

Application - Supplying Key Projects Round 2024-25

Form Preview

Eligibility criteria/self-assessment checklist

* indicates a required field

Purpose of the Round

To assist Western Australian small and medium-sized enterprises (SMEs) to enhance their business capability and capacity to supply to major Government projects or private sector projects in the following priority sectors: » Energy (oil and gas renewables) » Mining » Civil construction » Defence » Marine

LCF funding under this round will be 50% of eligible costs up to a maximum level of funding of \$50,000.

Before you begin completing your application, please ensure that you have read the [guidelines](#) and [FAQs](#) for this round so you are aware of the eligibility criteria and what are considered eligible costs.

Please also read through the sample Financial Assistance Agreement [here](#) so you are aware of your responsibilities in the event that your application is successful.

Please complete this checklist before starting your application.

Please refer to the guidelines for more information regarding eligibility.

Are you intending to supply to Government or a project within one or more of the following priority sectors: energy, mining, civil construction, defence or marine? *

Yes No

Does the business operate in a trade-exposed industry (or an industry that faces competition from other national or international SMEs)? *

Yes No

Has the business been registered for GST for at least 12 months? *

Yes No

Note: The business must also intend to remain registered for the next 12 months.

Does the business have an Australian Business Number (ABN)? *

Yes No

Is the business a for-profit organisation or business or an incorporated not-for-profit Aboriginal corporation operating as a commercial enterprise? *

Yes No

Note: Charities are ineligible for funding.

Is the business solvent? *

Yes No

Has the business been operating/trading in Western Australia for at least three years? *

Application - Supplying Key Projects Round 2024-25

Form Preview

Yes No

Is the principal place of business (operating facilities) based in Western Australia? *

Yes No

Will the business's operating facilities continue to be based in Western Australia during the next 12 months? *

Yes No

Does the business employ less than 200 people? *

Yes No

Note: If the business is part of a group, the number of employees includes the combined employees of the entire group.

Will the activities funded as part of this funding request be implemented in Western Australia? *

Yes No

Where the business is requesting a funding for activities that involve the use of consultants, are the consultants third parties and at arm's length from the business? *

Yes No N/A

Can you confirm that the activity for which funding is being sought is not a retrospective activity and that the activity and expenditure has not been undertaken prior to submitting this application? *

Yes No

Note: Invoices dated prior to the submission date are ineligible for funding.

Is this the only application that has been submitted for this LCF round? *

Yes No

Note: If more than one application is submitted under the same ABN, only the first application submitted will be considered.

Can you confirm that the business has not received, nor is it likely to receive other Government funding for the same proposed activities? *

Yes No

Note: Government funding includes any grants or assistance programs provided by Federal, State or Local Government.

Can you confirm that the business has not received more than \$200,000 in funding under the LCF in the last five years? *

Yes No

If you have been a previous recipient of funding under the LCF, can you confirm that all grants awarded to your business have been claimed and that your business has complied with all reporting requirements? *

Yes No N/A

Please note: you have selected 'No' for a question above. Please provide clarification as to why you have selected 'No'. *

Application - Supplying Key Projects Round 2024-25

Form Preview

Contact Details

* indicates a required field

Applicant Type *

- Company
- Partnership
- Sole Trader
- Trustee on behalf of a trust
- Not-for-profit Aboriginal organisation

Name of the Trustee *

Organisation Name

Name of the Trust *

Organisation Name

Australian Company Number (ACN) *

Digits only, no spaces.

Applicant Details

Applicant Trading Name *

Organisation Name

If Trust please use trading name of the Trust.

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

Application - Supplying Key Projects Round 2024-25

Form Preview

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

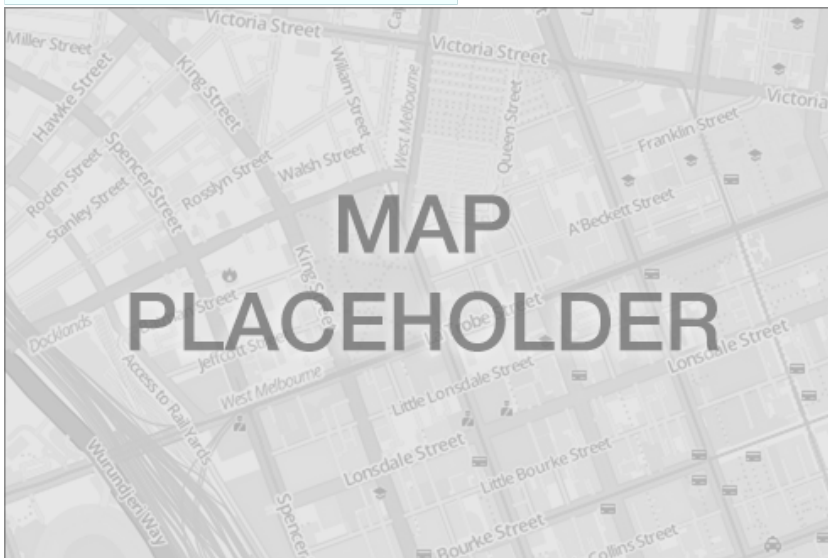
What date was the business established? *

Must be a date and no later than 13/9/2021.

