

## Local Capability Fund Frequently Asked Questions 2024-25

# Digital Transformation Round

### **General questions**

#### **How do I prepare and submit my application?**

Complete the appropriate online application and provide the required supporting documents via the SmartyGrants portal: [lcf.smartygrants.com.au](http://lcf.smartygrants.com.au)

#### **I am having difficulty using SmartyGrants, what can I do?**

If you encounter difficulties with SmartyGrants, please contact the Department to discuss. Please ensure that you have allowed adequate time to complete your application.

#### **Can someone from the Department help me with my application?**

The Department can provide general advice on completing your application or support in utilising SmartyGrants; however, it cannot provide application content. This is to maintain the equity and integrity of the application and assessment process.

#### **I won't be able to get my application submitted on time, can I request an extension?**

No, extensions cannot be provided.

#### **How will the applications be assessed?**

Following the closure of the round, applications are evaluated by a panel comprising of officers from within the Department of Jobs, Tourism, Science and Innovation.

External evaluators may form part of the evaluation panel if their expertise is required.

The application assessment criteria are outlined in the round guidelines.

#### **When will the round outcomes be announced?**

It is expected that applicants will be notified of the outcome of their application, via email, within 14 weeks of the round closing.

#### **If my project is unsuccessful, will I receive feedback on why?**

If you are notified that your application has been unsuccessful, we encourage you to contact the Department for feedback.

#### **On applicant eligibility:**

#### **Can a not-for-profit organisation apply?**

No. Not-for-profit organisations and charities are ineligible. The business must be a for-profit organisation.

#### **Can a local government authority apply?**

No. Local government authorities are not eligible for funding.

#### **Can a new business or a start-up apply?**

No. The business must be operating for at least three years in Western Australia prior to the date of submitting the application. The business must also have a turnover of at least \$500,000 in one of the previous three financial years.

#### **I have operated a mining equipment business for 12 years and started a remote sensing business for farms nine months ago using the same ABN. Would the remote sensing business be eligible?**

No. It would be ineligible as the remote sensing business has not been operating for three years. Despite its ABN having been



registered more than three years ago, it is considered a new operation.

**The business is headquartered in another Australian state or territory, but it has contractors that work in Western Australia, is the business eligible for funding?**

No, the principal place of business must be in Western Australia and the business must continue to operate out of Western Australia for the next 12 months following application submission.

**The business was successful in obtaining funding in a previous LCF round, can I apply for this or other LCF rounds?**

Yes. You can apply for this or other LCF rounds for different proposed projects. However, businesses are limited to receiving up to \$200,000 in funding under the LCF in the last five years. Any funding received as part of the \$10 million COVID-19 LCF rounds run in 2020-21 does not count towards this limit.

**Can I apply for more than one LCF round?**

Yes, you can apply for multiple LCF rounds. However, each application must request funding for different proposed activities.

**Can I apply to this round more than once?**

No. Only one application per business per round will be accepted. In the event a business submits two applications under the same ABN, only the first application received will be assessed.

**On project eligibility:**

**I am unsure whether my project would be eligible for funding. What should I do?**

If you are unsure whether your project or the business you represent is eligible, you can contact the Department to discuss prior to commencing an application.

**What is meant by improving a business's "productivity, competitiveness, resilience, safety and/or sustainability?"**

This round supports businesses to adopt digital and data technology to improve their productivity, competitiveness, resilience, safety and/or sustainability. Below are some examples of the types of projects that could contribute to these outcomes.

*Productivity:* This includes the adoption of a technology that improves the efficiency of internal processes. This may result in the business producing more goods or services. Productivity could also include increased productivity of employees. For example, the project may impact on the time a task takes a staff member to complete.

*Competitiveness:* A business may adopt a technology that increases its competitiveness, so it is better placed to win business. This could include cost factors, timeliness, product or service quality or quantity or other competitive advantages.

