



Department of
Jobs, Tourism, Science
and Innovation

Native Forestry Transition: Community Small Grants Fund Round 2 Application Guidelines



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Round 2 Application Guidelines

1. Overview

Native Forest Transition Plan

On the 8 September 2021, the Western Australian Government made the decision to end native forest logging from 1 January 2024.

The Native Forestry Transition Plan (NFTP) was developed in response to the Western Australian Government's decision to end native logging in Western Australia. The NFTP commits \$80 million to ensure affected workers, businesses and regional communities are supported through the transition.

The NFTP provides support to retain skilled workers, assist businesses in transitioning or existing native forestry, and promote industry growth and diversification in the State's southwest communities.

The Department of Jobs, Tourism, Science and Innovation (JTSI) administers the NFTP and the associated funding. Further information on the NFTP pillars and other programs is available at the Native Forest Transition website (www.wa.gov.au/nft).

About the Grant

The Community Small Grants Fund (CSGF) is a \$4 million contestable grants program, delivered through two rounds, that provides up to \$100,000 (excluding GST) to registered businesses, incorporated not for profit organisations and associations, registered charities and local government authorities.

The CSGF aims to support communities impacted by the end of native forest logging to respond to the potential economic setbacks, loss of employment and social disruptions. Applicants must be able to demonstrate how proposals will contribute to positive economic and/or social outcomes within the native forestry regions.

The CSGF is very broad in the type of proposals eligible for funding, however the grant is focused on supporting community vibrancy within the native forestry regions. This means applicants need to substantiate how proposals contribute to the long-term growth and sustainability of communities.

There are 15 local government areas which make up the native forestry regions. To be eligible for funding, proposals must occur within one of the local government areas within the native forestry regions.

