



Government of **Western Australia**  
Department of **Jobs, Tourism, Science and Innovation**

# **Priority Sector Funding Program (PSFP)**

**Guidelines for Applicants**

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## GLOSSARY

REFERENCE	DEFINITION
PSFP	Priority Sector Funding Program
JTSI	Department of Jobs, Tourism, Science and Innovation
IETI	International Education, Trade and Investment Division of JTSI
GoWA	Government of Western Australia
Applicant	An organisation applying for a grant under the PSFP
Grant Recipient	An organisation that has successfully applied for and has been awarded a grant under the PSFP
Approved Project	Defined activities described in a Grant Recipients application that has been awarded funding under the PSFP
Letter of Offer	Letter from JTSI to the Grant Recipient awarding a grant for an Approved Project
Financial Assistance Agreement (FAA)	Details the terms and conditions of the funding

# 1. INTRODUCTION

## 1.1. PURPOSE OF THIS GUIDE

The 'Priority Sector Funding Program' (PSFP) Guidelines for Applicants (Guidelines) are to be used as a reference when applying for the Program.

Applicants to the PSFP should read these Guidelines before completing their Application.

## 1.2. OVERVIEW OF THE PROGRAM

The PSFP is a grant program established by the Western Australian Government with the aim of assisting Western Australian companies to engage with and develop international business capability with the Asian market in industry sectors considered a priority by the State.

Applications can be made by organisations (e.g. Industry Associations, Bilateral Business Organisations, etc.) to run projects on behalf of Western Australia's priority trade and investment sectors and markets, being:

- Those sectors nominated by the Department of Jobs, Tourism, Science and Innovation (JTSI) as offering the greatest prospective trade and investment outcomes for Western Australia in non-commodity areas. For 2018 priority sectors, refer to [Appendix 1](#)
- Those markets serviced by Government of Western Australia (GoWA) offices. For the full GoWA office network, refer to [Appendix 2](#)

### 1.2.1. Objectives

The key objectives of the Program are to:

- Diversify the industries of the Western Australian economy
- Increase engagement between Western Australia and Asia
- Increase exports, investment, market knowledge, and/or business partnerships.

### 1.2.2. Level of funding support

Funding of up to \$30,000 (excl. GST) for out-bound and \$20,000 (excl. GST) for in-bound projects will be available.

Projects that could be run under the Program may include:

- Conducting outbound/inbound delegations as customised stand-alone programs
- Conducting outbound/inbound delegation programs including participation at a key international forum/event
- Commissioning of in-market research on trade and investment opportunities
- Running in-market business events that promote trade and investment linkages.

Where funding is allocated, it will be on a competitive basis to those applicants clearly demonstrating they meet the eligibility criteria.

Payment will be made retrospectively at the end of the Project following proof of expenditure directly related to the agreed activities.

## 2. ELIGIBILITY CRITERIA

### 2.1. APPLICANT ELIGIBILITY

Meeting the eligibility criteria does not automatically entitle applicants to assistance under this scheme.

- All applicants must:
  - Be a legal entity in possession of a current Australian Business Number (ABN) or Australian Company Number (ACN) and registered for GST;
  - Run projects on behalf of, or to the benefit of, Western Australian companies/ organisations only, unless special circumstances dictate;
  - Demonstrate that the proposal will generate strategic economic benefit for the Western Australian economy;
  - Agree to make public acknowledgement of assistance provided by JTSI and work co-operatively with JTSI and its GoWA Commissioners; and
  - Agree to participate in future program evaluation activity.
- If an Industry Association, applicants must also:
  - Be a legally constituted 'not for profit' Industry Association recognised by JTSI;
  - Represent an industry sector with a focus on increasing export market share, trading opportunities or value adding to the State's economic resources;
  - Represent an industry sector as identified as a priority by JTSI; and
  - Have a membership that comprises over 50% of the total state-wide industry sector strength in Western Australia.
- If a Bilateral Business Organisation, applicants must also:
  - Be a member organisation of the International Business Council of Western Australia; and
  - Represent an Asian market as identified as a priority by JTSI.
- If not an Industry Association or Bilateral Business Organisation, applicants must also
  - Have a significant operating presence in Western Australia;
  - Work with Western Australian industry with a focus on increasing export market share, trading opportunities or value adding to the State's economic resources; and
  - Represent Western Australian interest in either an industry sector or an Asian market identified as a priority by JTSI.

