

Digital Transformation Round

Local Capability Fund Guidelines 2025-26

Grant available	Stream 1 - \$5,000 - \$25,000 Stream 2 - \$5,000 - \$50,000
Percentage of eligible project costs the grant will cover	50%
Funding mechanism	Paid in arrears upon evidence of full payment of approved activities.
Opening date:	10 July 2025
Closing date and time:	3pm Australian Western Standard Time (AWST) on 4 September 2025 <i>Please avoid submitting your application at the last minute. High volumes of submissions near the deadline can cause delays, and the system may take several minutes to process each submission. If your application is still processing when the deadline passes, it will not be accepted. The SmartyGrants portal strictly closes at the designated time, and no late submissions will be allowed under any circumstances.</i>
Administering entity:	Department of Energy and Economic Diversification (DEED)
Enquiries:	If you have any questions, contact us at digital.industries@jtsi.wa.gov.au
Type of grant opportunity:	Competitive – All applications will be competitively assessed and ranked, with funding being awarded to the highest ranked applications until funding pool is exhausted.

Contents

Digital Transformation Round – Guidelines

Digital Transformation Round Guidelines	3
Introduction	3
About the Program	3
Objectives of this Round.....	3
Funding Available.....	3
Applying for a Grant	4
Business Eligibility Criteria.....	4
Additional Eligibility Requirements.....	4
Key Dates.....	5
Eligible Activities.....	5
Ineligible Activities	6
Evaluation Process.....	7
Receiving a Grant (If Successful)	8
Notification of Application Outcome	8
Feedback on Your Application (If Unsuccessful).....	8
Managing Your Grant	8
Project Expiry Date and Grant Payments	8
Grant Payment Terms	8
Tax Information	9
Announcement of Grants.....	9
Reporting Requirements.....	9
Grant Agreement Variations	9
Confidentiality and Privacy	9
Amendments to Guidelines.....	10
Contact.....	10
Appendix 1: Application Guidance	11
Appendix 2: Glossary	15
Appendix 3: Application Checklist.....	17
Appendix 4: Example Invoice to DEED.....	18

Digital Transformation Round Guidelines

Introduction

These guidelines provide essential information about the Digital Transformation Round which forms part of the Local Capability Fund (LCF) grants program.

This document outlines:

- » The purpose of the grant round.
- » The eligibility and evaluation criteria.
- » How we consider and assess grant applications.
- » How we notify applicants and enter into grant agreements with successful applicants.
- » How we monitor and evaluate grant outcomes.
- » Responsibilities and expectations related to the grant round.
- » Key terms used in these guidelines are defined in the glossary at Appendix 2.

The LCF is administered by the Industry Development Division within the Department of Energy and Economic Diversification (DEED, or the Department), formerly Department of Jobs, Tourism, Science and Innovation.

Please read this document and the Frequently Asked Questions document carefully before starting your application.

About the Program

The objective of the LCF is to provide small to medium-sized enterprises (SMEs) (*see Appendix 2 for definition*) in Western Australia with financial support to enhance their capacity, capability and competitiveness in supplying major projects and markets, both in Australia and overseas.

The intent of the program is to support locally operated SMEs that may not have access to internal digital capability, capital and existing digital infrastructure that may be available to larger entities or group companies. This should be considered when applying for the program.

Objectives of this Round

The Digital Transformation Round is specifically designed to encourage eligible businesses to adopt transformational digital and data technologies that will improve their productivity, competitiveness, resilience, safety and/or sustainability.

This is the third Digital Transformation Round and it introduces a second stream of funding, designed to encourage businesses to invest in larger-scale digital transformation projects.

Funding Available

There are two streams of funding available under this round.

Stream 1 – Operational improvements - \$5,000 - \$25,000 on a matched funding basis (i.e., total project cost would need to be at least \$50,000 to receive the full \$25,000 grant).

Stream 2 – Advanced technology purchase and integration - \$5,000 - \$50,000 on a matched funding basis (i.e., total project cost would need to be at least \$100,000 to receive the full \$50,000 grant).