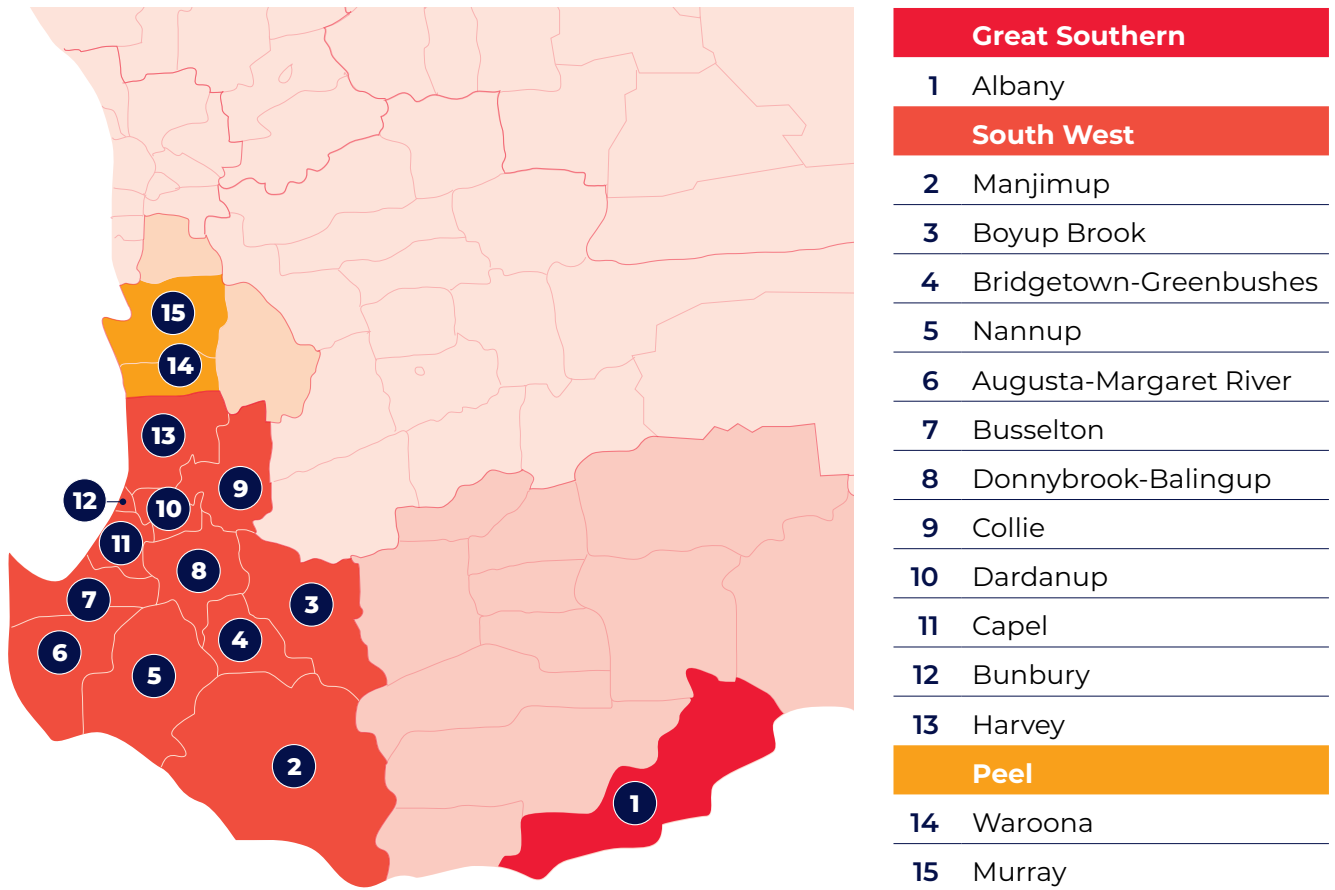


Figure 1 - Native Forestry Regions

The assessment of proposals will be weighted based on level of impact to communities.

Location of Proposal	Weighting
Within the Local Government Areas of Bridgetown-Greenbushes, Manjimup or Nannup.	High
In an impacted LGA within the Native Forestry Timber Regions (Augusta-Margaret River, Boyup Brook, Donnybrook-Balingup, Murray, Waroona)	Moderate
Within another Native Forestry Timber Region not identified above.	Low

The CSGF Round 1 was announced in September 2023 with approximately \$2 million awarded across 26 Recipients. \$2 million remains available under Round 2.

Applications open on **28 February 2024** and close at midday (AWST) **24 April 2024**.

Prior to receiving funds, successful grant applicants must enter into funding agreement with JTSI (see Section 5, Funding Conditions). This agreement must be executed by all parties before any funded activities commence.

These Round 2 CSGF Guidelines have been developed to support eligible organisations to apply and should be read in conjunction with the CSGF FAQs.

The following general conditions apply:

- » Applicants can only submit one application.
- » Matched funding is not required.
- » Proposals must be substantially progressed within 6 months and completed within 12 months of the funding agreement being executed.
- » Applicants must have the authority and approvals in place to undertake the proposed activities. Proposals with approvals pending can be considered if the approval pathway and timelines demonstrate the proposal can be delivered within 12 months.
- » Applicants applying as a trust or partnership will need to submit a copy of the relevant Deed with the application. If successful, the grant agreement will include standard deed provisions. This would be further discussed with the successful applicant.

Objectives

The objective of the CSGF program is to support proposals that build community vibrancy through delivering economic and community outcomes within the native forestry regions. To be eligible, proposals must demonstrate alignment with at least one of the two CSGF objectives.

Applicants only need to select one objective. Multiple objectives can be selected, but applicants will be expected to provide justification against both objectives selected and demonstrate how the proposal is relevant in the context of the local community.

Objective 1: Stimulating or Diversifying Economies

This objective provides funding to foster economic growth and resilience in affected communities. To meet this objective, applicants need to demonstrate how their proposal will:

- » Create new employment opportunities.
- » Diversify businesses streams, products and/or sources of revenue.
- » Increase productivity and/or revenue.
- » Support businesses, including start-ups, to capitalise on existing or new markets.
- » Support innovation and entrepreneurial activities that contribute to the local economy.
- » Encourage investment attraction to the community.
- » Facilitate a transition from native forest logging into alternative industries.

