

2021/22 ICCF Round 2 Application

Form Preview

Welcome to International Competitiveness Co-investment Fund - Round Two

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About ICCF Round 2

The International Competitiveness Co-investment Fund (ICCF or the Program) is a major grant program of the Department of Primary Industries and Regional Development (DPIRD). To date, \$3.85 million has been committed by the State Government over four rounds of grants through the ICCF Round One and what was formerly known as the Grants for Asian Market Exports (GAME). DPIRD continues to support WA agribusinesses to engage and grow in international markets through various activities including this Program.

The objectives of the Program are to:

- provide WA agrifood businesses with the capability to access and develop international export markets; and
- support WA agrifood businesses to achieve consistent business growth through enhanced international competitiveness and strategic customer relationships in high value, premium international export markets.

Round Two of the ICCF Program seeks to support Western Australian exporters in response to the COVID-19 pandemic to maintain and further develop their relationships with existing and new international customers.

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 ICCF Round Two is **9:00pm AWST, Friday 4 February 2022**. Incomplete applications and/or applications received after the closing date will not be considered.

Prior to submitting your application please ensure you have reviewed the [Guidelines](#) and [FAQs](#). Click [here](#) to view the webpage and the reference documents.

For queries about the guidelines, deadlines or questions on this form, please contact us by email AsianMarketSuccess@dpiird.wa.gov.au and allow up to 24 hours for a response. If you have any technical issues with submitting your proposal through this online system please contact us on (08) 9368 3582/ 0460 018 572.

Privacy Statement

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

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Any information provided (personal, financial or otherwise) will be solely used for the purpose of this Grants 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 are also subject to the *Freedom of Information Act 1992* 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

1. Applicant Details

* indicates a required field

Entity Name *

Organisation Name

Organisation/Trading Name (if different from the business entity name)

Address *

Address

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

Contact Person *

Title First Name Last Name

Position in Organisation *

Office Number *

Must be an Australian phone number.

Mobile Phone Number *

Must be an Australian phone number.

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Email *

Must be an email address.

Applicant 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.

Confirmation of Eligibility

* indicates a required field

Please refer to Section 5 of the Guidelines to confirm the Entities eligibility before completing this application.

I confirm that the applicant:

- has read and understands the program guidelines,
- is able to demonstrate alignment between their project and the aims of this program,
- is eligible under the Guidelines, and
- is able to demonstrate financial viability of the organisation.

Please confirm that all statements above are true and correct *

Yes

No

2. Stream Selection

As per the Guidelines:

Individual grants of between \$20,000 and \$100,000 (excluding GST) are available in ICCF Round Two to successful applicants in the following three categories:

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- 1. Aspiring or new exporters:** businesses that have undertaken \$0 to \$10,000 in aggregated international sales over the last two financial years are able to apply for a grant between \$20,000 to \$30,000 (excluding GST),
- 2. Emerging exporters:** businesses that have undertaken between \$10,000 to \$50,000 in aggregated international sales over the last two financial years are able to apply for a grant between \$20,000 to \$50,000 (excluding GST),
- 3. Established exporters:** businesses that have undertaken more than \$50,000 aggregated international sales over the last two financial years are able to apply for a grant between \$20,000 to \$100,000 (excluding GST) in funding.

Please note you will be directed at Question 4.6 to provide evidence of your stream selection.

Which funding stream are you applying for? *

- Stream 1: Aspiring or new exporters
- Stream 2: Emerging exporters
- Stream 3: Established exporters

3. Demonstration of Eligibility

To be eligible to apply for ICCF Round Two, the applicant must be able to answer **YES** to ALL questions below.

If you answer NO to any question or you are unsure about what the question means, please contact us on (08) 9368 3582 before proceeding with your application.

The applicant is also required to provide evidence that supports your eligibility for ICCF Round Two. All information provided as part of this application will remain commercial-in-confidence unless stated otherwise.