Applicants can contact the Department for advice on which stream to apply for – digital.industries@jtsi.wa.gov.au

Applying for a Grant

Eligible applicants must submit their application online via the [SmartyGrants portal](#). A preview of the application form, including required information, is available on the portal.

Before applying, applicants should:

- » Read and understand these guidelines.
- » Read the Frequently Asked Questions document.
- » Preview the application form.
- » Review the application checklist (Appendix 3).
- » Review the sample Financial Assistance Agreement on the SmartyGrants portal.
- » Ensure all eligibility requirements are met and attach supporting evidence where required – if unsure of your eligibility or any other requirements, contact the Department for advice
- » Ensure you are applying for the correct stream. If you are unsure, **please contact the Department for guidance.**
- » Weigh up the time taken to apply and consider whether the investment cost, which may not yield a return, is the right decision for the business.

To apply, you must:

- ✓ Set up an account on the SmartyGrants portal.
- ✓ Complete and submit the application online.
- ✓ Provide all requested information.
- ✓ Address all eligibility and evaluation criteria.
- ✓ Attach only the required documents - we will not consider additional attachments.

Applicants are responsible for ensuring their application is complete and accurate before submission.

Business Eligibility Criteria

To be eligible for funding under this round, applicants must:

- » Have an Australian Business Number (ABN).
- » Be financially solvent
- » Be registered for GST for at least 12 months prior to application submission and intend to remain registered for the next 12 months.
- » Have been operating in Western Australia for at least three years at the time of application submission.
- » Supply goods or services to businesses; or local, state or commonwealth government agencies. Consideration will be given to consumer-focused businesses whose proposed activities demonstrate strong potential to expand into new markets.
- » Be a for-profit business, or an incorporated not-for-profit Aboriginal Corporation operating as a commercial enterprise.
- » Have their principal place of business in Western Australia and remain based there for at least 12 months after submitting the application. This must align with the 'Main business location' listed in ABN Lookup.
- » Have a turnover of more than \$500,000 in at least one of the previous three financial years.
- » Have at least one WA based, full-time equivalent (FTE) employee, in addition to the owner, but fewer than 200 FTE total employees at the time of application submission.

Additional Eligibility Requirements

- » Only one LCF application per financial year is permitted (identified by ABN). *If multiple applications are received, only the first application submitted will be considered, unless it is withdrawn prior to the round closing.*

Previous LCF recipients may apply if:

- » They have complied with all requirements of prior Financial Assistance Agreements, including submitting all required reports (i.e., no overdue reports).
- » They have received no more than \$200,000 in LCF grant funding over the past five years (excluding funding from the \$10 million COVID-19 LCF Rounds in 2020-21).
- » All previously awarded funding has been claimed.

Key Dates

The following timelines are indicative and subject to change at the Department's discretion. Updates regarding the closing date will be published on the [SmartyGrants portal](#) and [wa.gov.au](#).

Round Opens	9am (AWST) on 10 July 2025
Round Closes	3pm (AWST) on 4 September 2025
Assessment and notification of outcomes to applicants	Within 14 weeks of the round closing
Unsuccessful applicants can request feedback on their application	Within 14 days of the date on the outcome notification letter.
Execution of Financial Assistance Agreement for successful applicants	Within 30 days of outcome notification letter
Completion of activities and claim for payment submitted	No later than 30 June 2026
Six-month report	December 2026
12-month report	June 2027

Eligible Activities

The evaluation panel chairperson makes the final decision on what constitutes eligible expenditure.

To be eligible, expenditure must:

- » Be incurred by the applicant after application submission.
- » Be at least \$10,000 in total.

Eligible activities must be implemented in WA and have a clear and direct link to the grant objective.

The Digital Transformation Round is administered under two streams – operational improvements and Advanced technology purchase and integration.

It is essential applicants select the appropriate funding stream. For example, if an application submitted under Stream 2 seeks funding for what the panel determines is an operational improvement (Stream 1), the application will not be considered under either stream.