Objective 2: Inclusive and Thriving Communities

This objective provides funding to support proposals that deliver active participation and connection in affected communities. To meet this objective, applicants need to demonstrate how their proposal will:

- » Develop sustainable community programs.
- » Establish services and/or infrastructure that support liveability in the community.
- » Strengthen social cohesion through active participation and engagement of the community.
- » Promote environmental sustainability that contributes to the long-term health of the community.
- » Facilitate the long-term viability of community groups.
- » Provide training and resources that build the skills and capabilities of the community.

This objective is about supporting long term impacts in the community. Applicants must demonstrate the ongoing sustainability of the program, service or infrastructure following the use of the grant funds. Proposals which demonstrate the widest possible impact to the community or can demonstrate the impact to specific needs within the community will be the most competitive.

Facility Upgrades

Proposals for facility upgrades will need to consider the ongoing asset management of the facility, justify why work has not already been undertaken and demonstrate how the proposal is important to the context of the local community.

Training and upskilling

While training proposals can be submitted for individual groups, this objective aims to support projects that cover the widest possible catchment of the community or have a flow on community wide impact.

2. Eligibility

Eligibility Criteria

Applicants are required to meet the following criteria to be eligible:

- » Proposal must be delivered within, or propose outcomes within, the native forestry regions.
- » Have an Australian Company number (ACN) or Australian Business Number (ABN).
- » Be a legal entity that can enter into a legally binding funding agreement with the Western Australian Government.
- » Be a solvent Western Australian based business or organisation.
- » Hold Public Liability Insurance (\$10 million per claim) at the time of execution of the funding agreement. Depending on the nature of the proposal, additional insurance coverage may be required.

Ineligible Organisations

The following organisations are not eligible to apply:

- » State or Federal Government Authorities/Agencies.
- » Government Trading Enterprises (GTE).
- » Individuals without an ABN.
- » Trusts or partnerships that are unable to enter into a FAA with the State Government. (A trustee may apply on behalf of a trust where it meets the eligibility requirements set out above).

Local Governments Authorities

While local governments are eligible to apply for the funding, applications for facility upgrades or maintenance that do not demonstrate a clear connection to new initiatives or programs will not be considered to demonstrate strong merit.

Ineligible Activities

The following activities are not eligible for funding:

- » Activities already funded under CSGF Round 1.
- » Retrospective and contingency costs.
- » Salaries/employment. The intention of the grant is to provide support to well-planned proposals, not to cover salaries/wages that are unsustainable in the long term. As such applicants:
 - › Cannot apply for funding to cover salaries/wages to deliver the services or programs.
 - › Cannot apply for funding to cover grant administration.
- » Religious activities (although welfare and community service activities of faith-based groups can be funded).
- » Operational costs:
 - › Costs associated with the operation of the proposal will not be considered. This includes stock/inventory, rent, insurance, payroll, marketing, stationery and telephone, power & water usage.
 - › Ongoing operational costs (e.g. operating overheads and office costs such as rent, insurance, telephone, etc.) and facility maintenance that doesn't increase/expand community vibrancy would be deemed to be an on-going operational cost.
 - › Core business costs including software associated with normal administrative functions, recruitment or legal activities.

Purchase of Equipment

While you can apply for funding to purchase additional equipment, there needs to be a clear demonstration how the purchase is over and above core business and contributes to community vibrancy.

Professional Services

While you can apply for funding to obtain professional expertise, funding for these activities should demonstrate the long-term impact to the organisation (e.g. through ongoing sustainability, removing growth blockages and/or building capability).

3. Assessment Criteria

Proposals are scored against three assessment criteria as outlined within the table below.

