Renewable Hydrogen Fund
Applicant Guidelines
September 2019
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Executive summary

The Western Australian (WA) State Government has allocated $10 million over four financial years¹ to support the development of the renewable hydrogen industry. The Renewable Hydrogen Fund (Fund) is available as follows:

• up to $2 million for projects/activities in the Perth metropolitan area
• up to $7 million for projects/activities in regional locations within WA.

A sum of up to $1 million will be dedicated to resourcing, regulatory analysis, and other Government work to be undertaken by the Renewable Hydrogen Unit (Unit). This Unit, initially located within the Department of Primary Industries and Regional Development (DPIRD), will administer the Fund.

The Fund will be delivered through a competitive funding process.

The application process is either:

• a one-stage application, which involves submission of a proposal for feasibility studies only
• a two-stage application, which involves submission of a proposal and, if invited, a full application for capital works projects.

At both stages, proposals must meet the eligibility criteria (Section 3) and only those proposals that meet the criteria will be assessed.

Eligible proposals will then be assessed against the merit criteria (Section 4).

All applications (for both proposal and full application stages) will need to be completed online.

By 30 June 2020, the Renewable Hydrogen Unit and the Fund will transition to the Department of Jobs, Tourism, Science and Innovation (JTSI). JTSI will then maintain responsibility for the Fund administration to its end in June 2023. Successful applicants will enter into a Financial Assistance Agreement with JTSI.

Regulatory issues that arise in the context of feasibility studies and project development will be reviewed and, if deemed appropriate, may be managed by the Unit for further examination with relevant agencies/bodies. The Unit reserves full discretion as to the regulatory work it will undertake.

¹ The financial years 2019-20 to 2022-23.
Key dates:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund opens for proposals (open for 6 weeks)</td>
<td>Wednesday 18 September 2019</td>
<td></td>
</tr>
<tr>
<td>Proposal submission deadline</td>
<td>Wednesday 30 October 2019</td>
<td>5:00pm (AWST)</td>
</tr>
<tr>
<td>Successful feasibility study applicants notified</td>
<td>November 2019</td>
<td></td>
</tr>
<tr>
<td>Invitation to submit full application for successful project proposals</td>
<td>Wednesday 20 November 2019</td>
<td></td>
</tr>
<tr>
<td>Project full application submission deadline (12 weeks to complete a full application)</td>
<td>Wednesday 12 February 2020</td>
<td>5:00pm (AWST)</td>
</tr>
<tr>
<td>Successful project applicants notified</td>
<td>March 2020</td>
<td></td>
</tr>
</tbody>
</table>

1. Overview

The purpose of the Fund Guidelines (Guidelines) is to provide a framework for the operation of the Fund and contains important information for applicants regarding eligibility and merit criteria, and the application and assessment process. The Guidelines should be read in conjunction with the WA Renewable Hydrogen Strategy (Strategy).

1.1 Purpose

The Strategy, launched on 18 July 2019, sets out the WA State Government’s vision for WA to be significant producer, exporter and user of renewable hydrogen.

One of the key actions of the Strategy is a $10 million Renewable Hydrogen Fund. The Fund will provide financial support over four years commencing in 2019-20, to assist projects to develop WA’s renewable hydrogen industry and attract investment in hydrogen infrastructure.

1.2 Fund objectives

Consistent with the Strategy, the objectives of the Fund aim to:
- facilitate the development of a renewable hydrogen industry in WA
- achieve the overarching vision that WA will become a significant producer, exporter and user of renewable hydrogen
- deliver its 2022 goals and develop a pathway to meet its longer-term 2040 goals.
### STRATEGY GOALS