Please note, this is a competitive process and alignment with the program objectives does not guarantee funding approval.

Stream 1 - Operational improvements

Under this stream, applicants can apply for funding towards digital and data technologies that will improve efficiency, contribute to a more resilient and streamlined business environment and/or strengthen cybersecurity.

The digital transformation project must be presented as a single, clearly defined initiative, rather than a collection of general business improvements.

This program is designed to support the adoption of technologies that are new to the business. Upgraded technology that is already in operation within the business will only be considered when it is demonstrated that it will significantly enhance the business's operations.

The following are examples of activities that may align with the objectives of this round.

- » Costs of consultancy services to audit, implement or to advise the business on digital or data adoption options.

- » Software purchase and integration such as enterprise resource planning and customer relationship management.
- » Improvements to business's cybersecurity, including audits, penetration testing, data backup & recovery planning, secure cloud configuration review, mitigation strategies and cybersecurity awareness training for staff.
- » Implementation of data analysis tools and platforms, data governance and data management.
- » Establishment of an e-commerce platform and/or secure payment portals where these do not currently exist.
- » Integration of technologies to automate business processes, including artificial intelligence products.
- » Costs of short-term training to address a specific digital capability gap within the business.
- » Other technology related projects that can be linked to improving a business's operational efficiency.

Applicants will need to outline the technology and/or service they wish to purchase and the impact it will have on their business's operations. When addressing the evaluation criteria, applicants will also need to provide insight to give confidence in their ability to integrate and sustain the proposed change.

Stream 2 – Advanced technology purchase and integration

Under this stream, applicants can apply for funding towards the purchase and integration of more advanced technologies that will enhance the business's deliverables and competitiveness.

The type of activity that may be supported should be directly related to the industry in which the business operates.

The following are examples of activities that may align with the objectives of this round.

- » A business in the manufacturing sector may apply for projects aimed at integrating advanced manufacturing technologies to drive efficiency, strengthen sovereign capability, and promote sustainable growth. Specific examples include - additive manufacturing software, technologies to support 3D printing; IoT warehousing, predictive maintenance, and/or monitoring technologies (IoT sensors, smart shelves and bins, drones for inventory scanning, robotics, smart cameras for analytics); automation manufacturing technologies (including, but not limited to, Robotics, MES systems, CNC programming).
- » An agricultural business applying to adopt drone technology for crop monitoring to enhance precision agriculture by providing real-time data on crop health, soil conditions, and irrigation needs.
- » A fabrication business may seek funding to purchase automated welding equipment to boost productivity. This investment can lead to faster production times, improved weld consistency and quality, increased safety and reduced material waste.

Applicants will need to outline the technology they wish to purchase and the impact it will have on their business's deliverables and competitiveness. Applicants will also need to provide insight to give confidence in their ability to integrate and sustain the proposed change.

Ineligible Activities

Examples of excluded activities under Stream 1 and Stream 2 include:

- » Research and development activities including product certifications, testing, product development costs, prototyping trademarking, etc.
- » Purchase of equipment or technology that is considered standard office technology for the business e.g., laptops, mobile phones, iPads, printers, conferencing equipment, general photographic or video equipment.
- » Replacement or upgrades of existing technology unless substantially different from current technology.

- » Costs of subscriptions that extend beyond 12 months.
- » Leasing/renting of technology.
- » Costs of general advisory/consultancy services. For example, marketing, business planning or management consultancy.
- » Costs of general services that are carried out by an overseas business*. Digital marketing activities such as Search Engine Optimisation, or advertising costs.
- » Tertiary education (including certificate level courses at TAFE or private colleges).
- » The use of consultants or organisations without the appropriate expertise and experience.
- » Works carried out by third parties where the Department determines there is a conflict of interest.
- » Support of any legal action.
- » Land or property acquisition.
- » Day to day business costs (e.g., wages, office expenses, accounting, legal, IT maintenance services, repair and maintenance of existing assets).
- » Internal costs for delivering the project or activity (i.e., project costs cannot include staff wages).
- » Upgrades or expansions to privately owned residential property or leased / rented property.
- » Retrospective activities (activities for which a service agreement has already been entered into, or some or all of the expenditure was incurred prior to submitting the application).
- » Activities funded by, or likely to be funded by, other Federal, State or Local Government funding.
- » Activities implemented outside of Western Australia.