Assessment Criteria	Assessment Weighting
1 Demonstrated Alignment with Program Objectives	40%
2 Positive Impact within the Native Forestry Regions	40%
3 Capability	20%

Assessment Criteria 1 – Alignment with Program Objectives

This is an assessment of the positive outcomes the proposal will deliver in alignment with the program objectives. Applicants must demonstrate a clear vision for the proposal, an overview of the proposal features, the intended target market and how it will deliver a positive outcome within the community and/or local economy. This includes demonstrating what problem or opportunity is being addressed by the proposal and the enduring impact it will have.

Applicants must articulate specific outcomes and targets of the proposal and how these will be measured. A positive outcome must be demonstrated through a community and/or economic impact.

Positive outcomes in the local economy can be demonstrated through economic outcomes on the local or regional economy through:

- » Increased business activity and/or growth.
- » Increased efficiencies and productivity.
- » Creation of new industry or growth within industry.
- » Diversified revenue streams.
- » New local supply chains.
- » Innovation/technology adoption.
- » Long term job creation and/or local skill development.
- » Entrepreneurship development.
- » Increased attraction of investment.
- » Increased attraction of visitation.

Positive outcomes on the local community can be demonstrated through community outcomes on the local or regional community through:

- » Enhanced social capital and infrastructure that meet community needs.
- » Increased community engagement and empowerment.
- » Cultural enrichment and the promotion and preservation of heritage.
- » Improved environmental sustainability and conservation of natural resources.
- » Improved quality of life, community safety and improved health and wellbeing.
- » Improved positive reputation of communities and the region.
- » Educational advancements.
- » Increased adaptability and resilience of communities including for vulnerable populations.

Assessment Criteria 2 – Positive Impact within the Native Forestry Region

This is an assessment of the effectiveness of the proposal to address a demonstrated need and/or opportunity within a native forestry community. Proposals will be assessed on their merit through demonstration of the following:

- » Need for the proposal in relation to the local community.
- » Relevant stakeholder engagement.
- » Beneficiaries of the proposal.
- » Challenges and opportunities.
- » Market research and analysis.
- » Identification of risks and mitigation.
- » Local comparative advantages.
- » Building local capabilities.

Assessment Criteria 3 – Capability

This is an assessment of the capability and capacity of the applicant to deliver the proposal within the specified timeframe. This includes providing confidence that the applicant possesses:

- » Suitable skills, abilities, resources and expertise to deliver the proposal.
- » Suitable financial, governance and project management structures.
- » A proposal that is ready to be delivered with clear timelines and milestones.
- » Relevant financial, governance and delivery experience.

Making a Strong Application

There are key things to bear in mind as you prepare your application:

1. The aim of the grant is to support community vibrancy through economic and community outcomes. Applicants need to think more broadly than simply what support the funding will provide to a businesses or community group.
2. Assessment of your applications is based on what you provide in your application. The assessment panel will generally not follow up for supplementary information. Do not assume the assessors know anything about your business, group or organisation, so include all relevant information.
3. This is a competitive program. As such, applicants need to go further than simply listing what you want. Applicants need to clearly demonstrate why the proposal is needed and the positive outcome it will provide for the community.
4. Answer the questions being asked. Think carefully about how to present your information to demonstrate what the question is asking.
5. Avoid making unfounded or sweeping statements. Make clear and direct responses and substantiate your statements with supporting evidence, justification and/or examples.
6. This grant aims to support the long-term vibrancy of regional economies. You must demonstrate that your proposal will be a valuable investment, delivering enduring benefits to the community.

4. Application Process

How to Apply

In order for an application to be assessed by the State, the applicant must submit a complete application electronically through the using the Native Forestry Transition online Smarty Grants portal at: nft.smartygrants.com.au/CSGFR2 on or before the application closing time.

Receipt of the application will be determined by the date and time shown that the complete application is electronically submitted. Lodgement of electronic files may take time and the applicant must make their own assessment of the time required for full transmission of their application.

