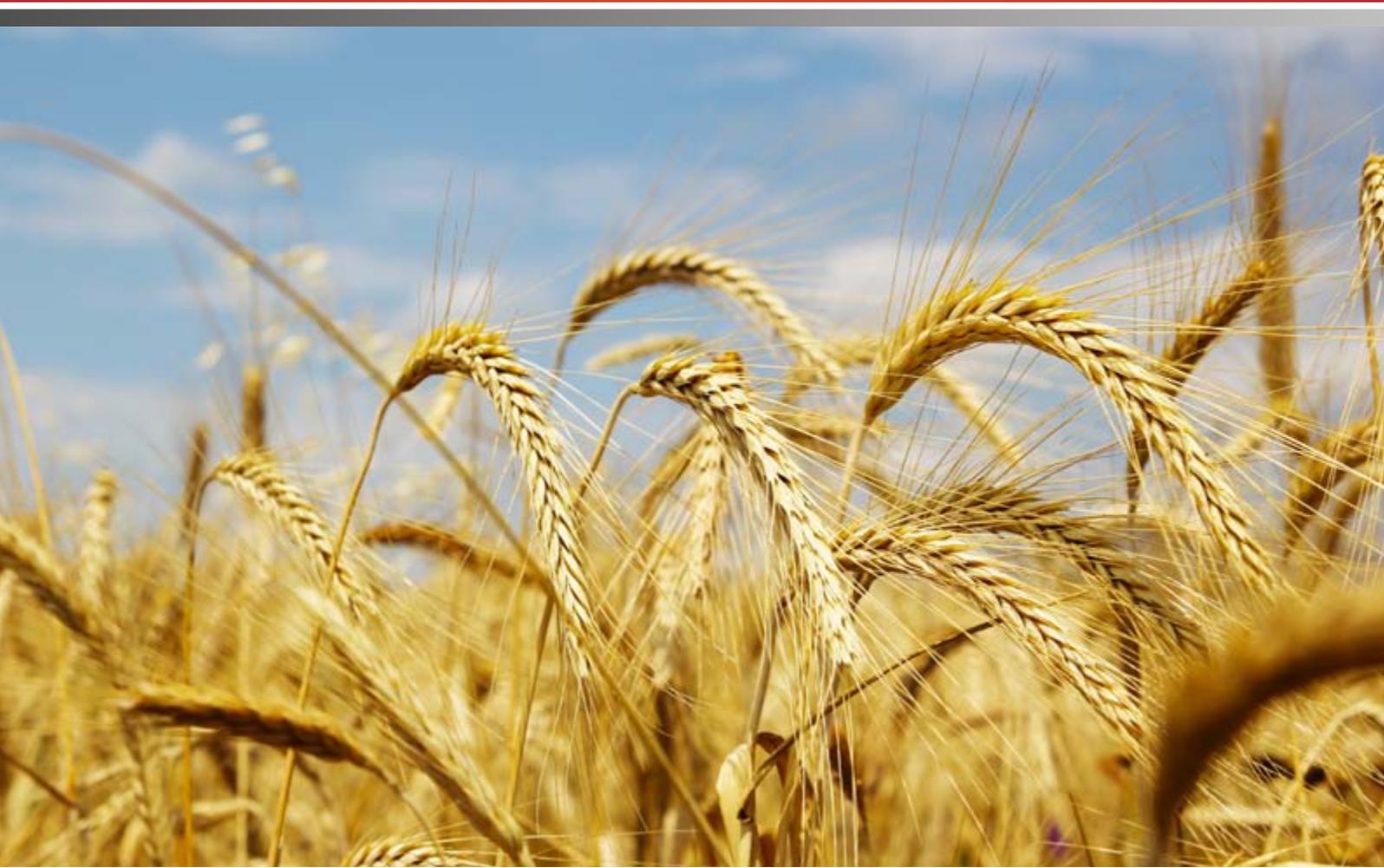




Department of **Jobs, Tourism, Science and Innovation**  
Department of **Primary Industries and Regional Development**



