



Government of South Australia

Green Industries SA

2017-18 LEAP GRANTS FUNDING GUIDELINES

An initiative of Green Industries SA's Business Sustainability Program

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1. About Green Industries SA

Green Industries SA (GISA) helps develop the green economy in response to the demand for clean and green produce, and the reduction of emissions to air, water and soil from industry. GISA promotes the more efficient use of resources, and the conservation and recovery of scarce resources. Visit www.greenindustries.sa.gov.au/ for more information.

2. Leap Grants Overview

Leap Grants are available to organisations representing the interests of South Australian businesses and industries. Funding is available for information-based and/or mentoring programs that support SA businesses to remain competitive by reducing costs and improving productivity through more efficient use of raw materials, water, energy and the prevention of waste.

This grant program is being delivered as part of GISA's *Business Sustainability Program* and supports the following State Government economic priorities:

South Australia the best place to do business
Growth through innovation
Premium food and wine exported to the world
Small business access capital and global markets
Adelaide the heart of the vibrant state.

Helping SA businesses and industries to take a **leap** toward best practice environmental management, focusing on energy, water, and materials efficiency; waste avoidance and reduction.

3. Leap Grant Objective

The primary objective of *Leap Grants* is to encourage behavioral and cultural change within South Australian businesses and industries, focusing on resource efficiency, waste reduction and management, as a way to stimulate productivity improvements.

Flow-on benefits of successful projects may include:

- increased awareness, knowledge and understanding of opportunities to:
 - reduce operating costs and increase profit
 - increase productivity and performance
 - reduce environmental impacts, including carbon emissions
 - reduce reliance on virgin materials
 - mitigate business risks
- identifying new ways of doing business that save time, money and resources
- recognition of environmental achievements
- establishing new business networks or strengthening existing networks
- enhanced staff retention and attraction of new staff.

Funding will be directed towards projects that align with the objective (above), and are assessed as having real potential to increase the capacity of South Australian businesses to make improvements for the benefit of the environment, community and economy.

4. Funding guidelines

Leap Grants aim to support organisations wanting to drive positive environmental change within the business or industry sector/group they represent. To be eligible for funding support, the organisation and project must meet the eligibility criteria detailed below.

4.1. Eligible organisations

To be eligible for grant funding, the applicant must:

- be a coordinated organisation / agency / group that represents the interests of a South Australian industry sector, business network, cluster, or otherwise defined group; or represents the interests of businesses within a defined geographical area or region
- have a clear structure, membership portfolio and terms of reference (or equivalent)
- be a legal entity and currently hold an Australian Business Number (ABN)
- hold, or will be able to obtain, Public Liability Insurance to the value of \$10 million (minimum) for the duration of the project
- comply with all State Government laws
- have discussed the project / concept with the Contact Officer listed in Section 8 (or another representative of GISA that understands Leap Grants) and subsequently been provided with an application form.

Eligible organisations include:

- *industry associations*
- *business networks and groups*
- *local government business advisory networks and groups*
- *regional development groups, associations, or equivalent.*

Ineligible organisations

The following organisations are **not** eligible to apply for *Leap Grant* funding:

- private, service-based businesses such as specialist advisory consultants
- training organisations that do not represent the interests of a specific industry sector, business network, cluster, or otherwise defined business-group (such as universities, TAFE, and private training organisations that cater for a broad audience)
- organisations that do not represent the interests of an industry base or business group (for example, an application for activities that will benefit only the applicant, or another single entity).

4.2. Eligible projects

To be eligible for grant funding, projects must:

- demonstrate the focus of the project is to encourage behavioral and/or cultural change in one or more of the following *topics*:
 - waste avoidance and/or reduction
 - recycling and/or resource recovery
 - reduced reliance on virgin materials and/or fossil fuels
 - elimination of pollution or harm to the environment
- demonstrate direct links with one or more of the following *elements*:
 - improved waste management that follows waste hierarchy principles
 - materials efficiency
 - energy efficiency
 - water efficiency
 - lean production
 - circular economy
- promote practices that are above the standards set for regulatory compliance
- be new (this can include pilot / trial projects), or based on a successful pilot program that is seeking support for broader roll-out
- take place within South Australia for the benefit of South Australians
- not allow the applicant to make a profit

- be developed in consultation with GISA.

To determine if your project is eligible, contact GISA (see section 8) to discuss your ideas.

Examples of eligible project types and activities

The following provides guidance on the types of projects and project activities that can be considered for funding approval. It is not an exhaustive list. Projects may cover one or more of the following listed examples, or other activities that align with the eligibility criteria.

