact us at:

Grants Coordinator - South West Development Commission Phone: (08) 9792 2000Email: grantscoordinator@swdc.wa.gov.au

Privacy Officer - Department of Primary Industries and Regional Development Phone: 1300 374 731 (1300 DPIRD1)Email: enquiries@dpird.wa.gov.au

I have read and understood the PRIS collection notice and authorise all such uses and disclosures *

○ Yes ○ No

Eligibility

To be eligible, please confirm that you: *

☐ hold an active Australian Business Number (ABN)
☐ are a legally registered entity that can enter into a Grant Agreement with the Western Australian State Government. For Trustees, this must be outlined in the Trust Deed
☐ are incorporated if a not-for-profit organisation
☐ have fully acquitted any previous grant, if a past recipient
☐ have an account with an authorised Australian financial institution (e.g., an Australian bank registered with APRA). Bank details will only be requested at Grant Agreement stage

Organisation Details

* indicates a required field

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.

Organisation name (legal entity) *
Organisation Name

Use your organisation's legal name as registered against your ABN. If applying as a trustee, your Trust Deed must allow you to receive grant funding and enter into a Grant Agreement. A copy of the Trust Deed will be required if your application is successful.

Trading name

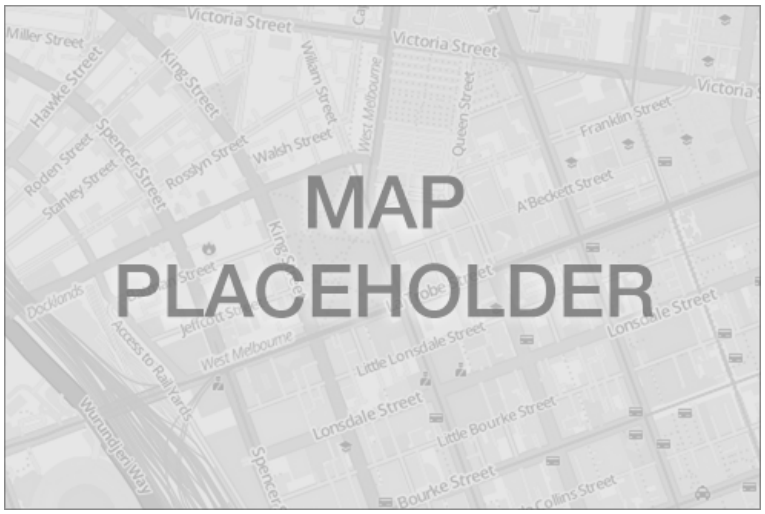
Complete only if your business/trading name differs from your Legal Entity Name above. This is the name that will be referred to for the delivery of the project.

What date was your organisation established

Must be a date.
You can round up to the nearest month and put 01 as the day

Organisation contact details

Primary street address *
Address



Postal address (if applicable)
Address

Website

Must be a URL.

Brief description of the nature of your business *

Word count:
Must be no more than 300 words.
Describe the main activities, goods, and services you offer, your purpose/mission, how many staff/ volunteers, history of the organisation etc

Applicant details

Person completing this form

Name *
Title First Name Last Name

Who is completing this form

Position *

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Please indicate if any of the following apply *

☐ The applicant or any of its senior office bearers have been involved in any litigation or prosecution in the past three (3) years
☐ The applicant or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) have been involved with any business failure, including liquidation, voluntary administration, or receivership
☐ There is a significant financial matter which may impact on the ability of the applicant to deliver the project (past, present, or future)
☐ There are future commitments or contingent liabilities that might materially affect the applicant in the delivery of this project or performance of the activity
☐ The applicant has, at any time, been found in default of its creditors
☐ Confirm none of the above apply

Please provide a short explanation of the liability you have selected above.

Upload additional documentation relating to this liability (optional)
Attach a file:

Project Information

* indicates a required field

Project title *

Short project description *

Word count:
Must be no more than 300 words.
Please provide a brief overview of your project, including what you aim to achieve, the key activities you will undertake, and who will benefit. Keep this section short—you'll have more space to describe your project in detail later in the application.

Project location address *

Your project must deliver benefits/ outcomes within the Collie region. The Collie region is defined as an area within a 50km journey to work zone from the Collie townsite/CBD.

Why is this project needed?

Word count:
Must be no more than 300 words.
Describe the current market or situation, including any similar businesses or services. Explain what gap your project will fill or how it will improve on what is already available.