<table>
<thead>
<tr>
<th>By 2022:</th>
<th>By 2040:</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Ship] A project sanctioned to export renewable hydrogen from WA.</td>
<td>WA’s market share in global hydrogen exports is similar to its share in LNG today.</td>
</tr>
<tr>
<td>![Truck] Renewable hydrogen is being used in one remote location in WA.</td>
<td>Renewable hydrogen is widely used in mining haulage vehicles.</td>
</tr>
<tr>
<td>![Pipe] Renewable hydrogen is distributed in a WA gas network.</td>
<td>WA’s gas pipelines and networks contain at least 10% renewable hydrogen blend.</td>
</tr>
<tr>
<td>![Car] A refuelling facility for hydrogen vehicles is available in WA.</td>
<td>Renewable hydrogen is a significant fuel source (more than 25%) for transportation in regional WA.</td>
</tr>
</tbody>
</table>

### 1.3 Funding priorities

The Fund will offer financial support to facilitate the development of a renewable hydrogen industry in WA and accelerate the development and promotion of WA’s ability to supply cost-competitive hydrogen to the global and/or domestic economy through investment in:

- **Feasibility studies** to support investment decisions for a proposed project
- **Projects** to support the building of pilot/demonstrations and/or early commercialisation capital works projects (which may include a research and development component).

The Fund seeks to catalyse private sector investment and leverage third party funding in order to achieve its objectives. It will favour those projects that can demonstrate the creation of new jobs, skills and training opportunities particularly in regional WA.

Priority will be given to applications that fall within WA’s four Strategic Focus Areas for investment and demonstrate progress towards meeting the goals identified in the Strategy.

### Strategic Focus Areas

While these Strategic Focus Areas represent funding priorities for the Fund, the role that renewable hydrogen could play in other areas such as stabilising the electricity network and in decarbonising industry is also acknowledged. As a result, while priority will be given to applications that fall within the four Strategic Focus Areas and demonstrate progress towards the specified goals, projects that sit outside these areas but still contribute towards the advancement of the industry will be considered on a case-by-case basis.
The Strategy is clear that renewable hydrogen is the ultimate goal. However, the WA State Government acknowledges the role that clean hydrogen from natural gas with carbon abatement may play in the transition to a renewable hydrogen future and projects proposing this methodology will be considered on a case-by-case basis.

1.4 Funding allocation and maximum grants amounts

The allocation of funding and the maximum grant amount per proposal (and by location) are shown in the following table:

<table>
<thead>
<tr>
<th>Renewable Hydrogen Fund</th>
<th>Total Budget</th>
<th>Feasibility Studies</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Metropolitan</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects/activities</td>
<td>Up to $2m</td>
<td>Up to $0.3m</td>
<td>Up to $1m</td>
</tr>
<tr>
<td>undertaken in the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perth area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Regional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects/activities</td>
<td>Up to $7m</td>
<td>Up to $0.5m</td>
<td>Up to $3m</td>
</tr>
<tr>
<td>undertaken in regional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>areas of WA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to $1 million for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>resourcing, regulatory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>analysis and other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Up to $10m</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A decision about running any future funding rounds will be made once all applications from the first round have been assessed.

1.5 Payment of funding

Applicants are required to propose a milestone payment schedule with their proposal and if the proposal/full application is successful, it will be negotiated on a case-by-case basis. Note that signing the Financial Assistance Agreement will not be considered a milestone that warrants a payment.

Funding will only be provided to successful applicants who agree to the terms of the Financial Assistance Agreement, including that:

- payment of approved funds will be made in arrears
- the applicant will be required to submit evidence of milestone completion before a milestone payment will be made.
2. How to apply for funding

The Fund involves either a **one-stage** or a **two-stage** application.

A one-stage application involves submission of a proposal and applies to funding for feasibility studies only. A two-stage application for capital works projects requires submission of a proposal and then, if invited, submission of a full application.

The same process applies to both metropolitan and regional applications.

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**STEP 1**  
Read Guidelines and WA Renewable Hydrogen Strategy

**STEP 2**  
If necessary, contact the Renewable Hydrogen Unit to discuss eligibility  
Contact: hydrogen@dpird.wa.gov.au

**STEP 3**  
Develop and submit your application (as per the process outlined below)

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**ONE STAGE APPLICATION PROCESS - FEASIBILITY STUDIES**

1. Develop and submit your application  
This process applies to funding requests for feasibility studies only.

- Read Guidelines, WA Renewable Hydrogen Strategy and contact the Renewable Hydrogen Unit for any clarification.
- Submit an application via the online grant management platform SmartyGrants.

