



Taking Our Local Produce to the World

Small-Scale and Craft Program

Stream One: Round Three Guidelines

AGRICULTURE VICTORIA



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Overview

The Victorian Government recognises the important role that small-scale, craft and premium agribusinesses play in Victoria's agricultural sector and regional economies.

The sector is closely linked to Victoria's agri-tourism appeal and reputation as a producer of high-quality, niche agricultural offerings. The sector also helps shape Victoria's food and culinary culture, showcasing the diversity of its regions.

Through the 2018 election commitment 'Taking Our Local Produce to the World', the Victorian Government is supporting small-scale and craft food and beverage producers across Victoria grow, increase market opportunities, improve resilience and strengthen Victoria's regional offering to deliver flow-on benefits for jobs and tourism.

The Small-Scale and Craft Program (Program) is a four-year program that builds on targeting businesses looking to scale-up operations, diversify product lines, expand exports and create new jobs.

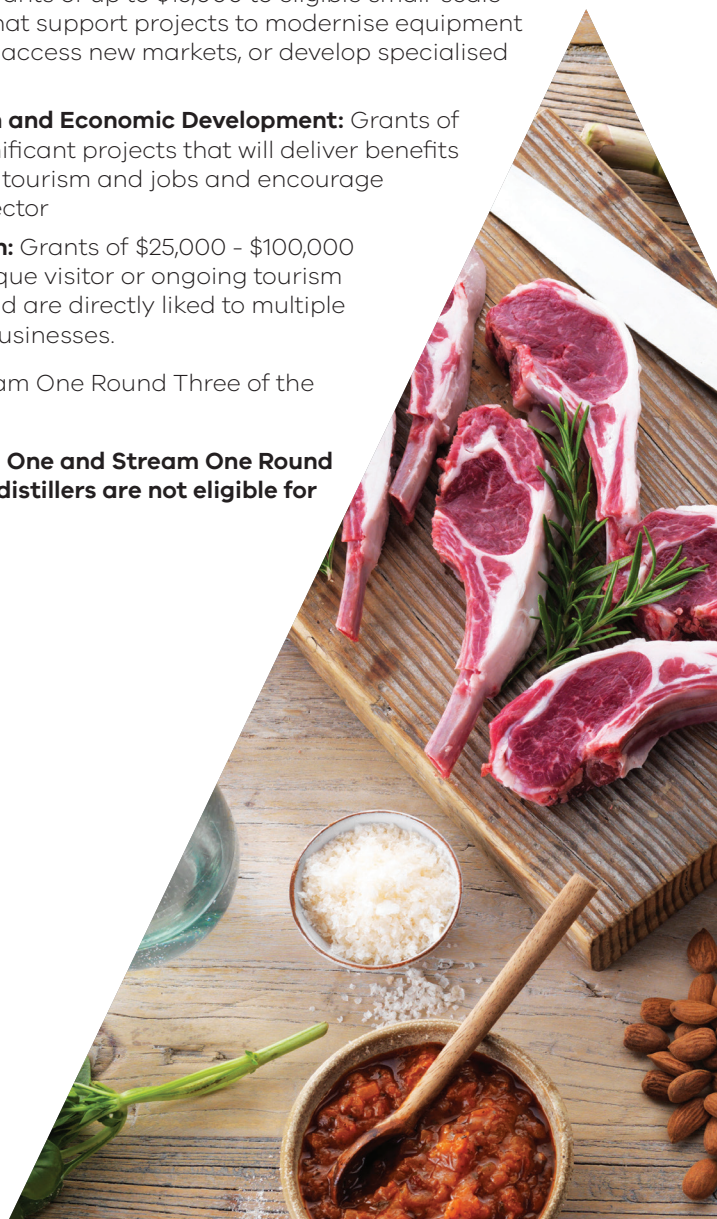
It will help achieve our goal of increasing agricultural exports to \$20 billion by 2030.