3.1. Has your business been in operation for at least two years? *

- Yes
- No

Please provide evidence that supports your answer. *

Attach a file:

Documentation that demonstrates eligibility includes quarterly Business Activity Statements, or Financial Statements, or Business Tax Returns for the most recent two financial year period. Maximum limit of 25MB per file. Recommended file size is 5MB.

3.2. Is your business an Australian based legal entity that is capable of entering into a legally binding agreement with the Western Australian State Government? *

- Yes
- No

3.3 Is your business' main source of income (more than 50%) related to the sale of food and beverage-related goods or services? *

- Yes
- No

3.4 Is your business currently exporting or seeking to export goods that are produced, grown or manufactured in Western Australia? *

- Yes
- No

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3.5 Does your business own the brand of the food and beverage products that is the focus of this application? *

- Yes No

Please provide evidence that supports your answer for question 3.3, 3.4 and 3.5. *

Attach a file:

e.g. Company brochures or/and product lists. Maximum limit of 25MB per file. Recommended file size is 5MB.

3.6 Are the products or services that your business does/will export, positioned for premium markets* internationally? *

- Yes No

*Premium markets are those markets where the consumer recognises and is willing to pay for an additional margin in recognition of the distinctive attributes exhibited by the product. Such attributes are differentiated from commodity products.

3.7 Is your business able to provide a minimum cash contribution of at least one dollar for every dollar (1:1) of grant funding received? *

- Yes No

e.g. to apply for a grant of \$30,000, the applicant must commit and contribute during the project a minimum of at least \$30,000 in cash, bringing the total project cash resource to \$60,000.

3.8 Does your business commit to all required project reporting and a final report including project evaluation and an acquittal of funds required at the completion of the project? *

- Yes No

4. Export capability

* indicates a required field

4.1 What is your business' annual aggregated turnover? *

- Less than \$20,000 \$20,001 to \$50,000 \$50,001 to \$100,000 More than \$100,000

4.2 How long has your business been in operation and incorporated in Australia? *

- 2 to 4 years 4 to 6 years 6 to 8 years Over 8 years

4.3 How many staff (full-time equivalents) does your business currently employ? *

- less than 5 5 to 19 20 to 200 More than 200

4.4 Which area(s) does your business maintain a base of operations? *

- Gascoyne Kimberley Peel South West
 Goldfields-Esperance Metropolitan Perth Pilbara Wheatbelt
 Great Southern Mid West

Or if applicable:

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Another state

Please select all that apply.

4.5 Provide a brief description of your business and its operations in Western Australia. Include the main source of income. *

Word count:

Must be no more than 250 words.

4.6 What is the value of your business' export sales (AUD\$) per annum? *

- Less than \$10,000 \$10,001 to \$50,000 \$50,000 to \$200,000 More than \$200,000

Please provide sales invoices from you overseas customers as evidence to support your answer. *

Attach a file:

Note: the invoices must show the same ABN as the applicant. Please also refer to Section 2, the evidence you provide must be consistent with the stream that you are applying for.

4.7 How long has your business been exporting? *

- Less than 2 years 2-3 years 4-5 years More than 5 years

4.8 What are the sales channel/s for the products that your business is exporting or intends to export? *

- Retail Wholesale Food Service E-commerce

Other

Please select all that apply. If you choose Other, please specify.

4.9 Which overseas markets is your business currently exporting to? *

- | | | | |
|------------------------------------|---|---|--|
| <input type="checkbox"/> Europe | <input type="checkbox"/> Mainland China | <input type="checkbox"/> United Kingdom | <input type="checkbox"/> Taiwan |
| <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Malaysia | <input type="checkbox"/> Vietnam | <input type="checkbox"/> Thailand |
| <input type="checkbox"/> India | <input type="checkbox"/> Middle East | <input type="checkbox"/> Singapore | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Indonesia | <input type="checkbox"/> North America | <input type="checkbox"/> South Korea | <input type="checkbox"/> N/A (for Stream 1 applicants only) |
| <input type="checkbox"/> Japan | | | |

Please select all that apply. If you choose Other, please specify.

