

WA AFB Voucher Program Round 2 Application Form Preview

Welcome to WA Agrifood and Beverage Voucher Program

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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 to Medium Enterprises (SMEs) operating in Western Australia to:

- increase jobs in Western Australia;
- facilitate growth, diversification and expansion domestically and internationally through the provision of expert advice;
- plan for technological solutions to improve efficiency, grow markets and resolve digital problems; and
- plan for investment.

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 and job creation through sustained business growth and improved competitiveness.

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 **5:00pm WST, 11 December 2020**. 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) webpage. You can access current funding rounds by clicking [here](#).

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 Industries and Regional Development, (08) **9780 6165** / 0467 787 133 or email DPIRD's Food branch foodindustryinnovation@dpiird.wa.gov.au. Alternatively contact Mr Jon Berry, project manager on (08) **9780 6283** or 0417 997 323.

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 **(08) 9780 6165** 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.

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1.2 Does your business have an annual sales turnover in between the following range?

A metropolitan based business: between \$200k and \$50m or a regionally based business: between \$100k and \$50m *

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

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? *

Yes No

1.7 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/awards-and-agreements/minimum-wages-conditions/national-employment-standards>

1.8 Do you agree to participate in future program evaluation activities such as a survey or interview? *

Yes No

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

Applicant Details

* indicates a required field

2. Applicant Information

2.1 Organisation Name *

Organisation Name

2.2 Registered business name (if different from above)

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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	

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 Contact Person *

Organisation Name

2.7 Contact Person Position *

2.8 Contact Person Phone Number *

Must be an Australian phone number.

2.9 Contact Person Position Mobile Number *

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Must be an Australian phone number.

2.10 Contact Person Position Email *

2.11 Authorising Officer *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

2.12 Authorising Officer Phone Number *

Must be an Australian phone number.

2.13 Authorising Officer Email *

Must be an email address.

2.14 Organisation Website *

Must be a URL.

2.15 Please upload your Certificate of Incorporation *

Attach a file:

Capability and Growth Potential

* indicates a required field

3. Competitive Capabilities

3.1 Which turnover category applies to your business? *

- \$0.1 to \$0.2 million \$0.2 to \$0.5 million \$0.5 million to \$1.0 million \$1.0 million to \$1.5 million More than \$1.5 million*

Please note: A business with annual turnover above \$1.5 million is eligible to participate in AusIndustry's Entrepreneur Program which enables access to other forms of Commonwealth funding support. If you are interested in being connected to this program, please contact Tilwin Westrup on (08) 9780 6165 for more details.

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

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

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3.3 Please 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 does your business currently have? *

Must be a number.

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? *

Word count:

Must be no more than 250 words.

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

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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 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.

4. Demonstration of Business Planning

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

Yes No

Please note: You are only eligible to apply for Business Planning if there is no business plan submitted at the application stage.

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

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5. Nominating Voucher Type

Applicants are able to apply for up to three vouchers with the maximum voucher amount being subject to annual turnover as follows:

- \$10,000 for businesses with >\$1M turnover
- \$5,000 for businesses with \$500K to \$1M turnover
- \$2,000 for Perth metropolitan businesses with \$200K-\$500K turnover and regional businesses with \$100-\$500K turnover

Applicants applying for second and third 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.

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
Add lines to select more than one type	Must be a dollar amount.		
Business Planning Quality Assurance Market Positioning E-Commerce Planning Technology and Digital Export Capability Development Technical Expertise Planning for Investment Transitioning to Manufacturing (avail to WA producers)	\$		

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
	Must be a dollar amount.		
	\$		

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. The applicant must provide evidence that the Professional Service Provider has experience or expertise in the service delivery of one or more categories.

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

Service Provider Name

Quotation and Evidence of Service Provider experience/expertise

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8. Other

8.1 You may wish to provide any other key information you believe will assist us in considering your business for the Voucher Program.

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. *

Yes

I declare that 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. *

Yes

I declare 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. *

Yes

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I will participate in the program evaluation and provide feedback on the voucher program. *

Yes

Name of Authorised Person *

Position/Title *

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