Under the Program, four grant rounds have been delivered:

- **Stream One – Small-Scale and Craft Business Development:** Grants of up to \$25,000 for projects that support businesses to scale up/expand their operations and diversify their products
- **Stream One: Round Two:** Grants of up to \$15,000 to eligible small-scale and craft agribusinesses, that support projects to modernise equipment or adopt new technologies, access new markets, or develop specialised skills
- **Stream Two – Job Creation and Economic Development:** Grants of \$25,000 – \$200,000 for significant projects that will deliver benefits to the community, increase tourism and jobs and encourage collaboration among the sector
- **Stream Three – Agritourism:** Grants of \$25,000 – \$100,000 for projects that create unique visitor or ongoing tourism experiences that involve and are directly linked to multiple small-scale and craft agribusinesses.

These guidelines are for Stream One Round Three of the Program.

Please note: Previous Stream One and Stream One Round Two recipients, wineries and distillers are not eligible for funding in this round.





Objectives

Stream One Round Three aims to:

- Support Victoria's small-scale and craft agribusinesses to expand into new markets to support business resilience, scale-up operations, adopt new technology and increase access for tourism by developing individual tourism offerings.
- Ensure Victoria continues to be a leader in artisanal produce, with a renewed focus on excellence, resilience, sustainability, local job creation and economic development.

An example of the type of projects that could be funded include technology adoption and modernisation; equipment upgrades that allow businesses to be more efficient and resilient; or projects that will increase a business' tourism offerings and accessibility.

Please note: the examples provided above are for reference only and will not be given preference over other project types. The assessment criteria will be used as a basis for ranking all applications.

Available funding

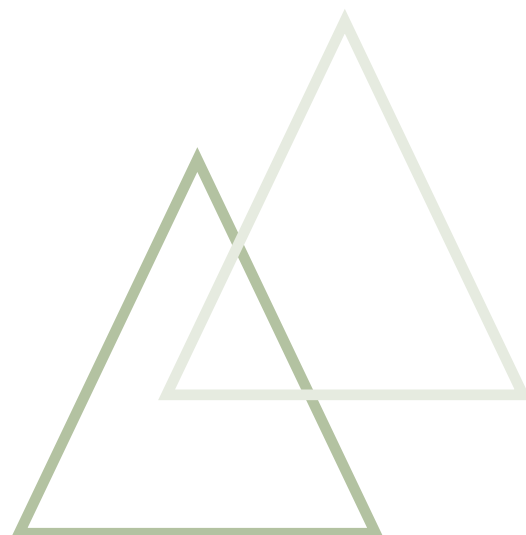
Stream One Round Three offers grant funding up to \$15,000. Funding applications will be accepted for requests up to \$15,000.

Recipients will be required to make a cash co-contribution of a minimum of 50 per cent of the total costs of the project.

For example, if the total cost of the project is \$25,000 (excluding GST) the recipient must make a cash co-contribution of \$12,500 (excluding GST) and the remaining \$12,500 (excluding GST) will be supported by the grant.

Co-contributions must be in cash. In-kind contributions such as labour are not included. Any additional or ineligible costs associated with the overall project must be met by the recipient.

Please note: a Grant Agreement between the Department of Jobs, Precincts and Regions (Department) and the recipient setting out the terms and conditions of the contract must be executed before any purchases are made. Recipients will be required to outlay all project costs prior to grant reimbursement by the Department (see Conditions of funding). Milestone payments may be available upon request.



Program dates and application process

Please ensure you read these Program guidelines thoroughly. Applications must be submitted online via the Agriculture Victoria **website** by 11:59 pm on the closing date. Please note that late applications will not be accepted.

Applicants will be advised in writing via email of the outcome of their application within eight (8) to twelve (12) weeks from the closing date.

Applications will be assessed competitively against the criteria below and other applications; there is no guarantee an application will be successful.

Opening and closing dates will be listed on the website.