Business must have been trading and operating for at least 3 years at the time of the application.

Business Address *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

What Western Australian region is your principal place of business located in? *

Is the business an Aboriginal Business? *

Yes

No

Must be a minimum 50% owned by an Aboriginal interest. Your response does not impact on your eligibility.

Business Website

Must be a URL.

Application - Supplying Key Projects Round 2024-25

Form Preview

Is the business part of a group of businesses (or corporate group)? *

Yes

No

Business Turnover (last financial year) *

\$

Note: If the business is part of a group, the business turnover includes the combined turnover of the entire group.

Number of Employees *

Note: If the business is part of a group, the number of employees includes the combined employees of the entire group.

What is the name of the business's parent company/entity?

Organisation Name

Primary application contact

Name *

Title

First Name

Last Name

Position *

Primary Business Phone Number *

Must be an Australian phone number. Must be an Australian mobile phone number. e.g. 04XXXXXXX or 08XXXXXXX or +618XXXXXXX

Email *

Must be an email address.

Mobile Phone Number

Must be an Australian phone number. Must be an Australian mobile phone number. e.g. 04XXXXXXX or 08XXXXXXX or +618XXXXXXX

Bank Details

Should your application for funding be deemed successful:

The payment will be made via electronic funds transfer to the account details provided in this section. You will be required to provide a copy of a bank statement confirming these details (no need to show transactional data, just the BSB, account name and number).

Application - Supplying Key Projects Round 2024-25

Form Preview

Bank Name *

Bank Details *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Previous Financial Assistance

* indicates a required field

Has the business been the recipient of financial assistance under previous rounds of the LCF? *

Yes

No

Previous Assistance

Year	Purpose of Funding	\$ Amount Received
		\$
		\$
		\$
Must be a year (e.g. 2020)		Must be a dollar amount.

Overview of applicant's business operations

* indicates a required field

What are the business's core business and products/services? *

Word count:

Provide a brief explanation of the business's core activities and products/services and how these are supplied to the market. E.g What exactly does the business do? Is the business a direct supplier to the sector? If the business has supplied to major projects within a sector/market, provide details of the project and the work done by the business.

List the business's top 10 clients and what % they contribute to business turnover.

Market Share %

Application - Supplying Key Projects Round 2024-25

Form Preview

Note: If the business has more than 10 clients, please put "Other" in row 10 with the remaining % to make up 100%.	Must be a number.

Market Share %

This number/amount is calculated.

Activity details

* indicates a required field

Please note:

- Activities must be completed and claims for payment of grant funds submitted by 3 PM (AWST) on 31 May 2025.
- The dollar amounts entered in the "Total cost of activity" column should match with the details in the quotes provided under the "Value for money" criterion.

Provide a description of the activities the business wishes to undertake and how the funding will be used. *

Word count:

Must be no more than 300 words.

How will the majority of the grant funding be used? *

- Training
- Upgrading Facilities/Premises
- Upgrading Capital Equipment
- Specialist Consulting Advice
- Upgrading Business Systems
- Purchasing Equipment/Technology

Project Region

Please select the region where the majority of the project takes place. *

Provide the following details for the specific activities to be funded.

Application - Supplying Key Projects Round 2024-25

Form Preview

Planned Activity	Planned completion date	Chosen Provider/ Supplier	Total cost of activity (excluding GST)	Chosen Quote
	Must be a date and between 26/7/2024 and 31/5/2025.			A minimum of 1 file must be attached.
			\$	
			\$	
			\$	
			\$	
			\$	

Total activity cost

\$

This number/amount is calculated.

Grant amount requested *

\$

This should be calculated as 50% of the total activity costs (excluding GST) up to a maximum of \$50,000.

Relevance/Need (40%)

* indicates a required field

How do the proposed activities align with the objectives of the round? *

Word count:

Must be no more than 300 words.

Explain the importance to the business of undertaking the proposed activities and why now is an opportune time for the business to do so. *

Word count:

Must be no more than 300 words.