4.10 Please select the overseas markets that your are interested in exporting to (select all that apply): *

- | | | | |
|------------------------------------|---|---|--|
| <input type="checkbox"/> Europe | <input type="checkbox"/> Japan | <input type="checkbox"/> North America | <input type="checkbox"/> South Korea |
| <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Mainland China | <input type="checkbox"/> United Kingdom | <input type="checkbox"/> Taiwan |
| <input type="checkbox"/> India | <input type="checkbox"/> Malaysia | <input type="checkbox"/> Vietnam | <input type="checkbox"/> Thailand |
| <input type="checkbox"/> Indonesia | <input type="checkbox"/> Middle East | <input type="checkbox"/> Singapore | <input type="checkbox"/> Other: <input type="text"/> |

Please select all that apply. If you choose Other, please specify.

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4.11 Describe your business' current export activity include the products that you are exporting or seeking to export. Please provide as much detail as possible to support your application. *

Word count:
Must be no more than 250 words.

4.12 Describe the key in-market partners with which your business currently works or is seeking to develop relationships. Include in your description who they are and what services or contribution these in-market partners provide to your business' export objectives. *

Word count:
Must be no more than 250 words.

4.13 Briefly describe the economic impacts, if any, that COVID-19 has had on your business, and how your business is responding to the ongoing effects of COVID-19. *

Word count:
Must be no more than 250 words.

Project Details

* indicates a required field

Project Name *

Planned Start Date *

As stated in the Guidelines, applicants will be notified of the application outcome by 09/05/2022.

Planned End Date *

Must be a date no later than 30/05/2023.

5. Project Information

Provide a concise, non-confidential overview of your project, including project aims/objectives, outcomes, activities and benefits to the state. Please note that the information

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you provide in response to this question will be used to communicate publicly to stakeholders about the ICCF program.

5.1 Please describe your project. *

Must be no more than 150 words.

A brief description of the project, what it hopes to achieve and clear idea of what exactly any approved funding will provide.

Objectives and Outcomes

5.2 What are the key aims and objectives of the proposed project? *

Word count:

Must be no more than 250 words.

5.3 What are the business outcomes expected as a result of this project? If relevant, include what you anticipate will be the effect on market share, turnover, sales and/or volume if the project is successfully implemented. Also include the timeframe you anticipate that the business outcome/s will be achieved from the end of the project. *

Word count:

Must be no more than 250 words.

5.4 Please describe how the grant funds will assist your project in rebuilding from the impacts of COVID-19 and adjusting to the new international market environment. *

Word count:

Must be no more than 250 words.

5.5 What evidence do you have that your project is feasible and that your proposed approach is sound and will achieve the outcomes anticipated? Evidence that supports the feasibility of the project can include (but is not limited to) industry or market research, the track record of a previous approach for products in other markets, in-market partner insights or feedback, letters of support or commitment from an in-market partner, feasibility studies conducted prior to the project proposal, a competitor's performance in the target market etc. *

Word count:

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Must be no more than 250 words.

Please upload your supportive documents if applicable.

Attach a file:

5.6 Describe how your project will contribute to economic development and jobs growth in regional and metropolitan Western Australia. Be specific on what quantifiable direct benefit, if any, your project outcomes will have to a specific region/s. Some examples include (but are not limited to) number of jobs created, increased skills, increased production, or increased regional contracting. *

Word count:

Must be no more than 250 words.

This is both an eligibility and selection criteria

Outputs

List each key project output and briefly describe how your project will deliver them.

Provide the delivery date for each key output taking into consideration the overall timeframe of your project. Please provide these in chronological order. Additional lines can be added.