2. Proposal assessment  
Assessment of applications will be undertaken by an Assessment Panel with advice from the Advisory Group as required. Each application will be assessed against the relevant eligibility criteria in Section 3 and the merit criteria set out in Section 4.

3. Notification of outcome  
Applicant notified of outcome by email.  
Feedback on the application process provided on request.

Successful applicant enters into a Financial Assistance Agreement with JTSI.
TWO STAGE APPLICATION PROCESS - PROJECTS

1. Develop and submit your proposal
This process applies to funding requests for capital works projects.

- Read Guidelines, WA Renewable Hydrogen Strategy and contact the Renewable Hydrogen Unit for any clarification.
- Submit a proposal via the online grant management platform SmartyGrants.

2. Proposal assessment
Assessment of proposals will be undertaken by an Assessment Panel with advice from the Advisory Group as required. Each proposal will be assessed against the eligibility criteria in Section 3 and the merit criteria set out in Section 4.

3. Notification of proposal outcome
Notification of successful proposal outcome via email and invitation to submit a full application.

Notification of unsuccessful proposal outcome via email.

4. Develop and submit your full application
Submit a full application via the online grant management platform SmartyGrants. A full application must include a business case.

5. Full application assessment
Full application assessment may include a due diligence assessment and/or assessment by the Advisory Group. Each full application will be assessed against the eligibility and merit criteria.

6. Notification of application outcome
Applicant notified of outcome by email. Feedback on the assessment process provided on request.

Successful applicant enters into a Financial Assistance Agreement with JTSI.

Supplementary information or clarification may be requested at any time during the assessment process. At any time during the assessment process, the Assessment Panel may undertake due diligence activities considering the value, size and complexity of the application.
3. Eligibility criteria

Eligibility criteria will be assessed by an Assessment Panel and all relevant eligibility criteria must be met to proceed to merit assessment.

Applicants may apply for funding for feasibility studies and capital works projects but the funding request cannot be for the same project.

3.1 Applicant eligibility

Consortia and partnerships are strongly encouraged to apply for the Fund, with one organisation identified as the Primary Applicant and administrator of the project/feasibility study. To be eligible for consideration the Primary Applicant must be willing to enter into a Financial Assistance Agreement with the State and must:

1. Have an Australian Business Number (ABN) or have an Australian Registered Business Number at the time of applying for funding and be one of the following:
   - a for-profit, registered company operating in Australia
   - a local government
   - a not-for-profit organisation that is a legal entity
   - an industry association, cooperative, or partnership
   - an incorporated body, or have equivalent status (i.e. represented by an incorporated auspicing body)
   - a university or training institution *(eligible only under collaborative arrangement with third parties, where it is not listed as the Primary Applicant)*
   - a WA State Government agency
   - an Australian entity incorporated under the Corporations Act 2001
   - a Government Trading Enterprise (GTE).

2. Have obtained internal approval(s) to make the application, including for the minimum applicant contribution to the total project cost.

3. Have the financial and technical capacity to deliver the project/feasibility study within the timeframe.

An applicant is **not eligible** to apply if it is:

- a school or hospital
- a Trust
- a Federal Government agency
- a sole trader or individual.
# 3.2 Feasibility studies - eligibility

Concept feasibility study and pre-feasibility study proposals are not eligible for the Fund. Feasibility study proposals will be assessed against the following feasibility study eligibility criteria. DPIRD reserves the right to request additional information as part of the assessment process.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| 1. Alignment to objectives of the Fund | The applicant must demonstrate that:  
* The feasibility study will support investment decisions for a proposed project that will contribute to one or more of the Fund objectives (Section 1.2 of the Guidelines).  
* The project is, or will be, located in WA. |
| 2. Feasibility study design | The applicant must demonstrate how:  
* The feasibility study will lead to an investment decision for the proposed project.  
* The feasibility study will provide a pathway to deliver a project that is likely to proceed in the near future. |
| 3. Feasibility study delivery | The applicant must demonstrate:  
* That the feasibility study will commence within two months of executing a Financial Assistance Agreement with the State and be completed within 24 months.  
* Relevant experience and capability in delivering similar feasibility studies.  
* Appropriate resources to successfully administer and deliver the feasibility study.  
* A minimum cash contribution of 25 per cent of total project costs.  
* No more than 10 per cent of grant funding to be used towards overseas expenditure.  
* A clear implementation plan, resourcing plan and timeframe. |