# **AGRICULTURE AND AQUACULTURE ENTREPRENEURSHIP PROGRAM**

**APPLICANT INFORMATION  
ROUND 3 – 2018**

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**MORE INFORMATION: [www.jtsi.wa.gov.au](http://www.jtsi.wa.gov.au)**



## 1. Introduction

The *Agriculture and Aquaculture Entrepreneurship Program* ('the Entrepreneurship Program') is part of the \$3.41 million *Science and Agribusiness Connect* initiative and is supported through Royalties for Regions. The *Entrepreneurship Program* is run by the Western Australian Department of Jobs, Tourism, Science and Innovation (JTSI).

The *Entrepreneurship Program* offers scholarships worth up to \$30,000 to Western Australian farmers or individuals working in agriculture and aquaculture to pursue innovation in these sectors. There is one competitive round of scholarships offered each year for four years from 2016 to 2019.

This document is written for people who want to apply for Round 3 of the *Entrepreneurship Program*. It explains:

- the purpose of the Entrepreneurship Program
- the agriculture and aquaculture sector ('the sector')
- who can apply for a scholarship
- how the scholarship funding can be used
- the process for making an application and having it assessed by JTSI
- next steps if you were to be offered a scholarship.

If you have questions about the program or the application process please contact the program team:

Email: [science@jtsi.wa.gov.au](mailto:science@jtsi.wa.gov.au)

Phone: Jane Gilligan on 08 9222 0755 or Helen Hitchcock on 08 9222 0740.

## 2. The purpose of the Entrepreneurship Program

The *Entrepreneurship Program* is one of three programs that make up the Science and Agribusiness Connect initiative, along with the Agriculture and Food Fellowship Program and a Tertiary Program. More information on the Science and Agribusiness Connect program can be found on the JTSI website. Each of the three programs is designed to:

1. Build the capability of the agricultural science sector in Western Australia
2. Improve agriculture practices in Western Australia
3. Develop Western Australia's research excellence in agricultural science.

The way that the *Entrepreneurship Program* achieves these outcomes is by encouraging WA farmers and other innovators to pursue new ideas, inventions, technology or practices in agriculture. Farmers can use the scholarship funding to get exposure to best practice and to share it with other parts of their industry. In the long run the Entrepreneurship Program will contribute to competitive agricultural businesses and supply chains, more jobs in the sector and better career prospects for people living in regional areas. Successful projects under the program will be required to:

- develop their innovation through overseas and/or domestic learning opportunities; and
- share their acquired learnings with WA industry and regional WA.

Applicants will also need to explain how their proposed projects could lead to better economic outcomes in regional Western Australia, such as job creation, industry development or improved career opportunities for people living in regional areas. More information on this can be found in the *Application Form*.

### 3. Agriculture and aquaculture in Western Australia

Western Australia's agriculture, food, fibre and fisheries ('the sector') produce world-class, premium and safe products. The industry provides over 43,000 jobs and value add in 2016-17 was \$6.8 billion. Western Australia produces more grain than any other state in Australia and is a significant producer of high quality meat, livestock, oil seed, dairy, wool, viticulture, horticulture and honey products. With 12,500 kilometres of coastline, Western Australia's fishing industry (including pearling and aquaculture) contributes almost \$600 million in exports to the state's economy each year. The Western Australian rock lobster fishing industry is a recognised leader in sustainable practices with its accreditation by the Marine Stewardship Council.

Global demand for food is rising and about 60 per cent of the world's population lives within Western Australia's time zone. An increasingly prosperous Asia, coupled with rapid worldwide population growth, can provide the buying power needed for growing, globally focussed, entrepreneurial and innovative Western Australian food production.