Program Objectives

Program objectives

Which objective(s) does your project deliver
☐ Objective 1 - Invest in projects that support economic diversity, growth, and jobs in the Collie region.
☐ Objective 2 - Contribute to a vibrant and liveable regional community.
☐ Objective 3 - Supporting Collie's Just Transition by maximising opportunities for transitioning workers
☐ Local Content - the project budget includes expenditure with Collie suppliers
Must meet at least one objective (1,2 or 3). More than one selection is allowed but does not provide greater advantage.

Objective 1 - Invest in projects that support economic diversity, growth, and jobs in the Collie region

For example, your project ***may*** deliver the following outcomes and metrics:

- **create long terms jobs in Collie**
  - Number of new permanent full time jobs created as a result of the project
  - Number of new permanent part time jobs created as a result of the project
  - Number of new casual jobs created as a result of the project
  - Number of new apprenticeship or trainee jobs created as a result of the project
- **help a business expand or add new products and services**
  - Number of new customers or contacts
  - Number of feasibility studies or business cases developed
  - Number of new products or services being produced or delivered
- **improve productivity**
  - Increase in total revenue per annum ($)
- **build skills that benefit the wider industry**
  - Number of people who participated in formal training
  - Number of people who participated in informal training
  - Number of new business accreditations or certifications

Explain what your project will achieve. You will be asked to provide numbers or measures for these outcomes in the next section.

Word count:
Must be no more than 300 words.

Objective 2 - Contribute to a vibrant and liveable regional community

For example, your project ***may*** deliver the following outcomes and metrics:

- **improve community wellbeing through new or improved services or facilities**
  - Number of new community services or infrastructure introduced
  - Number of improved or additional community infrastructure
  - Number of people accessing services
  - Number of people accessing infrastructure
- **build partnerships with local groups or organisations**
  - Number of community groups or services engaged as part of the project
  - Number of new formal partnerships with groups as part of the project
  - Number of informal partnerships with groups as part of the project
- **support community spaces and events that bring people together and/or celebrate Collie's unique history**
  - Number of events supported as part of the project
  - Number of people attending the funded event(s)
  - Number of visitors from outside the Collie area attending the event(s)
  - Number of ancillary businesses engaged

Explain what your project will achieve. You will be asked to provide numbers or measures for these outcomes in the next section.

Word count:
Must be no more than 300 words.

Objective 3 - Supporting Collie's Just Transition by maximising opportunities for transitioning workers

For example, your project ***may*** deliver the following outcomes and metrics:

- **Enabling transitional coal workers to start or expand business**
  - Number of transitional workers engaged in new or expanded business activities
- **Support existing businesses to diversify beyond the coal industry**
  - Number of business streams diversifying beyond coal related activities
- **Connecting transitional workers to new employment or skills**

- Number of transitional workers supported in alternative employment
- Number of transitional workers supported with skills development or capacity building

Explain what your project will achieve. You will be asked to provide numbers or measures for these outcomes in the next section.

Are you a transitioning worker directly impacted by the coalfired power station phased closures

○ Yes ○ No

Is your organisation impacted by the coalfired power station phased closures

○ Yes ○ No

Please detail how Collie's transition from coal and coalfired power industries will impact you or your organisation

Word count:
Must be no more than 300 words.
You will be asked to provide numbers or measures for these outcomes in the next section.

Project impact

Click on the browse function in the metrics column and choose as many outcomes and metrics that fit your project, according to the guide below

Local Content: Please choose the approximate amount of the project budget that will be spent with local Collie suppliers

Objective 1: Please choose from the following:

- **create long terms jobs in Collie**
  - Number of new permanent full time jobs created as a result of the project
  - Number of new permanent part time jobs created as a result of the project
  - Number of new casual jobs created as a result of the project
  - Number of new apprenticeship or trainee jobs created as a result of the project
- **help a business expand or add new products and services**
  - Number of new customers or contacts
  - Number of feasibility studies or business cases developed
  - Number of new products or services being produced or delivered
- **improve productivity**
  - Increase in total revenue per annum ($)
- **build skills that benefit the wider industry**
  - Number of people who participated in formal training
  - Number of people who participated in informal training
  - Number of new business accreditations or certifications

Objective 2: Please choose from the following:

- **improve community wellbeing through new or improved services or facilities**

- Number of new community services or infrastructure introduced
- Number of improved or additional community infrastructure
- Number of people accessing services
- Number of people accessing infrastructure