For the purpose of this application an "output" is defined as what the project will do (key activities) or tangibly achieve. Examples of project outputs might be:

- Conduct research on ...
- Investigate ...
- Identify supply channels for ...
- Develop products or resources ...
- Create alliances/partnerships with ... in order to ...
- Establish production method ...
- Identify, purchase and install ...

Output Number	Output name	Description	Delivery Date	Is this a Milestone?
Must be a number.	Must be no more than 100 words.	Must be no more than 200 words.	Must be a date.	

Measures and Benefits

5.7 How do you plan to measure the performance and benefits of your project?

a) Please provide the international sales figures or other quantitative measurement as appropriate (e.g. volume) in the table below.

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	2020/21	2021/22	2022/23	2023/24
			Enter '0' in cell if no expected sales	Enter '0' in cell if no expected sales
International Sales	\$	\$	\$	\$

b) List other measurement methods that you will apply to the project (e.g. number of buyer contacts, number of customer orders). *

5.8 How will your business ensure that the benefits gained from this project will be sustained into the future? *

Word count:

Must be no more than 250 words.

Issues and Risks

Please identify any significant issues and/or risks that may prevent the project from delivering its stated aims and objectives.

For example, does your project depend on another specific entity agreeing to supply you special ingredients, inputs, equipment, channel to a specific market, license to export etc, without which the project cannot proceed? This would constitute a core risk to your project.

You are required to provide a travel risk management plan if your project proposal includes any travel expenditure.

Outline how these risks will be managed. Additional lines can be added.

Name and describe risk/issue

Management plan

Must be no more than 150 words.

Must be no more than 300 words.

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Please upload your travel risk management plan if applicable.

Attach a file:

Project Budget

* indicates a required field

Grant funding details

Provide an overview of what funding you are seeking, the amount you will be contributing and the the overall project cost.

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Please note:

The minimum request is \$20,000 (excl GST). As per the guidelines, the following funding caps are:

Stream 1- Aspiring or new exporters are able to apply for a grant between \$20,000 to \$30,000(excl GST),

Stream 2- Emerging exporters are able to apply for a grant between \$20,000 to \$50,000(excl GST),

Stream 3- Established exporters are able to apply for a grant between \$20,000 to \$100,000(excl GST).

Grant Amount Requested *

\$

What is the total financial support you are requesting in this application?

Cash Contribution *

\$

What is the total cash amount that you will be contributing to the project? The minimum cash contribution is one dollar for every dollar of grant (1:1).

Total Project Funding *

\$

This number/amount is calculated.

Breakdown of requested grant funding and cash co-contribution

Provide a description of the main items for which the grant funding and your cash co-contribution will be used.

Important notes:

- **Do not leave any of the fields in the table below blank.** If you do not intend to use the grant funding or your cash contribution for a particular expenditure item, insert "nil" in the description of that expenditure item and "0" for the funds column.
- A description of items that are out of scope and cannot be supported by grant funding is in the ICCF Round Two [Guidelines](#) section 3.2. Please note that the **employee wages or salaries** can **NOT** be supported and can **NOT** be included in your grant and cash budget.
- Cash contributions are the monetary contribution your business will commit to acquire non pre-existing goods or services to ensure project delivery. An applicant must provide a minimum cash contribution of one dollar for every dollar of grant (1:1).
- Third party consultants and other service providers contracted specifically to deliver an output for the project should be described as an operating expenditure item.
- Other government funding you have received can **NOT** be counted as part of your co-contribution.
- Travel and accommodation is considered in scope for ICCF Round Two grants and cash co-contribution and can be used for economy, full flexible airfares and standard accommodation. Upgrades to flights and accommodation can **NOT** be counted as part of your grant and cash budget.

Expenditure item	Description	Grant funds (\$)	Cash Co-Contribution (\$)
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All expenditure items must be for the project management purpose.	If no expenditure enter 'nil' in cell.	If none, enter "0".	If none, enter "0".
		\$	\$
		\$	\$
		\$	\$

Collaborating Organisations (if any)

Provide a description of the collaborators (if any) and their contribution to your project.