Applicant eligibility

In order to apply, applicants must:

1. Have a current Australian Business Number (ABN)
2. Be registered as a business in Victoria
3. Be a legal entity¹
4. Operate a small² agribusiness within the small-scale and craft sector i.e. cannot be a subsidiary of a larger firm
5. Agree to participate in future Program evaluation activities
6. Meet all workplace and employment obligations as an employer in accordance with the National Employment Standards and the rights and obligations under applicable industrial awards
7. Be able to meet the agreed (minimum 50 percent) private cash contribution requirement
8. Attest to having obtained all relevant regulatory permits and approvals for the project to commence (where applicable)³
9. Provide relevant business information on the project, including costs

For the purpose of these guidelines, Agriculture Victoria's definition of a small-scale and craft agribusiness is:

The production of high-value produce or premium food on a small scale or by specialised techniques, and with a clearly identified provenance creating a connection between the consumer and producer that allows customers to experience the authenticity and story of the product, in a way that provides direct value to both the producer and the consumer.

¹ A legal entity is an association, corporation, trustee of a trust, or individual that has legal standing in the eyes of the law. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

² For the purpose of these guidelines, small (or micro) businesses are generally considered to have fewer than 20 full-time Employees (or 20 FTE equivalent hours) - applicants outside of this will be considered on a case-by-case basis

³ Exceptions may be granted in extraordinary circumstances and may be negotiated on a case-by-case basis.

Ineligible applicants

- **Businesses that have previously received a Stream One or Stream One Round Two grant under the Program**
- **Individuals and businesses operating in the wine or distilling sector**
- Government departments or agencies
- Unincorporated associations, franchisees and subsidiaries of larger companies
- Local councils
- Applicants that have applied for another state government grant for the same project
- Applicants not based in Victoria

Eligible expenditure

Grant funding may be used for the following types of projects:

- New equipment or small-scale infrastructure (including signage)
- Technology adoption (excluding training and on-going maintenance and service support costs)
- Expansion of the agribusiness into new markets, including market development strategies and export support
- Product diversification
- Development and updating of farmgate outlets or sites for tourism (all permits must be submitted as evidence prior to grant payments).

Other eligible expenditure will be accepted on a per case basis. Projects must be completed within five months of the executed Grant Agreement.



Ineligible expenditure

- Grants will not be provided for retrospective activities or purchases (ie. activities that have occurred or purchases made prior to execution of the Grant Agreement or the commencement date for the project as set out in the Grant Agreement)
- Ongoing operating expenses or other 'business as usual' expenses (including but not limited to utility and product costs; maintenance and service support costs; advertising and social media; operational wage-related costs; online costs - such as internet connectivity, website domain names and hosting; e-commerce platforms)
- Fees associated with permits for planning or annual certification
- Training costs associated with technology adoption
- Ongoing or routine maintenance costs
- Costs associated with applying for government grants and funding programs
- The purchase, lease or acquisition of land
- Travel, flight and accommodation costs
- Events and associated promotion costs
- Any vehicles (including tractors, forklifts, motorised bikes etc) or vehicle associated costs
- Items without a quote or rationale as to why no quote can be provided

Any ineligible costs associated with the overall project must be met by the recipient.

Assessment of application

From the closing date, all applications will be assessed on merit against the assessment criteria as outlined below. Applications that rank highest against both the assessment criteria and other applications will be recommended for funding, until Program funds are fully subscribed.

All supplementary attachments and information provided as part of the application will be taken into consideration during the assessment process. Items without quotes or rationale as to why no quotes are provided will be ineligible.

Assessment Criteria	Weighting
Demonstrated small-scale and craft agribusiness with an established connection to consumers and local supply chain	20%
Project supports the adoption of new technology, business modernisation, scale-up operations and increase efficiency, allow access to new markets or develop new tourism offerings or increase access for tourism	40%
Project will support industry growth, local tourism and/or provide new employment opportunities	20%
Demonstrated need for government funding to be able to undertake proposed project	20%

Supporting material and documentation

Please provide relevant documents for your application.