As a state we have a proud history of achievement in scientific research and development that has resulted in impressive technological innovation and efficiencies in our economy and helped us understand and manage our environment and natural resources. We are working on the future of agriculture and aquaculture through the Food Agility Cooperative Research Centre, the High Performance Soils Cooperative Research Centre and the new Centre for Digital Agriculture. Western Australian universities have high-level scientific skills, world-class teaching facilities and research laboratories. Centres such as the Centre of Excellence in Plant Energy Biology (UWA), the Centre for Crop and Disease Management (Curtin University), the Western Australian State

Agricultural Biotechnology Centre (Murdoch University) and the Centre for Fish and Fisheries Research (Murdoch University) all contribute strongly to agriculture and fisheries research. There is also scientific expertise and capability in State Government departments such as the Departments of Agriculture and Food, Fisheries and Water, supplemented by CSIRO.

Without industry entrepreneurship all this scientific capability and market potential will not produce results for Western Australian communities. The sector needs people and businesses who can lead new ideas to markets and the Entrepreneurship Scholarship is a great tool to do so.

### 4. Who can apply for an Entrepreneurship Program scholarship

Applications are invited from Western Australian farmers/owners, farm managers or farm employees who have an innovation within the fields of agriculture or aquaculture with the potential to broaden the regional economy and to modernise the sector.

Preference will be given to applications from farmers in regional Western Australia, however, farmers from the Perth metropolitan area and applicants from other parts of the sector will also be considered where the proposal demonstrates a benefit to regional WA and the sector. The Perth metropolitan area is defined in Schedule 3 of the *Planning and Development Act 2005*.

Applicants from other parts of the sector will be considered if they are:

- researchers and innovators in the sector;
- agriculture and aquaculture service providers;
- agribusiness and aquaculture consultants; or
- employees of grower groups and aquaculture associations;

## 5. The types of 'innovation' that the scholarship can support

An innovation can be a new idea, invention, technology or practice. 'New' means that it is just starting to emerge in the market OR an existing innovation that it is not currently available in Western Australia. Your application will be more competitive if you can explain how the innovation will work in technical terms and in commercial terms.

It is important that you explain the 'technical' nature of the new technology or business practice in plain language, remembering that the person reading your application may not be familiar with the area.

'Commercial' means explaining how the innovation can be used by agriculture or aquaculture businesses to get better financial results. For example, the new innovation might allow a business to:

- Increase on-farm productivity

- Improve efficiency, including supply chain efficiency
- Sell products that have a higher price (premium or value-added goods)
- Offer new products or tap new markets
- Make operations more predictable or sustainable, which reduces financial risks.

## 6. The types of activities that can be funded through the scholarship

If you are offered a scholarship you must submit a project plan that provides further detail on your activities and a detailed budget. Your project, including all travel and knowledge sharing with the sector, needs to be finished within a 12 month funding period.

At application stage your budget is an estimate based on your own research about the costs, to a maximum amount of \$30,000. The types of activities that you can seek to include in your budget are explained on the next page.



## Activities that can be funded through an entrepreneurship scholarship

### Activities designed to help you learn about an innovation

- **Travel** – it is expected that you will travel overseas and/or within Australia to learn other methods of agriculture or aquaculture relevant to your sector, aimed at increasing your knowledge and skills. Travel includes travel insurance and visas. Funding can only be used for hotel rooms rated up to three stars, or the equivalent average cost of a three star rated hotel room for alternative accommodation such as a bed and breakfast. Funding for airfares is available at economy rates only, with any additional costs for a premium flight to be met by the applicant. The maximum allowance that may be budgeted for accommodation, meals and incidentals per day is as set out for the domestic and international travel destinations identified by the Australian Tax Office for the lowest salary band in the year of travel. The information for 2017/18 tax year can be found here: [CLICK HERE](#)
- **Study and learning** – how you learn is flexible. It can be a course of study, work in a similar industry, a self-devised study tour, participation in an incubator or accelerator program, other method learning or a combination of methods.
- **Local learning** – you can also build skills with WA based training providers that are relevant to entrepreneurship, or spend time in a business incubator or accelerator located in WA, to help you get the most out of the knowledge you bring from overseas or interstate. You are strongly encouraged, as part of the project, to commit to an incubator or accelerator program to support entrepreneurship. This is limited to \$5,000.