Note:

- **Collaborators are not a requirement** in the grant program. You should only consider including them in your application if they provide cash or in-kind contributions. These collaborator contributions cannot be used to fulfil the minimum 1:1 applicant cash co-contribution requirement.
- You will need to ensure that you have received formal commitment from the collaborator/s for their contribution before it can be included in your application.
- If your project is successful in receiving grant funding, you will also be responsible for accounting for these contributions as part of your funding agreement. Please include collaborator and their contributions only if you are confident that you will be able to fulfil this obligation.
- If your project involves collaborators, you must describe who will be involved and what role that business/organisation will play in the project (for example, capabilities and resources: cash, salaries, capital items, office space etc.)
- Letters of support from each collaborator must be provided to confirm their level of contribution, signed by an appropriate senior manager from the organisation making the commitment.

Contact details (organisation, contact person, position, telephone)	Role and/or capabilities and resources contributed to the project include:	Entity Type	Letter of support (Y/ N)
Must be no more than 30 words	Must be no more than 150 words	Which best describes the predominant business activity of the contributor	

Collaborator Contributions (if any)

Indicate the **total** monetary value of all collaborator contributions as relevant (include cash and in-kind, round figures to nearest \$100, exclude GST).

Expenditure	2021/22	2022/23
	If no expenditure enter '0' in cell Must be a dollar amount.	If no expenditure enter '0' in cell Must be a dollar amount.
Travel	\$	\$
Operating	\$	\$

6. Pre-existing grant funding

6.1 Has your business received grant funding from the Department of Primary Industries and Regional Development or any other government grants (Commonwealth included) for export development? *

Yes No

6.1.1 If yes, please provide more details of the grant funding you received.

Grant Name	Year	Amount

6.1.2 Identify and explain how your ICCF Round Two proposal builds on or differs from the other project/s or activities for which you were or are being funded, and what new/additional benefits to regional WA will result from your Round Two application. Please note that Round Two funds cannot be used for activities already identified in your other grant funded projects or activities. Previous grant project management performance may be taken into consideration in the assessment of the application. *

Word count:

Must be no more than 250 words.

Attachments and Declaration

* indicates a required field

Attachments

Note:

- Only documents that are directly relevant to and support your application are to be uploaded.
- Beyond those documents that provide evidence to support your eligibility for a grant, there is no guarantee that any additional supporting documents you provide will be viewed by the assessors. You will need to ensure that your application contains all the necessary details that you would like to be considered in the assessment process.

Attach a file:

Maximum limit of 25MB per file. Recommended file size is 5MB.

Declaration

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- I declare that the proposed application, project and/or any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.
- I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete.
- I understand that it is the applicant's responsibility to inform the Department of Primary Industries and Regional Development (DPIRD) immediately of any changes to the information given in this application and, if requested, the applicant will provide all relevant documents to substantiate such changes.
- I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that DPIRD during the application process may also seek advice from other expert advisors on information provided in the application.
- I acknowledge that if DPIRD is satisfied that any statement made in an application is incorrect, incomplete, false or misleading, DPIRD may, at its discretion, take appropriate action. I note such action may include excluding an application from further consideration, withdrawing an offer of funding and/or terminating any agreement between DPIRD and the recipient including recovering funds already paid.
- I acknowledge that if successful, the applicant will be required to enter into a funding agreement.
- I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.
- I declare that I am authorised to complete this form and to sign and submit this declaration on behalf of the applicant.

Confirmation *

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

Name of Authorised Person *

Title First Name Last Name

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Position *

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 International Competitiveness Co-investment Fund Round Two application form. We recommend that you check your application carefully and upload all relevant information before submitting. Please click [**Next Page**] to review your information and then [**Submit**] to submit this application.