- A maximum of **eight** documents can be uploaded. This includes:

Document Type	Notes
Quotes	Itemised quotes that include the supplier's business details and ABN. If no quotes are provided as part of the application, the application must state why quotes are not attached
Project Duration	Documentation outlining and supporting the proposed timeline of the project

Conditions of funding

Successful applicants must sign a Grant Agreement that includes a standard set of terms and conditions and project-specific obligations, to receive the approved grant. The Department will enter into one Grant Agreement per eligible project.

All expenditure is to be incurred only after execution of the Grant Agreement (once the Grant Agreement has been signed by the Department and returned to the applicant). Funding will not be provided for retrospective activities or purchases made before execution of the Grant Agreement.

Recipients must attest to having obtained all relevant regulatory permits and approvals for the project to commence (where applicable).

The project **must be concluded within five (5) months** of the execution of the Grant Agreement.

The Department reserves the right to withdraw the offer of grant funding and/or review the Grant Agreement, if the approved project has not commenced within three months of the execution of the Grant Agreement.

The Grant Agreement is a legally enforceable document that defines the obligations of both parties. The Grant Agreement will set out the requirements or conditions that must be met prior to payment of a grant instalment to a recipient, including submission of the following:

- evidence of completion of the funded project (for example receipts for purchase of equipment or provision of services)
- a tax invoice from the recipient to the Department for the eligible grant payment amount (plus GST, if applicable)
- a statutory declaration.

Payment of grant instalments is made via electronic funds transfer to a nominated bank account and may take up to four (4) weeks to process.

Please note: It is expected that there will be a high level of demand for funding under this Program. Applicants must not assume they will be successful or enter into commitments based on that assumption before receiving formal notification of their application outcome.

Absolute discretion

The Department's decisions on all matters pertaining to the award of grant funding under this Program is at the Department's absolute discretion. This includes approving a lesser amount than that applied for.

The Department reserves the right to request the applicant provide further information should it be deemed necessary.

The Department reserves the right to amend these guidelines and the application terms at any time as it deems appropriate in its absolute discretion.

The Department makes no representation that a grant of funds will be made to any applicant and reserves the right to make no funds available under the Program.

All costs in connection with this application are the responsibility of the applicant.

The Department may at any time, remove an applicant from the application and assessment process, if in the Department's opinion association with the applicant may bring the Department, a Minister or the State of Victoria in disrepute.

Publicity

Grant recipients may be asked to assist the Department in promotion of the Program. This may include involvement in media releases, case studies or promotional events and activities.

The Department may request recipients to fact check any text and seek approval to use any owned imagery associated with the project prior to the publication of any such promotional materials.

Recipients must not make any public announcement or issue any press release regarding the receipt of a grant without prior written approval from the department.

The Department may publicise the benefits accruing to the successful applicant and/or the State associated with the provision of the grant and the State's support for the Project. The Department may include the name of the recipient and/or grant amount in any publicity material and in the Department's annual report.

If requested by the Department, the recipient must ensure that the State's support for the grant is acknowledged on all promotional materials and appropriate signage, consistent with the Guidelines for Victorian Government Advertising and Communications (available at www.dpc.vic.gov.au) or as otherwise specified by the Department.





Privacy statement

Information provided by the applicant for the purpose of this application will be used by the Department for the purposes of assessment of applications, Program administration and Program review. In making an application, the applicant consents to the provision of their information to State and Commonwealth Government departments and agencies for the purpose of assessing applications. If there is an intention to include personal information about third parties in the application, please ensure they are aware of and consent to the contents of this privacy statement.

Any personal information about the applicant or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 (Vic) and other applicable laws.

Enquiries about access to personal information, or for other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit by emailing privacy@ecodev.vic.gov.au. The Department's privacy policy is also available by emailing the Department's Privacy Unit.

Further information

Additional information about the Small-Scale and Craft Program can be found on our [website](#) or by contacting:

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agriculture.vic.gov.au/support-and-resources/funds-grants-programs/small-scale-and-craft-program

