

Local Capability Fund Frequently Asked Questions 2024-25

Standards Compliance 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

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 much funding is available?

The level of funding support available under this round is 50% of eligible costs (excluding GST) of up to a maximum of \$20,000 per successful applicant.

When is the closing date for applications?

There is no set closing date for this round. Applications will be accepted whilst funds are available or until 13 September 2024, whichever event comes first. Applications will be progressively assessed as they are received until the funding has been exhausted.

How will the applications be assessed?

Applications are assessed by a panel comprising officers from within the Department of Jobs, Tourism, Science and Innovation (the Department). External officers may form part of the evaluation panel if their expertise is required.

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.

I have submitted an application, can the business fund the requested activity now, prior to being notified as to the outcome of my application?

Yes, however the business will wear the risk of funding the entire activity if the application is ultimately deemed unsuccessful. It would be prudent to wait until you are notified of the outcome of your application prior to incurring activity expenditure.

On applicant eligibility:

Who can apply?

To be eligible for funding, applicants must:

- » Be operating in a trade-exposed industry (or an industry that faces competition from other national or international SMEs);
- » Have been operating in Western Australia for at least three years at the time of application submission;
- » Be registered for GST for at least 12 months prior to application submission and intend to remain registered for the next 12 months;
- » Have an Australian Business Number (ABN);



- » Be a for-profit organisation or business (not-for-profits and charities are ineligible);
- » Have its principal place of business in Western Australia and continue to be based there for at least 12 months following the application submission; and
- » Have at least one full-time equivalent (FTE) employee, in addition to the owner, but fewer than 200 FTE employees at the time of application submission.

Can a not-for-profit organisation apply?

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

What is meant by operating in a trade-exposed industry?

This means that your business produces goods or services that are traded nationally or internationally, facing competition from non-Western Australian producers. For example, hairdressers, florists and cafes that predominantly serve the general public in their local area will generally not be considered eligible for LCF funding.

Can new businesses or start-ups apply?

No, the business must be operating for at least three years in Western Australia prior to the date of submitting the application.

I have been operating a plumbing business for 12 years but have just started a winery nine months ago. I am using the same ABN and am seeking funding to support the winery. Is this business eligible?

No. An application for the winery would not be eligible as we are seeking applications for businesses that have been operating for more than three years. The winery is considered a new operation, despite its ABN having been registered more than three years ago.

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.

This year the business acquired another business and has since restructured. Does the business meet the minimum trading time requirements for eligibility?

The business would need to demonstrate that the acquired business operated in Western Australia for at least three years prior to application submission and provide evidence of this e.g. ASIC registrations.

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

Yes, you can apply for other LCF rounds for different proposed activities as long as you have already claimed the grants awarded from the previous round(s) and are up to date with all reporting requirements (i.e. don't have any overdue reports). A business is also limited to receiving no more than \$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 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

Which standards are eligible for funding?

Funding under this Round is restricted to the following seven specific standards:

- » ISO 9001 - Quality management standards to help work more efficiently and reduce product failures;
- » ISO 14001 - Environmental management



standard to help reduce environmental impacts, reduce waste and be more sustainable;

- » ISO 45001 - Health and safety standards to help reduce accidents in the workplace;
- » ISO 27001 - IT security standards to help keep sensitive information secure;
- » ISO 50001 - Energy management standards to help reduce energy consumption;
- » AS/NZS 5131 - Steel industry compliance standards to help improve the integrity of structural steelwork; and
- » ISO 13485:2016 – Medical devices – Quality management systems – requirements for regulatory purposes.

Can I submit a funding request for any in-house research or training done in the business?

No, in-house training or research is ineligible. All activities must be carried out by third parties that are perceived by the Department to be at arm's length from the business.

On grant payments and project completion:

How do I receive payment for the approved activity?

The LCF is a reimbursement scheme. The business must pay for the activity first, then request payment for that activity via the SmartyGrants portal before the claim expiry date in the FAA. A lump sum payment will be made as a single reimbursement of approved activity expenditure.

Can I receive payment of the grant in advance?

No. As 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 activity?

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

What happens if not all of the activities are completed by 31 May 2025? i.e. The accreditation has two stages and the final stage is still ongoing.

In circumstances where the business has not been able to complete stage 2 due to circumstances outside of their control, the Department will consider granting an extension by doing a formal variation to the Financial Assistance Agreement signed by both parties. Extensions can be requested by sending an email to lcf@jtsi.wa.gov.au. If an extension has not been requested and executed by the claim expiry date in the FAA, the grant approval will lapse and the agreement terminated.

Who can I contact if I have any other questions?

If you have questions about the LCF, please contact: lcf@jtsi.wa.gov.au