## 2.2. PROJECT EXPENDITURE ELIGIBILITY

**Eligible** project expenditure includes:

- project-related non-capital expenditure required to deliver the project and project-related costs, such as.:
  - marketing for delegation recruitment
  - delegation pre-departure briefing sessions
  - delegation in-market site visit costs (mini-bus/taxis, interpreters etc.)
  - delegation in-market briefing sessions/networking functions and related venue hire and hospitality costs
  - shared display booths at forums/events
  - delegation forum/event registration fees
  - commissioning of in-market research

**Ineligible** project expenditure includes:

- Direct individual company expenses, such as:
  - airfares,
  - on ground individual transport (e.g. buses/trains to/from cities/countries),
  - accommodation,
  - airport transfers,
  - interpreters and translation,
  - meals
- General business/operational/business planning activities that are usual requirements of a business, such as:
  - training courses,
  - salaries,
  - hardware and software packages,
  - business and strategic planning,
  - design and production of unrelated project marketing or promotional materials or events,
  - website development, or
  - maintenance and upkeep of facilities etc.
- Sponsorship or payments to assist in the organising/running of conferences/forums/events.
- Any administrative service fees or surcharges for administering the application process, approved activities or approved project.
- In-kind contributions are not considered as part of the applicant's commitment to activity costs and are not funded under the Program.

## 3. APPLICATION, EVALUATION & CONDITIONS OF FUNDING

### 3.1. APPLICATION PROCESS

Proposals from eligible applicants will be accepted on a continual basis until 2020/21.

Applicants are encouraged to contact JTSI prior to lodging applications. Contact details for the relevant Market Manager can be found on JTSI's website: <http://www.jtsi.wa.gov.au/invest-in-wa/our-services/investment-contacts>

Applicants must complete the official application form and submit it at least four weeks (28 days) or no more than three months (90 days) before approval is required.

Before the project is undertaken, the Applicant must provide for approval a submission that details the program of activities including participating members, expenditure estimates and performance indicators where appropriate for approval.

Written applications are to be submitted via email to [PSFP@jtsi.wa.gov.au](mailto:PSFP@jtsi.wa.gov.au)

A copy of the application form can be found via JTSI's website [www.jtsi.wa.gov.au/PSFP](http://www.jtsi.wa.gov.au/PSFP)

Refer to [Appendix 3](#) for a Step-By-Step Application Guide.

JTSI reserves the right to initiate projects as appropriate.

### 3.2. DECISION MAKING PROCESS

The application will be assessed against the eligibility criteria by the International Education Trade and Investment (IETI) division of JTSI. The decision on whether the applicant is judged successful will be made by the Deputy Director General or equivalent.

Applicants will be notified as to the outcome of their application via email to the address provided on the application form. JTSI's decision is final and no further correspondence will be entered into.

### 3.3. CONDITIONS AND OBLIGATIONS FOR FUNDING

Completing an Application:

- Applicants must outline clear project objectives, economic benefits to Western Australia and estimated budgets when applying for funding
- Applicants must declare if they are in receipt of funding from other grant programs.
- Applicants may contribute additional funding at their own discretion, invite other third parties to contribute to costs and/or require contributions from participants, subject to JTSI's approval.
- Applicants cannot apply for funding for the same project in the same market within 12 months, or on more than three occasions.
- JTSI will expect Applicants to request funding on a basis of strategic intent, rather than an ad-hoc basis.

Awarding of Funding:

- The program will be administered through JTSI. All Successful Applicants (Grant Recipients) must make a commitment to the project, as agreed with JTSI.
- Grant Recipients will receive a Letter of Offer including a Financial Assistance Agreement (FAA), which details the terms and conditions of the funding. The signed FAA is to be returned to JTSI within 30 days of the letter of offer in order to formally accept the funding.

Approved Project Execution:

- Eligible expenditure must be incurred on or after the date the FAA is executed.

- Payment of the funding will be made as a reimbursement at the conclusion of the approved project. Grant Recipients will need to pay for the activity before making a claim for the approved funding support.
- Grant Recipients must liaise closely with the relevant GoWA Office to complete the project. Contact details for the relevant GoWA Office can be found on JTSl's website: <https://www.jtsi.wa.gov.au/invest-in-wa/our-services/global-offices>
- Grant Recipients may subcontract other parties to deliver a project, subject to agreement with JTSl and its Commissioners.
- Grant Recipients cannot exclude non-member Western Australian companies from participation in projects, such as Universities and research institutes.

#### Claiming Funding:

- A Tax Invoice and proof of payments must be submitted within 90 days upon completion of the approved project, in a form acceptable to JTSl.
- A final report must also be provided within 90 days, in a form acceptable to JTSl. The report must detail the impacts and outcomes of the activities, and show how previously agreed performance indicators have been met.
- Funding commitments cannot be guaranteed beyond 90 days after the completion of the approved project. Claims received more than 90 days after the completion of the approved project will not be processed.

