



Local Capability Fund Guidelines

Personal Protective Equipment (PPE) Market Feasibility Round

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Local Capability Fund

Program objective

The Local Capability Fund (LCF) is a funding program under the Industry Facilitation Scheme (The Scheme). The Scheme is an approved guideline under section 10 of the Industry and Technology Development Act 1998.

The objective of the LCF is to provide Small and Medium Enterprises (SMEs) with funding support to enhance their capacity, capability and competitiveness to supply major projects and markets in Australia and overseas.

The specific objective of the Personal Protective Equipment (PPE) Market Feasibility Round is to assist SME applicants with the costs of undertaking an independent feasibility study into their PPE manufacturing proposal. This includes but is not limited to:

- » Defining current and future market opportunities
- » Identification of competitors (in Western Australia, Australia and overseas)
- » Identification of market entry criteria and ability to meet these including regulatory requirements
- » Assessing the applicant's capability and capacity to manufacture the PPE item(s)
- » Detailing the necessary re-tooling, re-training and other significant changes to the business model
- » Assessing the projected viability and underlying assumptions to this
- » Considering the need for external support at either a State or Commonwealth level

PPE Covered by this LCF Round

Applications under this round must relate to the manufacture of the following PPE items:

- » Gowns
- » Hand sanitisers
- » Masks
- » Ventilators
- » Safety Glasses
- » Face visors
- » Wipes
- » Disinfectant
- » Swabs
- » Coveralls
- » Thermometers
- » Gloves
- » Reagents

Level of funding

The level of funding support under the LCF is 50% of eligible costs up to a maximum of \$20,000 per successful applicant.

Who can apply?

To be eligible for funding, businesses must meet the following criteria:

- » Have an Australian Company Number (ACN) or an Australian Business Number (ABN) and be solvent
- » Have their operating facilities based in Western Australia and continue to be based in WA for at least the next 12

months

- » Have been trading for at least 3 years
- » Have fewer than 200 employees (although JTSI will reserve the right to support businesses with more than 200 employees on a case-by-case basis and depending on specific circumstances)
- » Plan to manufacture one or more of the PPE items listed above
- » Both for-profit and not-for-profit organisations may apply

Eligible activities

Eligible activities under this round are limited to the cost of engaging an independent external consultant to undertake a feasibility study into an applicant's PPE manufacturing proposal. Eligible costs include:

- » Consultants' fees
- » Consultants' travel and accommodation costs

Consultants must be qualified and have the necessary expertise to deliver the service.

Consultants must be at arm's length from the business. Businesses will not be funded where services are carried out by third parties that are perceived by JTSI not to be at arm's length from the business.

Ineligible activities

- » Works carried out by consultants without the appropriate expertise to deliver the service
- » Works carried out by third parties that are perceived by JTSI not to be at arm's length from the business

- » In-house research activities
- » In-kind contributions are not considered as part of the business commitment to activity costs and are not funded under the LCF.
- » Retrospective activities will not be funded. The activity or expenditure must not be undertaken prior to submitting this application.

When must the project be completed by?

Activities funded under the LCF must be completed, and the claim for payment submitted to JTSI, by 30 June 2021.

Payment of grant

The LCF is a re-imbusement scheme and therefore successful applicants will need to pay for the activity before making a claim for the approved grant. A lump sum payment will be made as a single reimbursement of approved activity expenditure.

This payment will be made on submission of a Tax Invoice to JTSI for the GST exclusive value of the grant and this must be accompanied by copies of suppliers' invoices and receipts as proof that the activity has been paid for in line with the application and Financial Assistance Agreement.

JTSI must receive the claim for reimbursement by 30 June 2021. If a claim for payment is not received by this date, the grant approval may lapse and the funding agreement terminated.



Tax information

JTSI is registered for GST and has been issued with Australian Business Number (ABN) 90 199 516 864.

Grants paid under the LCF are not regarded as payment for a supply to JTSI. Therefore, JTSI will not increase the grant to include GST, nor will it reimburse a grant recipient for GST paid to a third party.

Grants are assessable income for taxation purposes. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. JTSI does not provide tax advice.

How many times can I apply?

Only one application per round is allowed for each applicant.

How do I apply?

Eligible applicants can submit their application online via the SmartyGrants portal. A preview of the application form with details and information required is available through the SmartyGrants portal.

Lcf.smartygrants.com.au

Before applying, you should read and understand these guidelines, Frequently Asked Questions and the Financial Assistance Agreement published on the Smarty Grants portal.

Application process

LCF applications will be considered whilst funds are available.

Applications are assessed by a Panel comprising officers from the Department of Jobs, Tourism, Science and Innovation plus outside expertise as required.

The Panel meets on a regular basis to consider applications as they are progressively received during the course of the round.

Applications are assessed against the following evaluation criteria:

- » Relevance/Need
- » Level of impact
- » Value for money
- » Financial viability and risk

To mitigate risk, a Risk of Failure report is obtained through Illion (formerly Dun & Bradstreet) for recommended applicants.

Applicants will be notified on the outcome of their application via the email address provided in the application form.

Reporting requirements

Approval of funding is subject to the applicant entering into an LCF Financial Assistance Agreement (FAA) with the Department of Jobs, Tourism, Science and Innovation.

The FAA requires the applicant to provide a report on the outcomes of the study.



Amendments to guidelines

JTSI reserves the right to amend these guidelines and related application form during the course of this round if required.

Contact

If you have any questions regarding this assistance program, the application form or your eligibility for funding please contact the Industry Development Division:

lcf@jtsi.wa.gov.au



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**Jobs, Tourism, Science
and Innovation**



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