

Frequently Asked Questions

Building Better Aboriginal Business Grant Program

What should I do before I apply?

Before applying for a grant, you should:

- Confirm if your business is eligible by visiting the Department of Primary Industries and Regional Development (DPIRD) website at [Building Better Aboriginal Business Goldfields 2022 Round](#)
- Contact an Aboriginal Economic Development (AED) project officers by emailing aed@dpird.wa.gov.au.
- Identify what your business needs are now and into the future.
- Identify how this grant can help your business grow and become more successful or how you can become a better leader.
- Consider additional funds, cash or in-kind, you can offer towards the grant application.
- Identify which service provider you would like to work with and get a quote from them for their support. Potential service providers are listed in BBAB Service Providers.
- Have a copy of your business or property management plan available to submit with your application.

What is the closing date for applications?

This BBAB grant round closes at 4.30pm on Thursday, 14 April 2022.

How much funding can I apply for?

This is a competitive grant round and applicants can apply for a maximum grant of \$20,000.

Ideally applicants will provide or source additional funding and include this information in their grant application.

Additional funding could be cash or in-kind.

In-kind examples include:

- using a training venue free of cost, or
- third party providing training materials.

To find additional funding, we suggest you apply for other grants or sponsorships.

How many applications can I submit?

Each eligible business can only submit one application.

What can I use the grant for?

This grant has been designed to support Aboriginal businesses to improve their leadership skills and governance practices through business governance training and coaching.

Suggested activities for the grant include:

- Up-skilling staff to improve operational and governance knowledge.
- Engaging a service provider to provide rule book training.
- Funding directors to undertake the Australian Institute of Company of Directors course.
- Purchasing a financial system, such as Xero or Quickbooks and undertake training.
- Engaging a consultant to assist to develop a 3-year strategic plan or action plan.

How do I select a service provider to deliver activities proposed under the BBAB grant application?

Applicants are responsible for choosing the service provider to deliver the grant activity. A list of eligible service providers is provided in the application form and on the DPIRD website.

Applicants are encouraged to discuss governance needs with service providers to determine suitability before applying.

This list is provided as a starting point for applicants and is not comprehensive. Applicants may also be able to access support through other service providers. DPIRD is not liable for any advice provided.

Any additional service, other than the approved grant activity, that is offered by the provider is separate to and not endorsed by DPIRD.

How long will the assessment process take?

Applications will be assessed by a panel, with successful applicants notified within four weeks of the closing date.

What activities are not eligible for the grants?

- Assistance by a provider that is perceived by DPIRD to be:
 - A substantial shareholder or officer of the company or anyone otherwise associated.
 - Directly or indirectly associated with a substantial shareholder of the company.
 - An officer or anyone otherwise associated directly or indirectly with a current or potential significant supplier or customer of the company.
 - The beneficiary of a significant contractual relationship with the company.
 - Not free from any interest, business or other relationship which could, or could reasonably be perceived to, materially interfere with the Board's ability to act in the best interests of the company.
 - Not experienced in corporate governance training and facilitation.
- Support of any legal action.
- Support with any political interference in the organisation.
- Operational costs such as salaries, rent, fuel, materials, equipment servicing, or legal costs.
- Any pre-existing activities or projects.

Can I request for the closing date to be extended?

Applications received after the closing date will not be accepted. Applications will not be held for consideration in future funding rounds.

When can successful applicants begin their chosen activity?

Activities can be undertaken as soon as successful applicants enter into a Financial Assistance Agreement with the Department Primary Industries and Regional Development.

When will successful applicants receive the funding?

Funding recipients will receive a commencement payment to commence the approved activity. Whilst the activities are completed, they will provide the Department Primary Industries and Regional Development with a valid tax invoice, receipts and supporting information when seeking reimbursement for activities.

More information on milestones will be detailed in the Financial Assistance Agreement.

What are the grant acquittal requirements?

Grant funding must be acquitted within three months of completion of the approved activity. This will require the recipient to complete a final report using a DPIRD template and have this audited by a qualified auditor.

Who do I contact if I have any questions?

Applicants are strongly encouraged to refer to the **BBAB User Guide 2022** and discuss their proposed activity with an AED Officer at aed@dpird.wa.gov.au prior to applying.