- Development and production of publicly available learning and educational tools and resources such as:
 - toolkits and/or guidelines
 - fact and/or information sheets
 - webinars and/or workshops
 - case studies (written and video)

And associated activities, such as:

- publishing and promotion of tools / resources through channels such as online articles via website, social media, newsletter, and/or magazine; and print articles (newsletter, magazine)
- development and delivery of information sessions, either in person or online (e.g. webinar), or both
- networking and workshop sessions that promote increased understanding and peer-to-peer learning; either in person or online (e.g. webinar), or both.
- On-site mentoring, or similar support services (e.g. business assessments, staff training and mentoring).
- Development of publicly available best practice standards and/or guidelines for an industry sector.
- Awards and recognition programs for a defined sector or group.
- Other environmental leadership initiatives to acknowledge environmental achievements and encourage others to adopt similar practices.
- Research to identify commercially viable solutions to address an issue(s) for the target audience and thereby mitigate risk / harm / damage and promote business sustainability, coupled with extension activities to promote research findings.

Ineligible projects and activities

Leap Grant funds will **not** be available where the project:

- has already commenced or has been completed
- is part of an established program of delivery that has been operating for two or more years
- is offering the same, or similar, service and/or products that already exist and are available to the target audience (i.e. the program is not a unique service offering for the target audience)
- delivery and/or target audience is not located in South Australia
- allows the applicant to make a profit (for example, if a participation fee is charged at a higher rate than the cost for their involvement)
- is being undertaken to solely assist with regulation compliance.

Grant funding is **not** available for:

- staff recruitment or relocation costs
- travel costs incurred by the applicant¹
- fees associated with the protection or patenting of intellectual property
- fees for legal and accounting services
- fees associated with all insurances held by the funded organisation, whether such costs are required by the funding agreement or otherwise.

4.3. Level and duration of funding

For applicants intending to use third party expertise on a fee-for-service basis for project delivery, up to \$50,000 (plus GST) per applicant, per fiscal year is available. For these projects, total funds requested for third party service provider fees must be greater than total funds requested to cover administrative costs incurred by the successful applicant (if applicable).

For applicants intending to deliver a project without using third party expertise on a fee-for-service basis a maximum of \$20,000 (plus GST) per applicant, per fiscal year is available. For projects in this category, this is the maximum grant value that may be made available to successful applicants to cover the cost of project delivery and administration.

All projects must commence in the 2017-18 financial year. Projects that will be completed, or near to completion by 30 June 2018 will be viewed favorably.

Funds will be allocated through a Grant Agreement with GISA. Payments will be linked to reporting milestones, and all reports must be submitted to the satisfaction of GISA (this will be detailed in funding agreements).

A maximum of one project per applicant can be funded for the duration of a Grant Agreement. If you have multiple project ideas, please contact GISA to discuss (refer to Contact Officer details in Section 8).

The level of funding available for *Leap Grants* is limited within each fiscal year. Submission of an application does not guarantee funding approval and successful applicants will be selected on merit at the absolute discretion of GISA. Funds will be offered to applications that meet all eligibility criteria (refer to sections 4.1 and 4.3) and rate highly against the assessment criteria presented in section 6. In the event that *Leap Grants* are oversubscribed, projects may be considered for funding in subsequent financial years at the absolute discretion of GISA.

5. Application process

All applicants must discuss their project(s) or project concept(s) with a representative of GISA, preferably the Contact Officer listed in Section 8, prior to applying. This will help to ensure projects are eligible, and allows GISA to provide support and guidance throughout the application process and gain a greater understanding regarding the need for the project and possible outcomes. Whenever possible, a face-to-face meeting will be arranged to discuss the project, the application and evaluation process, and approval timeframes.

¹ Grant funding for travel costs incurred by third parties contracted to undertake work on behalf of the applicant may be approved at the discretion of Green Industries SA.

Following discussion with GISA, a funding application form will be provided to eligible applicants, which must be completed in full and returned to GISA for evaluation against the criteria (see Section 6).

Project discussions and subsequent funding applications will be accepted on an ongoing basis in 2017-18, or until program funds are exhausted, whichever occurs first. If there is a need to close applications for funding, notification will be posted on the GISA website, and all parties that have an interest in applying (and provided contact details) will be notified.

Details of arrangements with third-party suppliers must be included with the application. Therefore project proposals and/or letters (or emails) of support must be obtained prior to application, and attached to the application form.