- **build partnerships with local groups or organisations**
  - Number of community groups or services engaged as part of the project
  - Number of new formal partnerships with groups as part of the project
  - Number of informal partnerships with groups as part of the project
- **support community spaces and events that bring people together and/or celebrate Collie's unique history**
  - Number of events supported as part of the project
  - Number of people attending the funded event(s)
  - Number of visitors from outside the Collie area attending the event(s)
  - Number of ancillary businesses engaged

Objective 3: Please choose from the following:

- **Enabling transitional coal workers to start or expand business**
  - Number of transitional workers engaged in new or expanded business activities
- **Support existing businesses to diversify beyond the coal industry**
  - Number of business streams diversifying beyond coal related activities
- **Connecting transitional workers to new employment or skills**
  - Number of transitional workers supported in alternative employment
  - Number of transitional workers supported with skills development or capacity building

Metric	Baseline (before the project starts)	Target (once the project is complete)	Collection method
eg. Number of new permanent full time jobs created as a result of the project	eg. 2 (full-time employees) Must be a number.	eg. 4 (full time employees - an increase of 2)) Must be a number.	eg. We will track employee numbers through payroll records and employment contracts.

Local Content and Benefit

Use local Collie suppliers whenever you can. Tell us what percentage of your project budget will stay in the local area and list the goods and services you plan to buy from local businesses. If something can’t be bought locally, briefly explain why.

Word count:
Must be no more than 300 words.

Appproximately what percentage of the total project costs will be sourced locally

Must be a number.

What benefits will your project bring to Collie outside of your business or organisation?

This could include benefits for other businesses, local government, community groups or local suppliers. This can be evidenced through letters of support.

Word count:
Must be no more than 200 words.

Letter of support (optional)
Attach a file:

Financial and Organisational Capability

Project budget

You can apply for a **maximum of $100,000**

Your project budget must clearly outline how grant funds will be used and include all sources of income and eligible expenditure.

You must:

- Provide clear, itemised descriptions for each budget line.
- Attach quotes for all items over $1,000.
- Include all funding sources, including your cash contribution. Other State Government funding cannot be included, and in-kind contributions are not considered in this table.
- Ensure total income (grant funds and your contribution) matches total expenditure and that all costs are accurate and eligible.

This project budget is indicative only, should you be successful we will ask you to provide updated detailed quotes before entering into the Grant Agreement.

The following items are **ineligible** and should not be included in the project budget table.

- Retrospective costs incurred before the Grant Agreement is executed
- Ongoing operational or maintenance costs
- Staff salaries
- Core business activities
- Operational overheads (e.g., rent, insurance, phone services)

- The purchase, rental, or lease of real property. This includes, but is not limited to, land, commercial or residential buildings, and any associated property-related costs.

For projects requesting more than $50,000 in funding, audit costs must be included. An independent Certified Practising Accountant, Chartered Accountant or Registered Auditor must undertake the audit.

Note: Please enter whole dollars only.

Please add additional lines if required.

Project Expenditure Items	Grant Funds requested (Ex GST)	Applicant contribution (cash or loan) (ex GST)	Funding Status	Please attach quote(s)
	Must be a dollar amount.	Evidence of this will be required prior to release of funding Must be a dollar amount.		
	$	$		
	$	$		
	$	$		

Total project budget

This section is **AUTO CALCULATED** from the above table

Total Grant Funds requested (ex GST) A

$

This number/amount is calculated.

Co-Contribution (Cash)

$

This number/amount is calculated.

Total Project Cost

$

This number/amount is calculated.

Financial health

We need to assess the financial viability of your business.

To assist, please provide documents below. If these are not available, we may conduct engage a third party credit risk analysis.

1. Financial statements (profit & loss and balance sheet) where possible verified by a Certified Practising Accountant, Chartered Accountant or Registered Auditor for the last two (2) years.
2. Current year-to-date financial information (income and expenditure statement and/or balance sheet).
3. If you don’t have past financial statements, please provide financial forecasts for the next two years. This is an estimate of your expected income and costs for your business.

Upload Financial Information

Attach a file:

Project Preparedness and Sustainability

* indicates a required field

Projects are expected to commence within six months of funding being awarded and must be completed within twelve months.

Estimated Project Start Date

Must be a date.

Estimate Project End Date

Must be a date.