*Resilience:* This may include addressing efficiencies and vulnerabilities within the business or the supply chain. Resilience also covers the business's cyber security and actions to protect IT systems and data. Upskilling and reskilling employees to ensure they have the required digital skills to meet the needs of changing roles is a further element of resilience.

*Safety:* Leveraging digital tools could support workplace safety by reducing staff exposure to risks. For example the use of robotics for automation, digital safety signage or tracking technologies.

*Sustainability:* Consider how the project may reduce the impact or improve factors in relation to environment, economic or social factors. For example, using technology to reduce or repurpose waste; or adopting emissions tracking technology to reduce environmental impact.



### **Can I apply for funding towards multiple projects?**

It is suggested that you focus on applying for a single project for your business as the application has been designed for you to detail a single project. While you may have a number of smaller projects that together would still be under the maximum grant amount, this will likely weaken the application.

For example, your project is to digitalise your business's stock management processes. The cost of this is \$30,000. You also plan to appoint a consultant to do a cyber security audit and this has an estimated cost of \$20,000. You decide to put both projects on the application and under each of the assessment criteria you provide two different responses to cover the two separate projects. This often results in the evaluation criteria for both projects being inadequately addressed which results in a weaker application.

### **Can I apply to fund the development of an innovative product or service or its commercialisation?**

No. This funding aims to support technology uptake. If you are seeking innovation and/or commercialisation support, please see the programs available as part of the WA Government's Innovation Strategy and associated New Industries Fund: [New Industries Fund \(www.wa.gov.au\)](http://www.wa.gov.au)

### **Can I apply for this funding if the project has received or is likely to receive funding from another government program or agency?**

No. Projects for which other Federal, State or Local Government funding has been, or is likely to be granted, are ineligible.

### **The business has recently purchased new equipment or entered a service agreement. Can the business apply for funding towards these costs?**

No. Retrospective activities or past purchases made prior to submitting your application will not be funded.

### **One of the business's staff members will provide support with the implementation of this project, can I include her salary as part of the project costs?**

No, your application should not include internal staff salary or wages as a project cost.

### **I have submitted an application for funding, can the business now fund the project prior to being notified of the outcome of the application?**

It would be prudent to wait until you are notified of the outcome of your application before committing to any project expenses. However, it is up to the business as to whether it goes ahead with project related expenses prior to knowing whether the application was successful. It is important to note that even if successful, the business is unable to claim any expenses that are incurred prior to submitting their application.

### **Can I apply for funding to purchase general use computers, laptops and/or tablets?**

The purchase of computers and portable devices is generally considered a business-as-usual expense unless the applicant can demonstrate there is an integral link to the digital transformation project.

### **Our subscription for one of our software programs is about to end. Can I apply for funding towards the cost of renewing the subscription?**

This funding program supports projects that seek to improve a business's productivity, competitiveness, resilience, safety and/or sustainability. Renewal of an existing software subscription will unlikely score well in evaluation.

### **Our project requires that we commit to a three-year subscription period with the purchase of the new technology. Could the grant be used to cover the three years subscription as well as the purchase of the technology?**



You can include up to 12 months subscription as part of your project costs.

**Can I apply for domestic/recreational automated devices (e.g. drones, robotic vacuum cleaners)?**

No. Devices must be dedicated exclusively to and suit the business' commercial activities.

***On grant payments and project completion:***

**How do I receive payment for the approved project?**

The LCF is a reimbursement scheme. The business must pay for the project first, then request payment for that project via the SmartyGrants portal before 3pm (AWST) on 31 May 2025. A lump sum payment will be made as a single reimbursement of approved project expenditure.

**Can I receive payment of the grant in advance?**

No. This is a reimbursement scheme, payment of the grant will only occur once the business has paid for the activity.

**How long does the business have to complete the project?**

The project must be completed, and all cost claims submitted to the Department by 3pm (AWST) on 31 May 2025.

**Who can I contact if I have any other questions?**

If you have questions about this LCF round, please contact: [lcf@jtsi.wa.gov.au](mailto:lcf@jtsi.wa.gov.au)