Following submission of a funding application form, confirmation of receipt will be provided by email within 10 working days. Additional information may be requested from the applicant to clarify aspects of the submission, which needs to be supplied as requested for the application to be considered for funding approval. GISA staff may consult with other relevant government agencies regarding the application, if deemed appropriate.

Applicants will be advised of the status of their application at significant decision-making points throughout the evaluation process. The duration from submission of the application to notification of an outcome may vary depending on the nature of the application; staff availability; and approval processes.

In most cases, the decision to offer grant funding to the applicant will be advised in writing (via email) within approximately two months of supplying a complete application. Generally, this timeframe can be reduced by consulting with GISA during the project development and application phases, and by ensuring all relevant information and data is supplied in a timely manner. This includes ensuring a complete application form with any relevant supporting documentation is supplied to GISA.

Privacy and commercial-in-confidence considerations

All applications will be treated as commercial-in-confidence. GISA reserves the right to include third party evaluations as part of the assessment of applications.

Applicants are not permitted to publicise their projects without seeking approval from GISA which has the ultimate discretion about publicity for successful applications.

6. Assessment criteria

Applications must include evidence for meeting the eligibility criteria detailed in Sections 4.1 and 4.3. To be considered for funding approval, applications must also provide information and evidence that shows the project aligns with *Leap Grants* objectives, i.e.:

- projects must encourage behavioral and cultural change within South Australian businesses and industries, focusing on resource efficiency, waste reduction and management, as a way to stimulate productivity improvements
- applications must demonstrate potential for increasing the capacity of South Australian businesses to make improvements for the benefit of the environment, community and economy.

The quality of information provided to demonstrate that eligibility criteria and objectives are met will be assessed by GISA.

Preference will be given to applications that:

- clearly define the target audience (e.g. size, location, composition, business/industry types) and those that are likely to participate and benefit from the project
- clearly define the need for the project
- demonstrate all parties involved in project delivery (including the applicant and third parties, if applicable) have an understanding of the environmental issues that are relevant to the target audience and the project
- demonstrate the applicant has a strong relationship with the target audience, and is able to engage and otherwise communicate with the target audience effectively
- demonstrate the applicant has relevant, previous experience delivering similar projects
- demonstrate that all parties responsible for project delivery have prior experience and expertise in delivering similar projects, for similar audiences
- combine documentation (such as fact sheets, toolkit and guidelines) with interactive learning opportunities and tailored support for businesses to implement project recommendations
- demonstrate commitment for the project to continue and/or progress after completion
- demonstrate the project may be applied to a broader audience
- include, and clearly document, in-kind support from the applicant (such as provision of staff time and expertise) for project delivery
- clearly document expenses for which funding is being sought, including funds required for payment of services delivered by third parties and funds requested for administrative costs (the latter should include estimated time/hours and associated cost)
- include financial contributions from the applicant and/or program participants
- clearly identify the level of risk associated with the project, and risk mitigation strategies to manage and/or reduce impact of risks
- identify key performance indicators (KPIs) that are measurable and applicable to the project
- have realistic timelines and milestones for project delivery that take into consideration the needs of the target audience and other key stakeholders
- will be completed, or near to completion, by 30 June 2018.

7. Grant agreement

Successful applicants will be required to enter into a Grant Agreement with GISA. An agreement will set out the terms of the grant, payment schedules, project timing, key performance indicators, reporting requirements and other matters.

The Government of South Australia's commitment to funding (via GISA) is limited to the grant outlined in the agreement. Failure to meet the obligation of the agreement will result in the Government of South Australia (via GISA) taking steps to safeguard the interests of the State.

The Government of South Australia must be acknowledged in all media and promotional activities relating to the project, for example by the statement 'this project has been funded by the Government of South Australia'. All publicity must be approved in the first instance by the GISA.

Access to intellectual property

Applicants must be able to demonstrate they have access to any intellectual property necessary to carry out their proposed project. It is expected that in most cases there would be dual ownership of any intellectual property resulting from the project, which will be a condition of the grant agreement issued under this program.

Insurance

For the duration of the project and funding agreement, the funded organisation must maintain public liability insurance valued at a minimum of \$10 million.

If the project is delivered solely by the funded organisation, the funded organisation must maintain Professional indemnity valued at a minimum \$1 million per claim. If third party service providers are involved in project delivery, the funded organisation is encourage to ensure the service provider(s) have the same level of insurance.

8. Contact Officer

To discuss potential projects and for further information about *Leap Grants*, please contact:

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Green Industries SA

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