### 3.4. AVAILABILITY OF FUNDING

The provision of financial support under this program shall be at the absolute discretion of the State Government and is subject to the availability of funds.

### 3.5. AUDIT, COMPLIANCE AND RISK MANAGEMENT

As a state government agency, JTSl wishes to ensure the most prudent and effective use of its financial assistance schemes. Grant Recipients will therefore be required to:

- liaise closely with JTSl to assess whether expected outcomes are being achieved;
- provide, if requested, additional information that may assist JTSl's internal audit, evaluation and review processes; and
- respond, if requested, to a client survey. The survey is used to obtain general feedback from clients on the effectiveness and efficiency of JTSl's services.

### 3.6. FREEDOM OF INFORMATION ACT 1992

Applicants are informed that JTSl 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.

Applicants should be aware that information pertaining 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 thereof. 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 JTSl's website.



### **3.7. CONFLICT OF INTEREST**

Applicants are required to disclose any information that might be relevant to an actual, likely or potential conflict of interest.

### **3.8. TAX INFORMATION FOR APPLICANTS**

JTSI is registered for GST and has been issued with Australian Business Number 90 199 516 864. JTSI regards grants under this program as payment for a supply. GST-registered grant recipients will therefore be liable for GST in connection with the grant.

For GST-registered grant recipients, JTSI will increase the grant by the amount of GST payable. GST-registered grant recipients must provide JTSI with a tax invoice for the GST inclusive value of the grant unless JTSI and the recipient have agreed in writing to the issue of a Recipient Created Tax Invoice. Payment will not be made until JTSI receives a tax invoice or an agreement to issue a Recipient Created Tax Invoice.

The Grant Recipient acknowledges that the grant provided is consideration for a supply to JTSI and that the GST component will be included in the recipients next Business Activity Statement lodged with the Australian Taxation Office.

### **3.9. REVIEW OF PROGRAM**

This program is subject to an internal review at the end of each Financial Year.

These Guidelines may be updated periodically to reflect any changes in the program, priority sectors or markets.

## APPENDIX 1: JTSI 2018 PRIORITY TRADE & INVESTMENT SECTORS

Sector	Subsectors (including but not limited to)
Resources (Mining & Energy)	Mining Equipment, Technology and Services (METS) Petroleum Equipment, Technology and Services (PETS) Lithium & Energy Materials and Downstream Processing
*Education and Training	Higher Education Vocational Education and Training
Marine and Defence	Maritime Services & Infrastructure Ship Building
Aerospace and Aviation	Unmanned Aerial Vehicles (UAVs) Training/Prototypes/Testing Radio Astronomy
ICT/Digital Economy	Disruptive Technologies Data Storage & Cloud Computing Product & Content Development
Clean Energy and Technology	Renewable Energy (e.g. Solar, Wind, Wave) Microgrids & Energy Storage Solutions
Infrastructure/ Building and Construction	Smart/Future Cities Green Building Infrastructure Finance
Health Care	Aged Care Life Sciences/Biotechnology
Creative Industries	Screen Production Game Development
Consumer Goods	Precious Metals, Gems and Pearls Fashion and Textiles

- Excluded from this list, due to significant funding programs already in place/under development, are Agriculture/Food and Tourism.
- \*Education/Training may be supported where it is part of a business sector based initiative.
- Priorities are updated by JTSI annually and may be subject to change depending on current market trends
- JTSI has the right to reject/postpone project applications if one market/sector is saturated by proposals.

## APPENDIX 2: GoWA OFFICE NETWORK

The Western Australian Government operates offices in the State's key trading regions, with headquarters in Perth.



Office Location	Contact	Priority Markets Served
Dubai/Nairobi*	Mr. Pankaj Savara	Middle East/Western Asia, Africa
Jakarta	Ms. Jennifer Mathews	Indonesia
London*	Cmdre. Mike Deeks	UK, Europe
Mumbai	Mr. Peter Baldwin	India, Sri Lanka
Seoul	Mr. Jean Ough	South Korea
Shanghai	Mr. Stuart Crockett	China (incl. Hong Kong, Taiwan)
Singapore	Mr. John Catlin	Singapore, Malaysia, Vietnam
Tokyo/Kobe	Mr. Craig Peacock	Japan
Perth	Mr. David McCulloch	As above, Americas*

- Contact details for the relevant GoWA Office can be found on the JTSI website: <https://www.jtsi.wa.gov.au/invest-in-wa/our-services/global-offices>
- \* Whilst Asian markets are in the first instance the priority targets for projects under this program, other markets may be included if there are opportunities for delegations to attend international forums where demonstrable key decision makers from the Asian region are expected to be present.

## APPENDIX 3: APPLICATION STEP-BY-STEP GUIDE

