



Regional Supplier Round 2025-26

Local Capability Fund Frequently Asked Questions 2025-26

General questions

How do I prepare and submit my application?

Complete the online application form and upload 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 technical issues, please contact the Department of Energy and Economic Diversification (the Department) as early as possible at lcf@jtsi.wa.gov.au.

Can someone from the Department help me with my application?

The Department can provide general advice and support with using SmartyGrants, and can also advise on whether your business and proposed activities may be considered eligible. However, we cannot assist with drafting or reviewing your application content to ensure a fair and consistent evaluation process.

I won't be able to get my application submitted on time, can I request an extension?

No. Applications must be submitted before 3pm AWST on 4 September 2025. Extensions are not possible under any circumstances.

When will I be notified of the outcome?

It is expected that applicants will be notified via email within 14 weeks of the round closing.

Funding and Activities

How much funding is available?

Applicants can apply for up to \$20,000, covering 50% of eligible project costs (excluding GST).

Can my claim differ from what was originally quoted?

Yes. The actual costs of your project can be higher or lower than the quotes provided in your application. However, the approved grant amount will not change. The Department will reimburse 50% of the final eligible costs, up to the maximum approved amount. If your costs are lower, your grant payment will be reduced accordingly. If your costs are higher, the additional amount will need to be covered by you.

Can I include GST in my grant claim?

No. GST is not covered by the grant and must be paid by the applicant.

Can I apply for multiple projects in one application?

It is recommended to focus your application on a single, clearly defined project. This helps ensure clarity and stronger alignment with the assessment criteria. If you include multiple unrelated projects, you will need to address each one separately throughout the application, including the eligibility, relevance, outcomes, and budget sections.

Given the word limits in the application form, this can be difficult to do effectively. You will also need to convince the panel that the projects are sufficiently linked and contribute to the same overall outcome - otherwise, the strength of your application may be reduced.

The business has recently purchased new equipment. Can the business apply for funding for this?

No. Costs incurred before the application is submitted are ineligible for funding.

Can I start the project before my application is approved?

Yes, you can start the project after you have submitted your application, but before receiving an approval notification, at your own risk. If your application is unsuccessful, you will not be reimbursed for any costs incurred.

However, any project activity that takes place before the application submission date is not eligible for funding under any circumstances.

Applicant Eligibility

Can a not-for-profit apply?

No, not-for-profit organisations and charities are ineligible, unless they are an incorporated not-for-profit Aboriginal corporation operating as a commercial enterprise.

Can new businesses or start-ups apply?

No, the business must have been actively operating in one of the eligible regional areas, as defined under the Regional Development Commissions Act 1993, for at least 12 months prior to submitting the application.

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 one of the eligible regional local government areas in Western Australia as defined under the Regional Development Commissions Act 1993. Contractors working in WA are not sufficient to meet this requirement. The business must continue to operate out of that regional location 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 one of the LGAs of the nine regions as described in Schedule 1 of the Regional Development Commission Act 1993 for at least 12 months 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.

If the activities I'm requesting in this round would put me over the \$200,000 funding limit, can I still apply?

Yes. You are eligible to apply if your total LCF funding received in the last five years at the time of application submission is less than \$200,000. If your application is successful and the

new grant amount takes you over the cap, the Department may still approve the funding.

Can I apply for more than one LCF round?

No, you cannot apply for multiple LCF rounds in the same financial year.

Project Eligibility

I am unsure whether my project would be eligible for funding. What should I do?

If you are unsure whether your project or the business you represent is eligible, you can contact the Department to discuss prior to commencing an application.

The business has recently purchased new equipment. Can the business apply for funding for this?

No. Costs incurred before the application is submitted are ineligible for funding.

Can I apply for funding to purchase a motor vehicle?

Motor vehicles are ineligible, unless it can be demonstrated that it is a specialised vehicle.

How can I show that a motor vehicle is specialised?

Specialised motor vehicles are vehicles which perform specific and specialised functions and are used exclusively for business purposes (e.g. bobcats, forklifts, cherry pickers, back hoe, bucket trucks etc.) Utility vehicles, 4x4s and vans are not considered specialised vehicles.

Can I apply to purchase second-hand equipment?

Yes, however the second-hand equipment or machinery must be acquired through a dealer. Private sales of second-hand equipment are not eligible for funding.

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.

Grant payments and project completion:

How do I receive payment for the approved activity?

The LCF operates as a reimbursement scheme. Businesses must pay for the approved activity first, then submit a claim through SmartyGrants 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.

When do I need to complete the project?

All project activities must be completed, and final claims submitted, by 30 June 2026.

Who can I contact if I have more questions?

Please email lcf@jtsi.wa.gov.au for further information or support