If your project cannot start within six months of approval, briefly explain the reasons.

Milestones

Please complete the project milestone table below by outlining the key activities or milestones planned for your project.

Milestone	Start date	End date
One per row. e.g. Approvals; demolition; footings, construction etc. Add more rows if you want to list additional milestones.	Must be a date.	Must be a date.

7.3 Approvals

If your application is successful, all required planning or building approvals must be obtained before funding can be released. Funding does not cover the cost of obtaining these approvals.

Does your project need any approvals or permissions before it can start? This may include planning approvals, permits, licences, or other formal permissions. *

○ Yes ○ No ○ Unsure

Eg: Local government planning approvals and building permits, permissions from landlord, other regulatory licenses.

What approvals or permissions does your project need? Please include any planning approvals that are already in place.

Planning/Building/License no.	Status	Planning Documents (Optional)

Has any Due Diligence been conducted specific to Aboriginal heritage for any activities that will take place on land, sea or country.

○ Yes ○ No

For more information, visit https://achknowledge.dplh.wa.gov.au/

Authorised Officer Declaration

* indicates a required field

Privacy Statement

The program is administered in accordance with the Freedom of Information Act 1992 (WA). Information may be disclosed as required by law. Information about the receipt of State Government financial assistance may be tabled in the Western Australian Parliament and listed in Government media statements, including the recipient's name, project name, funding amount, total project budget, other funding sources, and a project summary. Successful applicants should be aware that a summary of key project details and approved funding will appear on the SWDC website.

Information provided by applicants or collected by Regional Development Commissions (RDCs) or the Department of Primary Industries and Regional Development (DPIRD) in relation to an applicant or their application may be used in the administration of the CFSGP and in the assessment of this application.

Clarification of other funding sources for your project as stated in your application and project budget may be sought from the relevant funding bodies.

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

SWDC and 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).

SWDC and DPIRD are also subject to the Freedom of Information Act 1982 and documents in the possession of these agencies are subject to these provisions.

I have read and understood the privacy statement and I consent to and authorise such uses and disclosures. *
○ Yes I confirm

Funding conditions

If your application is successful, you will be required to enter into a Grant Agreement with the State Government. The agreement must be finalised within twelve months of the funding offer, otherwise the offer may be withdrawn.

No funds will be released until the Grant Agreement is signed. The Agreement outlines all obligations, conditions, reporting requirements, and performance expectations.

All projects must be approved and a Grant Agreement executed prior to project commencement. **No retrospective payments will be made**.

As a condition of funding, all grant recipients are required to provide a detailed Acquittal Report within twelve (12) weeks of project completion. For projects receiving funding of more than $50,000 the Acquittal Report is to be certified a Certified Practising Accountants, Chartered Accountant or Registered Auditor.

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.

Applicants are encouraged to seek independent tax and financial advice on the potential implications of obtaining funding, including the impact on assessable income.

I have read and understood the conditions of funding *
○ Yes, I have read and understood

Declaration

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 certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant is successful, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I do hereby declare that all the information supplied in this application form for CFSGP funding is, to the best of my knowledge, accurate and complete; that I have read and accept the requirements of the Guidelines, and that SWDC will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Name of Authorised Person *

Title	First Name	Last Name

The person who has the legal authority to sign the Grant Agreement if this application is successful

Position/Title *

Name of Organisation (Legal Entity) *

Name of organisation as listed in official documentation such as ABR, ACNC or ATO.

Autorised Officer's Contact Phone Number *

Authorised Officer's Email Address *

Dated *

Must be a date.

Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process
☐ Very Easy ☐ Easy ☐ Difficult ☐ Very Difficult

Did you participate in a one-on-one consultation with an SWDC Regional Development Officer before submitting your application?
☐ Yes ☐ No

Was the assistance provided by SWDC helpful in completing your application?
☐ Yes ☐ No

Please provide any additional comments or feedback about the consultation

Submit your application

Please move to the next page and click **Submit** to complete your application.

Once submitted, applications cannot be edited or additional information provided.

You will receive an email to confirm your submission has been received. If you do not receive an email please check your junk email folder. Please keep a record of your submission number.

To view your submission

please go to https://dpird.smartygrants.com.au/applicant/login, enter your email address and password then click Log In.

Once you are logged in click on the My Submissions link near the top of the page.

NOTE: You may download a PDF of your applications prior to submission.

Thank you for your application!