JTSI and the South West Development Commission (SWDC) are working together to deliver the grant program. The SWDC NFT team are available to assist with enquiries, discuss projects, assist with proposal development, review draft applications and provide feedback. They can be contacted on **(08) 9777 1555** or NFTEnquiries@swdc.wa.gov.au

Assessment

A multi-agency assessment panel will be established to assess the CSGF applications.

Prior to an application being assessed by the assessment panel, JTSI will undertake a preliminary assessment of the eligibility criteria. Applications that do not meet the eligibility criteria will not be reviewed by the assessment panel.

JTSI will refer eligible applications to a third party for confidential and independent due diligence, and depending on the nature of the application, technical assessment.

The assessment panel will review and score all eligible applications based on the assessment criteria. The panel will shortlist applications to make recommendations for funding to the Minister for Forestry. The assessment panel will be overseen by a probity officer to ensure that the meeting is held with proper conduct and that any real, perceived or potential conflicts of interest are managed appropriately.

The Minister for Forestry makes the final decision on funding.

Step by Step Process

The following table outlines the CSGF process:

Step	Description
1	CSGF Grant opens – Wednesday 28 February 2024.
2	Applicant reviews grant documentation, prepares application and lodges before close date.
3	CSGF Grant closes – Midday Wednesday 24 April 2024.
4	JTSI undertakes a compliance assessment. Applicants deemed ineligible will not proceed.
5	Eligible applications referred to a third party for due diligence.
6	JTSI to undertake assessment of applications and prepare an assessment summary report.
7	JTSI to send all eligible applications and the assessment summary report to the assessment panel for assessment.
8	Assessment panel assesses applications for recommendation of funding.
9	JTSI refers the recommended projects to the Minister for Forestry for final decision.
10	Minister makes final funding decisions and announces successful applicants. JTSI will notify non successful applicants and provide general feedback.
11	Successful applicants and JTSI negotiate and execute funding agreement.
12	JTSI disburse awarded funding based on negotiated milestones in funding agreements.

5. Funding Conditions

Successful applicants will be required to enter into a funding agreement with JTSI. The funding agreement will be negotiated with the successful applicants and should be finalised within 12 weeks of the funding offer.

If an agreement cannot be negotiated within this time frame, the funding offer may be withdrawn.

The funding agreement must be signed by both the proponent and an authorised government representative before the funded activities can commence.

Payments will be made electronically into the applicant's nominated bank account. Recipients are required to submit a Baseline Report and Progress Report(s), demonstrating progress against the key milestones, deliverables and outcomes of the funded proposal.

Recipients may also be required to provide annual company and financial reports upon request. All specific items to be acquitted will be identified in the funding agreement.

All recipients will be required to submit a post-completion evaluation report assessing the success of the funded proposal in meeting its stated objectives and outcomes over the agreed period.

A Monitoring and Evaluation Plan will be developed by JTSI and reporting requested from applicants to ensure key metrics from applications are delivered.

If a recipient of funding fails to comply with any requirements in the funding agreement, the applicant may be required to repay some or all of the CSGF funding received.

Tax Information

JTSI is registered for GST and has been issued with Australian Business Number (ABN) 90 199 516 864. Grants paid under the CSGF are not regarded as payment for a supply to JTSI. Therefore, JTSI will not increase the grant to include GST.

We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. JTSI does not provide taxation advice.

Confidentiality

JTSI will treat all information provided as confidential and commercial-in confidence where relevant.

Personal information and disclosure

JTSI may collect personal information for the purposes of administration and evaluation of an application. If the relevant information is not provided by applicants, JTSI and the State Government assessment panel will be unable to assess the application for funding.

Information from the application may be disclosed to other Western Australian Government agencies and may be published on the JTSI website, provided disclosure is consistent with relevant privacy laws, including the Privacy Act 1988. Personal information will be used and stored in accordance with Australian Privacy Principles (APPs) set out in the Privacy Act 1988.

Contact

If you have any questions about the program, more information can be found at www.wa.gov.au/nft or applicants can contact the NFT team at NFTEnquiries@swdc.wa.gov.au or phone **(08) 9777 1555**.



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