### Activities that help with local application of the innovation

- **Development and/or testing** – funding can be used to help you with the practical application of the innovation, assist in its development and/or assist others to understand the innovation. This is limited to \$10,000.
- Sharing with the sector - communication and opportunities to share learnings with other farmers or members of the sector can be funded. This is limited to \$2,000.

### Activities to help you meet your agreement with JTSI

Costs that are incurred as a result of fulfilling the conditions of the FAA, such as production of a final report or video and audit costs. All telephone and communication costs are at your own expense.

- **Final Report** – the report should be written to a professional standard and scholarship funds may be used to engage someone to assist the recipient to write their report. This is limited to \$2,000.
- **Video** – an optional video with a recommended length of two (2) minutes if produced, shall be to a professional standard. The purpose of the video should be to assist the recipient to communicate and market their innovation to the sector and it may be used by the Department to promote the Program. This is limited to \$4,000.

### Contingency funds

\$1,500 or 5% of the maximum amount of the scholarship is to be set aside in the applicant's budget for contingencies. This is required to accommodate variations in prices between the time of the application, the finalisation of the recipient's project plan and the eventual expenditure of the grant.

## 7. How the Round 3 process works

### Timeline for Round 3

Round 3 opens for applications	27 February 2018
Information sessions	March 2018
Applications due to be lodged	Due 12.00 pm AWST (midday) on 3 April 2018
Eligibility checks complete	April 2018
Shortlisting process	April 2018
Interviews with candidates	May 2018
Assessment completed	June 2018
Letters sent advising of outcome	June / July 2018
Funding agreements in place	June / July 2018

The process that JTSI will run to decide on the entrepreneur scholarships has five stages and each stage is explained in this section.

#### Stage 1: Develop and submit your application

You have approximately five weeks to develop and lodge your application for Round 3 from

announcement date. In this time feel free to contact the JTSI program team if you would like to register for an information session or have a question. The information sessions are designed to help applicants understand the requirements for an application. Please email or call the contact officers listed on page 1 for further details.

Applications for Round 3 must be submitted on the Round 3 *Application Form*, which is available on the JTSI website, by email before the closing date and time. Please keep to the page limits requested in the *Application Form*.

You have the option of including two referees who may be contacted directly by the JTSI. Please seek their permission to be included before you lodge an application.

The *Application Form* includes a checklist that can help you check whether you have included all the important information.

JTSI officers cannot review and quality check your application. However, you should feel free to ask questions, especially if you would like to clarify the program requirements. Please note that questions and answers will be published on the JTSI website so that all applicants have access to the same information.



## Stage 2: Eligibility checks

Once you complete your application it will be assessed by JTSI to make sure that it has all the required information and meets the basic criteria for the program. To be considered eligible the application must be:

- made using the Round 3 *Application Form*;
- received by the Department by the closing date;
- made by an individual who resides in Western Australia;
- made by an individual whose primary occupation is:
  - a farmer, farm manager or farm employee within the agriculture or aquaculture sector in WA;
  - researchers and innovators in the agriculture and aquaculture sector;
  - agriculture and aquaculture service providers;
  - agribusiness and aquaculture consultants; or
  - employees of grower groups and aquaculture associations;
- seek no more than \$30,000 with a clear and reasonable budget; and
- made by an individual or a business on behalf of an individual. In exceptional circumstances, and where justified, applications for more than one eligible person will be considered for the Program.

If your application does not meet these basic requirements it will not be assessed further. In some circumstances (for example, if a simple point needs to be clarified) JTSI officers may contact you to request additional information to assist with its assessment.

## Stage 3: Assessing the applications and short listing

The *Entrepreneurship Program* is competitive. There will be more applications than the program can fund and so only the strongest will receive a scholarship offer. Applications will be assessed by an independent expert panel made up of people with a mix of backgrounds. Each member is required to complete a conflict of interest declaration and any conflicts will be managed.

