



Department of  
Primary Industries and  
Regional Development

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# Small Scale Abattoir Feasibility Voucher Program

## Program Guidelines

This guideline contains information for applicants and should be read prior to completing the application form.

January 2025



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# Small Scale Abattoir Feasibility Voucher Program

## Program Overview

This program provides a co-funding opportunity to progress ideas and validate prospective opportunities for the boutique meat processing sector in Western Australia. It will assist proponents to examine the feasibility of boutique or mobile abattoirs to support high value custom meat processing in Western Australia.

To achieve this, the Western Australian Government has made funding available for eligible applicants to seek expert advice and planning from professional consultants. Assistance will be provided by way of a voucher of up to \$10,000, which must be matched by funding by the applicant.

## Who can apply for funding?

This program is aimed at those who are considering establishing, operating or supplying to a boutique or mobile abattoir in Western Australia. To be eligible to apply for funding, applicants must meet the eligibility criteria outlined below.

## Opening and Closing Dates for Applications

Applications open on: **30 January, 2025.**

This program will be run as an ongoing, rolling round, with applications open until 30 June 2025 or until funding is exhausted, whichever occurs first.

## Funding Limits and Timeframes

Individual vouchers of up to **\$10,000** are available. Eligible applicants can apply for one voucher.

Vouchers are issued in the name of the Applicant, have no cash value and are non-transferable. They are only payable to the Professional Service Provider nominated by the Recipient.

Vouchers are to be used for one (1) type of service, and for one (1) service provider.

A total of \$150,000 has been allocated to fund the program.

The program will cover projects that commence no earlier than the date the voucher is awarded. Projects must be completed within six months of notification that the voucher application has been successful and/or prior to acquittals being due, whichever occurs earlier.

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### Activities that can be funded

The program provides funding to seek written advice from suitably qualified service providers, which must address an aspect of feasibility for the establishment, operation or supply to a boutique or mobile abattoir in WA.

This could include (but is not limited to):

- Market analysis of supply and demand factors (e.g. continuity of supply).
- Potential costs around infrastructure and ongoing maintenance.
- Analysis of the operational model and/or regulatory requirements.
- Potential locations and investigation of site suitability.
- Potential business structures.

### Activities that cannot be funded

Funding cannot be used for:

- Capital expenditure.
- Basic professional services such as ongoing, routine accounting, tax and legal business.
- Costs associated with the preparation of this or other grant applications.
- Costs associated with meeting the applicant's existing regulatory compliance.
- Costs incurred prior to the voucher commencement date advised at time of award.
- Any other expenditure as determined by DPIRD that does not meet program conditions.

### Eligibility Requirements

To be considered eligible for funding from the program, applicants need to meet the eligibility requirements outlined below. For service providers to be considered eligible, they need to meet the service provider eligibility requirements outlined below.

### Applicant Eligibility Criteria

To be eligible to receive a grant, the applicant must meet the following criteria:

- Operate as an individual, sole trader, partnership, trust, cooperative or private company.
- Be based in, and be looking to investigate the feasibility of a project located in, regional and/or metropolitan Western Australia.
- Be capable of entering into a legally binding agreement with the Western Australian Government.
- Have attended or intend to attend a facilitated session with DPIRD.
- Have the financial capacity to fund the minimum cash contribution.
- Agree that the total cost of professional services funded by DPIRD is up to \$10,000 (exclusive of GST).
- Agree to meet the voucher's required cash contribution matched dollar-for-dollar up to a maximum of \$10,000 (exclusive of GST), noting that anything above \$10,000 is at the applicant's cost. In-kind contributions do not count towards the applicant co-contribution.

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- Agree that any additional costs that are deemed to be ineligible are to be met by the Recipient.
- Agree to participate in the program evaluation (e.g. survey and/or interview) to assist DPIRD in understanding the impact of the program.
- Must provide an eligible quote for the scope of work to be undertaken, which must include the characteristics outlined below.

## Service Providers Eligibility Criteria

Service providers must meet the following requirements to deliver the feasibility studies funded by these vouchers:

- Must have a valid, current ABN.
- Applicants and service providers must be entirely separate entities. For example, they may not be owned by the same parent company, share governance, have common directors or be direct/indirect familial relations.
- Service provider(s) nominated by the applicant may be not-for-profit enterprises or privately owned businesses.
- Must demonstrate relevant qualifications and/or experience in the area in which they are providing advice upon.

Service providers that can be engaged include (but are not limited to):

- Manufacturing or engineering specialists.
- Agribusiness advisors and agronomists.
- Environmental consultants.
- Planning consultants.
- Accountants or financial advisors.
- Solicitors.

The program is funded by the Western Australian Government, and the preference is for applicants to use locally based service providers where possible.

## Quotes

Applicants are encouraged to seek quotes from multiple providers to assess value for money and the capability of the provider.