In addition, projects under Stream 2 cannot be:

- » Operational/process improvements – such as software purchases. While software may be a component, the project must go beyond simply acquiring business or operational software.
- » Technology that is not strongly connected to the business's deliverables and competitiveness, such as a robotic vacuum cleaner to clean the office floor.
- » Equipment that is only marginally digital. For example, a mechanical packing device.
- » Cannot be a replacement or an upgrade of technology unless clearly linked to substantial improvements in productivity and competitiveness. For example, simply purchasing a newer model of a 3D printer would not qualify unless significantly connected to improvements in deliverables and competitiveness.

Please contact the Department for advice on whether your project is eligible under either stream.

Evaluation Process

Applications will be assessed by an independent evaluation panel comprising Department officers and, where required, external experts. All panel members will be required to declare any conflicts of interest before assessing applications.

The evaluation panel will consider eligibility, alignment with round and program objectives, and the following criteria:

- » **Business need - 30%** Considers both strategic and financial need for funding.
- » **Solution Suitability and Implementation Readiness - 20%** Evaluates the appropriateness of the solution and the planning involved in its implementation.
- » **Potential for Digital Transformation and Impact - 30%** Measures the degree to which the project will enable meaningful digital transformation.
- » **Value for Money: 10%** Considers whether the proposal offers value for money for both the State Government and the applicant.

- » **Financial Viability and Risk: 10%** Assesses the risk involved in providing the applicant with funding.

Further guidance on how to address the above criteria can be found in Appendix 1.

A satisfactory response across all criteria is required for an application to be successful.

A Risk of Failure report will be obtained through Illion or a similar provider for recommended applicants. (Illion is a commercial credit rating agency used to assess financial risk.)

Applicants flagged as High Risk of Failure will be subject to further consideration, with final approval at the Department's discretion.

Receiving a Grant (If Successful)

Notification of Application Outcome

Applicants will be notified of the outcome in writing. Approval of funding is subject to signing a Financial Assistance Agreement (FAA) with the Department. The [FAA template](#), which includes non-negotiable terms and conditions, should be reviewed before applying.

The FAA will be managed through the SmartyGrants portal, including issuing and executing the agreement. "Execute" means both the applicant and the State Government have signed the agreement. Applicants have 30 days from the written offer date to sign the FAA, or the offer may lapse. Extensions may be granted in certain circumstances.

Feedback on Your Application (If Unsuccessful)

Unsuccessful applicants may request feedback via digital.industries@jtsi.wa.gov.au within two weeks of the date the outcome notification was sent. Due to the high volume of applications, the Department cannot arrange meetings to discuss feedback.

Managing Your Grant

If your application is successful, these are the requirements and processes for managing your grant.

Project Expiry Date and Grant Payments

All funded activities must be paid for, and claims for payment submitted by the project completion date specified in the FAA. The default deadline is before the end of the financial year in which funding is awarded. Claims are submitted via the [SmartyGrants portal](#).

Grant Payment Terms

- » The FAA will state the maximum grant amount, and the proportion of eligible expenditure covered.
- » The LCF is a reimbursement scheme - applicants must pay for activity before claiming approved grant funding.
- » Grants are paid as a lump sum upon completion of all agreed activities subject to appropriate evidence. Progress payments will only be considered in exceptional circumstances.
- » Payments require a tax invoice (GST-exclusive) (refer to Appendix 4 for an example) and supporting documentation (e.g., supplier invoices and receipts).
- » If a payment claim is not received by the due date, the grant approval will lapse, and the FAA will be terminated.