Note: Consider how this funding will improve the business's internal processes.

What are the major opportunities and risks faced by the business? *

Word count:

Must be no more than 300 words.

Application - Supplying Key Projects Round 2024-25

Form Preview

Explain how the proposed activities will assist the business to take advantage of the opportunities, or help it overcome the risks it currently faces. *

Word count:

Must be no more than 300 words.

Expected Outcomes / Level of impact (30%)

* indicates a required field

Describe how the proposed activities will impact the business in the following areas (where relevant).

Note: Please explain the expected outcomes and quantify/qualify your answers wherever possible.

The overall competitiveness of the business *

Word count:

Must be no more than 150 words.

Write N/A if not applicable

Creation/retention of jobs including apprentices/trainees *

Word count:

Must be no more than 150 words.

Write N/A if not applicable

Skills development *

Word count:

Must be no more than 150 words.

Write N/A if not applicable

Estimated number and value of new contracts *

Word count:

Must be no more than 150 words.

Write N/A if not applicable

Increase in productivity and efficiency *

Application - Supplying Key Projects Round 2024-25

Form Preview

Word count:

Must be no more than 150 words.

Write N/A if not applicable

Increase in turnover or profitability *

Word count:

Must be no more than 150 words.

Write N/A if not applicable

Other (e.g. access to new markets, improved OSH, new investments etc) *

Word count:

Must be no more than 150 words.

Write N/A if not applicable

Level of engagement with industry (10%)

* indicates a required field

Provide details of the public or private sector project which the business is aiming to supply to as a result of the activities which it is seeking funding for. *

Word count:

Must be no more than 200 words.

Note: This project must fall outside the scope of the [Pipeline of Work](#)

What part of the targeted project is the business hoping to supply to? *

Word count:

Must be no more than 100 words.

What similar projects has the business worked on in the past and what was the nature of the work done? *

Word count:

Must be no more than 100 words.

How has the business engaged with the project it is targeting or the State Government Department/head contractor overseeing the project? Please upload any evidence of its engagement where relevant. *

Application - Supplying Key Projects Round 2024-25

Form Preview

Word count:

Must be no more than 100 words.

Attach a file:

Value for money (10%)

* indicates a required field

The purpose of this section is to make sure that the business has considered the costs and quality of the activities it is seeking funding for. It needs to be demonstrated that the business, as well as the Government as the grant provider, will receive value for money for the proposed activities. (When answering this question, please consider whole of life costs not just purchase price.)

Alternative quotes for the proposed activities must be provided. If the business has not sought alternative quotes, an explanation must be provided below.

If engaging the services of a consultant, please answer the following questions:

Has the business obtained alternative quotes? *

Yes

No

Please provide an explanation as to why the business has not explored or obtained alternative quotes. *

Word count:

Must be no more than 150 words.

What are the reasons for your choice of consultants/training providers? Please describe their capability and capacity to deliver the service in comparison to the alternative quotes received (if sought). *

Word count:

Must be no more than 200 words.

Do you declare that the chosen consultants/accrediting body are not part of the current operating business? *

Yes

No

Application - Supplying Key Projects Round 2024-25

Form Preview

The applicants will not be funded where the activities are provided by employees of the business or third parties that are perceived by the Department not to be at arm's length from the business.

Please attach any alternative quotes that the business has sought.

Attach a file:

This should include, as a minimum, the following information - A breakdown of the key services to be provided; Number of consulting hours/days for each of the key services; Delivery costs; Relevant experience; Delivery timeframe; Payment schedule; Name of key personnel who will undertake the project work.

If purchasing plant and equipment, answer the following questions:

Has the business obtained alternative quotes? *

Yes

No

Please provide an explanation as to why the business has not explored or obtained alternative quotes. *

Word count:

Must be no more than 150 words.

Write N/A if not applicable

What research have you carried out to ensure the plant and equipment is fit for purpose and provides value for money in comparison to other alternatives available in the market? *

Word count:

Must be no more than 200 words.

Write N/A if not applicable

What are the reasons for your choice of plant and equipment? *

Word count:

Must be no more than 150 words.

Please attach any alternative quotes that you have sought.

Attach a file:

This should include, as a minimum, the following information - A breakdown of the key services to be provided; Number of consulting hours/days for each of the key services; Delivery costs; Relevant experience; Delivery timeframe; Payment schedule; Name of key personnel who will undertake the project work.