The panel will assess all the applications using the same five criteria:

- technical and commercial merit of the proposed project; 25%
- sharing of knowledge of the innovation with industry; 25%
- potential benefit to regional WA and the broader economy; 25%
- capability of the applicant to deliver the project; 15% and
- quality of the application. 10%

Initially the applications will be shortlisted. If your application is shortlisted you will be contacted by a JTSI officer and asked to attend an interview with the panel, either in person, by video conference or by telephone. You can have a support person with you at interview if you would like to.

#### **Stage 4: Final assessment, interviews and referees**

The panel will draw on a range of information to understand and assess your application. The application form, and its supporting documentation, will be the first piece of information they consider.

The panel can also draw on information that it gathers from:

- an interview with you;
- referee reports from individuals that you list in the application form;
- independent experts that are engaged by JTSI, usually on a voluntary basis; and
- research, analysis and due diligence conducted by the panel and JTSI officers.

The panel will score all the shortlisted applications against the selection criteria to identify the strongest applications. This scoring will be used to make a recommendation to the Program Delegate along with advice on the strengths and weaknesses of each application. The Program Delegate takes the final decision on awarding scholarships and is arms-length from the assessment process.

#### **Stage 5: You will receive a letter advising you whether you were successful**

You will be advised of the outcome of your application by emailed letter once the Program Delegate has taken a decision. Letters can be expected approximately three months after the applications have closed.

If your application is successful the letter will include an offer of funding, you will be asked to respond within two weeks of receiving the letter of offer with your acceptance or otherwise. Once you accept the Department will ask you to enter into a Financial Assistance Agreement (FAA).

All applicants, successful or not, can request and receive feedback on their application once they have received an outcome letter.



# NOW OPEN

Applications due 12pm on 3 April 2018



## 8. How the entrepreneurship scholarship works

Your funding will be managed under a Financial Assistance Agreement (FAA), which will link payments to three milestones:

- Milestone 1: You need to complete a detailed project plan within 30 days of JTSI and you signing the FAA. JTSI will provide you with a template for this. This confirms the detail of the activities you will undertake to learn about an innovation, how you will communicate knowledge with industry and their projected costs. The project plan needs to be approved by JTSI before you will receive a payment or commence any activities.
- Milestone 2: A progress report at the end of your learning activities.
- Milestone 3: A final report no later than 12 months after the date of execution of the FAA. This explains the knowledge gained through the program and the benefit to Western Australia, regions and the sector. You are not expected to share information that is commercially sensitive or confidential in the report because the report may be published at the Department's discretion and will be the property of the Department. There is the option to also submit a video (recommended length of 2 minutes).

The maximum value of each scholarship is \$30,000. Where a scholarship offers the full \$30,000, the Department will pay \$28,000 of the approved funds for Milestone 1 and \$1000 for Milestones 2 and 3. When a lesser amount is requested and subsequently awarded the payment amounts would be varied accordingly.

It is expected that you will deliver presentations and attend events or other activities to communicate your learnings more broadly in your sector and Western Australia, and to promote the Program to others. At any

time within three years of commencement, the Department may invite you to deliver a presentation, attend an event, or contribute to publications, at reasonable notice and subject to your availability.

The Department will also expect you to provide a report two years after commencement which explains how the knowledge and skills gained under the Program have been applied to the recipient's business and/or the sector.

## 9. Other terms and conditions

### Freedom of Information Act 1992

You need to be aware that JTSI is subject to the *Freedom of Information Act 1992*, which provides a general right of access to records held by Western Australian State and Local Government agencies.

Information that relates to the receipt of State Government financial support may be tabled in the Western Australian Parliament. This information could include names of recipients, the amounts of financial support, the name of the project/activity and, possibly, a brief description. This could result in requests for more detail to be released publicly.

Further information on the operation of the *Freedom of Information Act 1992* can be obtained from the Department's website.

### Conflict of Interest

You must disclose any information that might be relevant to an actual, perceived or potential conflict of interest.

### Tax Information for Applicants

Before you apply you should consider any personal financial impacts, such as tax payable on the scholarship, and seek professional advice if necessary.