Tax Information

The Department is registered for GST and has an Australian Business Number (ABN) 90 199 516 864. Grants paid under the LCF are not regarded as payment for a supply to the Department. Therefore, the Department will not increase the grant to include GST, nor reimburse a grant recipient for GST paid to a third party.

Grants are assessable income for taxation purposes. Applicants should seek independent tax advice. The Department does not provide taxation advice.

Announcement of Grants

Successful applicants may be listed on wa.gov.au and announced in Ministerial media releases. This may include:

- » Business name and location
- » Description of the funded activities
- » Grant amount awarded
- » Industry sector.

Reporting Requirements

Grant recipients must submit reports at six months and 12 months after the financial year in which the grant was awarded. These must be submitted through [SmartyGrants](#). The Department may also request verbal updates within two years of payment.

Grant Agreement Variations

If unexpected events impact the project, applicants may request a variation to:

- » Extend the project completion timeframe
- » Modify project activities

Grant funding amounts cannot be increased.

Requests for FAA variations must be submitted in writing (via email) at least a month before the agreement end date.

Requests for time extensions will be considered by the panel and are dependent on the availability of program funds beyond the current financial year.

Requests to modify project activities may be considered when a more appropriate solution is identified that achieves the same or similar outcome as to what was proposed in the grant application.

Confidentiality and Privacy

Information provided by an applicant as part of, or in connection with, a funding application will be treated as commercial-in-confidence. This information will only be disclosed with the applicant's consent or in accordance with the Announcement of Grants section above.

The Department may disclose any information contained within an application:

- » to the relevant Minister and their office
- » to members of the round's evaluation panel
- » to independent technical experts where required
- » to departmental staff, consultants, advisers and auditors
- » as required by law.

These parties will be required to maintain confidentiality in accordance with the State Government's general confidentiality requirements for employees and contractors.

Amendments to Guidelines

The Department reserves the right to amend these guidelines and related documents during the round if required.

Contact

For any questions regarding this program, round, the application form or eligibility for funding, please contact: digital.industries@jtsi.wa.gov.au

Please allow at least 3 business days for a response.

Due to fairness to other applicants, the Department will not provide specific advice or feedback on the content of your application.

Appendix 1: Application Guidance

The following will guide you through each section to ensure that you provide the required information in your application.

Prior to starting an application, please ensure that you have read the Guidelines, FAQ document, and Financial Assistance Agreement.

Eligibility Checklist

An eligibility checklist is under the first section of the application form. If you respond 'No' to any of the eligibility criteria, it is suggested that you contact the Department to discuss your eligibility.

Preparing a grant application requires a significant investment of time and effort. It is important to carefully assess whether applying aligns with your business's priorities and represents a worthwhile use of your resources

Business Identity

Please provide the legal entity name. If the applicant is a trustee applying on behalf of a trust, please use the following format:

[Trustee Name] ATF [Trust Name]

If the business operates under a different trading name, please provide this also.

Business Operations

What are the business's primary activities and the key products or services it offers?

Provide a brief explanation of the business's core activities and products/services. Please respond to this question as though the reader has limited understanding of what your business or businesses within your industry do. It is better to write a basic explanation than to copy from your website.

This response should include:

- » What the business sells and/or what services it provides? who does the business provide these products and services to? Who are the business's main customers?

Stream Selection

Please select either Stream 1 or Stream 2. If unsure which stream to selected, email digital.industries@jtsi.wa.gov.au

Proposed Activity Details

Please name your project.

The name should be short and encompass what you are seeking to deliver, e.g., "Improving our cybersecurity," "Digitalising our stock inventory processes," or "Collecting and utilising sales data".

Please describe what your project involves. What would the funding be used for?

Keep it simple.

Applicants are encouraged to use the funding towards a single project. Attempting to address the evaluation criteria for multiple projects will dilute the effectiveness of your responses. For example, if you are proposing a cybersecurity project, you should not also seek funding for a data analytics tool unless it is directly related to the cybersecurity project.