All quotes, irrespective of the provider must contain the following information:

- Quotations must be provided on company letterhead including ABN.
- Quotes should clearly identify the name and contact details of who the work is for, which should be the applicant.
- Quotes should be compiled with appropriate headings to appropriately outline key elements and tasks relevant to the feasibility study.
- Quotes should include itemised proposed expenditure that identifies:
  - Expenditure heading relating to the proposed scope of work headings.
  - Must include a line item for each service or cost incurred by the provider.
  - Include units that are being quoted, number of units and cost per unit.
- Quotes cannot be for work already or previously undertaken.

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### Applicants who are specifically NOT eligible

Applicants will not be eligible for funding if they are:

- Commonwealth, state and local government agencies or bodies.
- Businesses owned, co-owned or with representatives on their boards that are DPIRD employees.
- Publicly funded research institutions.

### How to apply for funding

To be considered eligible for funding, applicants need to complete and submit an online application via SmartyGrants prior to the closing date, (30 June 2025), or before the funding is exhausted, whichever occurs first.

Additional resources to assist with the application process are available via the DPIRD website or by contacting us.

Applications will be assessed on a rolling basis in the order they are submitted through the SmartyGrants platform. If additional information is required to assess your application, DPIRD will contact you by email or phone to confirm/request what is required. Applicants will need to provide requested information within five (5) business days.

Failure to provide requested information within five (5) business days may result in the application being declined.

### What do I need to provide as part of my application?

As part of the application, applicants need to provide:

- Applicant's contact details.
- Evidence of service provider's experience and expertise.
- The original written quote from a suitably qualified service provider for the proposed scope of works, and total cost.
- Proposed feasibility study details, including background information and identification of the feasibility factors to be considered.
- If a trustee of a trust, a copy of the trust deed that outlines that the trustee has the authority to make application on behalf of the trust.

### Application assessment and notification of decisions

The assessment process aims to objectively identify eligible applicants to whom funding could be awarded. Applications will be assessed by DPIRD within 10 business days of submission pending all information is provided. Applicants will be informed of the outcome in writing via email of decisions within 20 business days.

Successful applicants will be provided with a voucher for an amount up to \$10,000 (exclusive of GST) which will entitle them to redeem the agreed service from their nominated service provider. The voucher will be valid from the date of issue until the time and date of expiry specified on the voucher.

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## Voucher Terms and Conditions

Each voucher can be used for the services of professional service providers. Payments will be made:

- after submission of a Service Completion Form by the Applicant
- after submission of a copy of the final report via the SmartyGrants platform by the Applicant

Once the above documentation is approved by DPIRD, the service provider will submit a valid tax invoice for the value of the voucher.

Note: payments will go directly to the service provider.

DPIRD will not be liable to pay the funds until it has received a valid tax invoice from the service provider for the services as stated on the voucher and for the vouchered amount.

## Conflict of interest

Assessment team members will complete a conflict of interested (COI) declaration before reviewing the application as part of the assessment process. An assessor will not participate in the assessment of applications where there is a perceived conflict of interest.

## Appeal process

There will not be an appeal process.

## Tax information

The grant will be increased by the amount of GST payable. The service provider must provide a tax invoice for the GST inclusive value of the grant.

Applicants are encouraged to seek tax advice on the potential implications of obtaining funding.

## Personal Information and disclosure of information

Applicants are informed that DPIRD is subject to the *Freedom of Information Act 1992 (WA)*, which provides a general right of access to records held by the State Government agencies and local governments.

## Payment arrangements

The payment policy for this program is as follows:

- Payments are made by the department directly to service providers.
- Payments are made on invoice from the service provider.
- Payments are made electronically to nominated accounts.

## Reporting and Monitoring Requirements

Upon completion of the work, Applicants will be required to fill out a Service Completion Form and submit a copy of the final report via the SmartyGrants portal. The form will

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enquire as to whether the Applicant is satisfied that the work completed has met the scope, and will also ask questions around the impact of the program in aiding decision making.

## **Contact Information**

For further information on the program please contact [SSAFvouchers@dpird.wa.gov.au](mailto:SSAFvouchers@dpird.wa.gov.au).

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## Glossary of Terms

**Applicant** - the entity/individual who makes the application for funding.

**Application** - an application (or relevant part of an application) made to the State of Western Australia for funding under the Fund.

**AWST** - Australian Western Standard Time.

**DPIRD** - Department of Primary Industries and Regional Development.

**Grant** – Small Scale Abattoir Feasibility Voucher Program.

**Guidelines** – are the guidelines for the program, this document.

**Key Contact** – the applicant person to contact if there are any queries or information required in relation to the program.

**Service provider** – consultant/expert/provider of feasibility report.

**SmartyGrants** – is the online grant management software tool used by DPIRD.

### Important Disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

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