Application - Supplying Key Projects Round 2024-25

Form Preview

Financial viability and risk (10%)

* indicates a required field

The purpose of this section is to demonstrate the business's financial viability and to help minimise the Department of Jobs, Tourism, Science and Innovation's (JTSI) risk as the provider of the funding.

Has the business or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) been involved with a business failure (liquidation, voluntary administration or receivership)? *

Yes No

Have any of the senior office bearers of the business ever been declared bankrupt? *

Yes No

Has the business or any of its senior office bearers been the subject of a legal investigation? *

Yes No

Has any contract with the business been terminated for cause? (E.g. unsatisfactory performance of part or whole of the contract, refusal to perform, or any other breach?) *

Yes No

Has there been any past, current, pending or finalised litigation against the business or any of its senior office bearers during the last three years? *

Yes No

Has there been any collections by debt collection agencies on behalf of creditors of the business? *

Yes No

Please provide an explanation as to why you answered 'Yes' to one or more of the questions above? *

Please attach a declaration of solvency signed by the Director(s) of the business. A template declaration can be downloaded from [here](#)

*

Attach a file:

Application - Supplying Key Projects Round 2024-25

Form Preview

Please provide a summary of the business's financial results for the last 3 financial years (2020-21, 2021-22, 2022-23):

If entering a negative value please place the negative sign in front of the dollar sign (e.g. -\$100).

Financial Year	Turnover	Net Profit before tax	Equity
2022-23	\$	\$	\$
2021-22	\$	\$	\$
2020-21	\$	\$	\$
Must be financial year.	Round value to 2 decimal places. Must be a dollar amount.	Round value to 2 decimal places. Must be a dollar amount.	Round value to 2 decimal places. Must be a dollar amount.

Please attach a copy of the latest balance sheet for the business from 2023-24, showing previous year's figures. *

Attach a file:

Note: If the business's financial statements have not been audited, then please provide independently prepared financial statements.

Please attach a copy of the latest profit and loss statement for the business from 2023-24, showing previous year's figures. *

Attach a file:

Note: If the business's financial statements have not been audited, then please provide independently prepared financial statements.

Please explain any significant variations in the financial statements.

Word count:

Must be no more than 100 words.

Declaration and submission

* indicates a required field

Privacy and confidentiality statement

The Department collects the information sought in this application so that it can check the applicant's suitability for funding under the LCF and for the purpose of verifying the applicant's ability to meet its contractual obligations. The Department will treat all information as confidential.

However, the Department operates within a public accountability framework and applicants are informed that the Department is subject to the Freedom of Information Act 1992 which

Application - Supplying Key Projects Round 2024-25

Form Preview

provides a general right of access to records held by Western Australian State and Local Government agencies.

Applicants should be aware that information pertaining to the receipt of State Government financial support may be tabled in the Western Australian Parliament.

This information could include names of recipients, the amounts of financial support, the name of the initiative/activity and, possibly, a brief description thereof.

This could result in requests for more detail to be released publicly.

I understand and agree to the above statement *

Yes

No

Declaration

I declare that I am authorised to complete and submit this application on behalf of the applicant and declare that I have read and understood the terms and conditions of the LCF.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this application and that the Department may, during the application process, consult with other agencies about the applicant's claims and may also enlist external technical or financial advisers to advise on information provided in the application.

I also understand that the Department may obtain a credit report on the applicant through a credit information bureau.

I confirm that, where the services of consultants will be used for the delivery of the activity, the consultant(s) will be independent and are not in a business relationship or association with the applicant.

Also, I understand that any contract for services by a consultant as part of this program constitutes a private contractual arrangement between the applicant and the consultant. The Department shall not be deemed to be a party to any such contract.

I understand that if the application is approved, the applicant must enter into an agreement with the Department before financial assistance is provided and acknowledge that no legal obligations will arise between the parties until such time as an agreement is formally executed.

I understand that payment of the State Government's contribution under the LCF will only be made to the applicant following the submission to the Department of written evidence that the activity has been completed and paid for.

I declare that I have not received funding for the activities specified in this application under any other Local, State or Australian Government program.

I declare that the information contained in this application together with any information attached is, to the best of my knowledge and belief, true, accurate and complete in all material particulars.

I also understand that the provision of false or misleading information or the making of a false or misleading statement in this application is a disqualification of this application.

I understand that I have and will, while undertaking the activities specified in this application, maintain records that substantiate the applicant's undertaking of the activities.

Application - Supplying Key Projects Round 2024-25

Form Preview

I understand that the granting of assistance under the LCF is subject to the availability of funds at the time the applications are assessed.

I understand and agree to the above declaration *

Yes No

Applicant details *

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

Position *

Date *

Must be a date.