It is better to assume your audience has no background on your business (other than what you have put in this application), the industry in which you operate, or technical understanding of your project.

Tell us about the technology you want to purchase. What does the technology/ software do?

In simple terms, provide *your* understanding of what this technology will do. Does it connect with other systems? It is preferable that you explain this in your own words rather than taking the explanation from a consultant, the software/technology provider or an AI tool (such as ChatGPT).

How will the grant funding be used? (select the category where the majority of costs are incurred)

- » Training
- » Specialist Consulting Advice
- » Upgrading Business Systems i.e., software
- » Purchasing Equipment/Technology

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

You can attach a maximum of three documents. The total grant amount requested, cannot be more than 50% of the project costs.

Seek at least two competitive quotes for each activity before deciding on your preferred supplier.

Please note, if your application is successful, you are not locked into using the preferred supplier, however, if you wish to change suppliers you should confirm this with the Department prior to proceeding.

Evaluation Criteria

You must address all evaluation criteria in your application, including each sub-criterion in detail. Each criteria has been allocated a weighting.

To be considered meritorious, applications must provide satisfactory responses to every evaluation criterion. Meritorious applications will then be ranked competitively based on their total score.

Business need - 30%

Considers both strategic and financial need for funding.

- » Describe the rationale behind this project. What specific business challenge or opportunity has driven the need for it?
- » Note: The panel will assess how essential the funding is to undertake the proposed activity relative to your business's size and financial position.

Solution Suitability and Implementation Readiness - 20%

Evaluates the appropriateness of the solution and the planning involved in its implementation.

- » How does this solution directly address the identified business need or opportunity?
- » If applicable, why has this solution been chosen over other alternatives?
- » How will you make sure the proposed change is successfully put in place and continues to work well over time?"
- » What risks have been identified in the implementation process, and how will they be mitigated?
- » Have you considered cyber/data security risks in implementing this project?

Potential for Digital Transformation and Impact - 30%

Measures the degree to which the project will enable meaningful digital transformation.

- » For Stream 1, detail how this project will improve efficiency, contribute to a more resilient and streamlined business environment and/or strengthen cybersecurity.
- » For Stream 2, detail how this will improve the business's deliverables and competitiveness.
- » For both streams, what other outcomes or benefits you expect to achieve from this project?

Value for Money: 10%

Considers whether the proposal offers value for money for both the State Government and the applicant.

Competitive Quotes

- » Provide at least two competitive quotes for each activity.
- » If multiple quotes are not available, explain why (e.g., sole supplier). Please note, that an existing relationship with a supplier is considered insufficient justification for not obtaining additional quotations.

Supplier Justification

- » Explain your choice of supplier or consultant.
- » Justify based on value for money, capability, timing, or other relevant benefits - not just lowest cost.

Assessment Considerations:

- » The panel will evaluate whether the grant offers value to both the business and the State Government, based on expected outcomes.

Financial Viability and Risk 10%

Assesses the risk involved in providing the applicant with funding.

Disclosure of Risk Factors

- » If you respond 'Yes' to any financial risk-related question, clearly explain what occurred, the current status and any resolutions or mitigation strategies and why your business remains financially sustainable despite any identified concerns.
- » The evaluation panel will assess whether providing funding presents a risk.

Current Financials

- » Provide your most recent financial statements, including a balance sheet and profit and loss statement (full financial year).
- » If audited financial statements are unavailable, provide independently prepared financial statements.
- » Explain any significant year-on-year changes (e.g., in turnover, profit or equity) to demonstrate financial stability
- » If your current financial statements do not include comparative figures, provide prior year documents.