The Department is registered for GST and has been issued with Australian Business Number 90 199 516 864. The Department regards

scholarships under this Program as payment for a supply. GST-registered scholarship recipients will therefore be liable for GST in connection with the scholarship. For GST-registered scholarship recipients, the Department will pay GST on receipt of a tax invoice for the GST inclusive value. For example, if a scholarship is awarded at \$20,000 the Department will pay \$22,000 in total. The recipient acknowledges that the scholarship provided is consideration for a supply to the Department and that the GST component will be included in the recipient's next Business Activity Statement lodged with the Australian Taxation Office.

For recipients who are not registered for GST the Department will not pay GST. Unregistered scholarship recipients shall provide the Department with an invoice of no more than the amount of the scholarship.

### **Additional Terms and Conditions**

The following terms and conditions are in addition to those that appear elsewhere in this document and in the Round 3 Application Form.

- Applicants shall ordinarily be resident of Western Australia and reside in Western Australia.
- The recipient shall arrange their passport, visas, travel, accommodation, transport, medical insurance, travel insurance and other related matters.
- It is recommended that recipients seek medical advice on their own state of health and fitness and for any medical requirements relating to their travel, including vaccinations.
- All recipients shall have access to email facilities prior to departure. The use of social media, including blogs is also encouraged.
- Recipients acknowledge that their expenses may ultimately be greater than the total scholarship amount, especially if multiple overseas trips are required, exchange rates are unfavourable, or if their partners or family accompany them. Recipients are responsible for all out-of-pocket additional expenses.
- The recipient shall take photographs of relevance to their project while travelling for inclusion in their report and which may also be used by the Department to promote the Program. Recipients are encouraged to take relevant video footage while travelling for inclusion in the optional video.
- Partners/family may accompany the recipient at the recipient's own expense.
- State Government agency resources cannot be leveraged against the Program unless the Department's written approval is obtained.
- Recipients are advised to seek independent advice about the ownership and protection of the intellectual property (IP) acquired or created by the recipient before or during their project.
- The Department acknowledges that subject to the *Freedom of Information Act 1992*, the application is confidential information and the Department undertakes to ensure that the only purpose for which information provided by the applicant will be used will be to assess the application.
- Recipients will be asked to provide information suitable for promotional purposes.
- All financial support provided by the Department under the Program is subject to a post funding review. To assist this process, recipients will be required to submit an acquittal report that sets out their achievements in relation to their project plan, their actual expenditure compared to their budgeted expenditure, any deviations from their project plan, receipts not previously provided (other than receipts for meals and incidentals) and a certified statement that the acquittal report is a true and accurate account of their project. A template will be provided for the acquittal report.

It must be noted that while the Department does not require submission of receipts for meals and incidentals, the Recipient will need to retain copies of these receipts for future audit or post funding review requirements.

- The Department reserves the right to terminate the scholarship if the recipient is in breach of the Program as set out in the terms and conditions of the FAA or if the Department deems that the recipient is incapable of fulfilling the requirements of the Program. In such circumstances, the Department reserves the right to seek the return of all funds paid to the recipient.
- The recipient is an ambassador for Western Australia, the sector, and themselves and shall at all times conduct themselves in a manner befitting their role. The Department reserves the right to withdraw the Program and seek the return of all funds associated with the Program if, at the sole discretion of the Department, any recipient has conducted themselves in an unbecoming manner.
- The applicant indemnifies the Department and its agents against any liability which may be incurred through the applicant's participation in the Program as an applicant or as a recipient.
- The provision of financial assistance under the Entrepreneurship Program is at the absolute discretion of the State. Nothing in the application process, the selection process or any associated documentation shall give rise to any:
  - (a) legal relations or process contract between the Minister or the State Government on the one hand and the applicant on the other; or
  - (b) legitimate expectations on the part of the applicant.
- Unsuccessful applicants may re-apply for future funding rounds under the Program.
- Application forms and references remain the property of the Department.
- The Premier, in his sole discretion, reserves the right not to award the Program, including in circumstances where insufficient applications are received or applications are judged not to be of a sufficient standard.
- The award of funds under this Program is at the absolute discretion of the State and is subject to the availability of funds.