Tips

- » **Start Early:** Leave enough time to collect quotes and prepare evidence.
- » **Double-Check:** Ask someone else to review your application for clarity and completeness.
- » **Simplify:** Write clearly. Imagine explaining the project on your website or social media.
- » **Be Concise:** Include enough detail to support your case, but don't overwhelm the panel.
- » **Highlight Strengths:** Make it easy for the panel to understand your value proposition.
- » **Check Eligibility:** Make sure your business and activities meet all eligibility criteria before applying.
- » **Submit Required Documents Only:** Extra attachments will not be considered
- » **Review AI generated content:** Make sure the content is relevant to your situation. Using AI-generated content may result in similarities across various applications, which may weaken the

competitiveness of your application. Additionally, AI-generated material may contain inaccuracies or misrepresent the unique aspects of your business or project.

Appendix 2: Glossary

Term	Definition
Administering entity	The entity that is responsible for the administration the grant processes.
Application form	The document issued by the administering entity that applicants use to apply for funding under the program.
Commencement date	The expected start date for the grant activity.
Department	The Department of Energy and Economic Diversification.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support.
Eligible application	An application for grant funding under the round that the round chairperson has determined is eligible for assessment in accordance with these guidelines.
Eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria applies with regards to both the business and the requested activities.
Eligible expenditure	The expenditure incurred by a grantee on a project which is eligible for funding support as set out in Guidelines
Evaluation criteria	The specified criteria against which applications will be judged. These criteria are also used to assess the merits of applications and, in the case of a competitive grant opportunity, to determine application ranking.
Evaluation panel	The body established by the round chairperson to consider and assess eligible applications and make recommendations for funding under the round.
Evaluation process	The method used to select potential grantees. This process may involve comparative evaluation of applications or the evaluation of applications against the eligibility criteria and/or the evaluation criteria.
Expiry date	The date by which the grant activity must be paid for and the funds claimed.
Financial Assistance Agreement (FAA)	A legally binding contract that sets out the relationship between the State Government and a grantee for the grant funding, and specifies the details of the grant.

Term	Definition
Grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake.
Grant round	Refers to the specific grant round under the Local Capability Fund.
Program funds	The funding made available by the State Government for the program.
Project	A project described in an application for grant funding under the program.
Round Chairperson	A Senior Officer within the Department with responsibility for chairing the round and the Evaluation panel.
SmartyGrants Portal	The grants information system utilised by the Local Capability Fund, which centralises the administration of all grant rounds under the LCF grant program.
Small to medium-sized enterprises (SMEs)	Small to medium-sized enterprises: <ul style="list-style-type: none"> ▪ micro to small businesses (1-19 employees) ▪ medium businesses (20 to 199 employees).

Appendix 3: Application Checklist

Before submitting your application, please ensure you have completed the following steps and gathered all necessary documents.

Understanding the Grant Requirements

- ✓ Have you read the Guidelines to ensure your business and proposed activities are eligible?
- ✓ Have you reviewed the Frequently Asked Questions (FAQs) for additional clarity?
- ✓ Have you contacted the Department to confirm which stream you should apply under?
- ✓ Have you read and understood the Financial Assistance Agreement (FAA) that applies to successful applicants?

Application Documents

- ✓ Do you have two quotes for each planned activity to support your proposed grant request?
- ✓ Do you have copies of your business's financial statements demonstrate one year's worth of activities?

Business Details

- ✓ Do you have your Australian Business Number (ABN) ready?
- ✓ Do you have your business bank details ready?

Final Check

- ✓ Have you applied for the Stream that aligns with your project?
- ✓ Have you completed all required fields in the online application form?
- ✓ Have you attached all supporting documents as per the grant requirements?
- ✓ Have you reviewed your application for accuracy before submission?

Once you have completed this checklist, you are ready to submit your application.

Appendix 4: Example Invoice to DEED (if Successful)

Company Name

Address

Cintact Info

Tax Invoice

Invoice Number:

Date:

Bill To

Department of Energy and Economic Diversification

Item	Quantity	Units	Amount	GST	Gross Amt
Grant Funding under Local Capability Fund	1	Ea		0%	

Bank Account Details:

Account Name :

BSB Number :

Account Number :

Subtotal

GST Total

Total

Amount Due

\$0.00