Please see a map indicating the [regional development boundary areas](#)  

*Please note: a feasibility study where the feasibility work is undertaken in the metropolitan area but where ultimate project deployment will be in a regional location can be classified as a regional project.*
### 3.3 Projects - eligibility

Project proposals will be assessed through a two-stage process: a proposal followed by a full application. Project proposals and full applications will be assessed against the following project eligibility criteria. The same eligibility criteria will be applied to both stages but the level of detail expected for a proposal is less than that for the full application. DPIRD reserves the right to request additional information as part of the assessment process.

#### ELIGIBILITY CRITERIA - PROJECTS

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| 1. Alignment to objectives of the Fund | The applicant must demonstrate that:  
  • The project will meet one or more of the Fund objectives (Section 1.2 of the Guidelines). If the project sits outside of the four strategic focus areas, the applicant must demonstrate how the project will contribute towards the advancement of a renewable hydrogen industry.  
  • The project is, or will be, located in WA.  
  • Agreement to provide a knowledge sharing public document at the conclusion of the project.  
  *Please see a map indicating the regional development boundary areas* |
| 2. Project feasibility | The applicant must demonstrate that:  
  • The project is technically feasible and will utilise technology with prospect for commercial applicability.  
  • The project has a reasonable chance of successfully obtaining all necessary approvals and licences. |
| 3. Project delivery | The applicant must demonstrate:  
  • That the project will commence within six months of executing a Financial Assistance Agreement with the State and be in operation before 30 June 2023.  
  • Sufficient experience and capability in delivering projects of similar scale and complexity.  
  • Appropriate resources to successfully administer and deliver the project.  
  • A minimum cash contribution of 25 per cent of total project cost.  
  • No more than 10 per cent of grant funding (other than equipment and materials purchase) to be used towards overseas expenditure.  
  • That the project will provide value for money and will deliver economic, environmental and social benefits for WA.  
  The applicant must provide:  
  • A project delivery plan, risk strategy, a project budget and a funding strategy.  
  • If requested, two years of company financial statements. |
4. Merit criteria

4.1 Feasibility studies

Once eligibility criteria have been satisfied, feasibility study proposals will be assessed against the following weighted merit criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Parameters</th>
</tr>
</thead>
</table>
| 1. Investment pathway | Quality of the information provided which demonstrates that the feasibility study:  
- Is required for an investment decision to be made for the proposed project.  
- Will provide a pathway to deliver a project that is likely to proceed in the near future. |
| 2. Delivery | A detailed implementation plan which includes timeframes, milestones and deliverables:  
- Appropriate governance structure for feasibility study delivery  
- Commercial, professional, and technical expertise of key personnel  
- Clear risk identification and mitigation strategies  
- Detailed feasibility study budget identifying source of all funding required  
- Proposed plan to finance the project, subject to the outcome of the feasibility study. This may include term sheets and letters of support from prospective funders. |
| 3. Methodology | Demonstrated technical, design and delivery methodology with sufficient information, documentation and evidence to support the proposed approach.  
Ownership of/access to any intellectual property necessary to carry out the activity. |
| 4. Value for money | The financial leveraging ratio, calculated by: Total eligible leveraging costs/fund request. See Section 5.1.  
Procurement methodology for the provision of any goods and services (where more than one quote is not being obtained, the quality of the explanation provided will be assessed). |
| 5. Knowledge sharing | Quality and extent of knowledge-sharing information proposed to be made public. Business development and marketing material is not considered part of knowledge sharing. |
4.2 Projects

Once eligibility criteria have been satisfied, capital works project proposals and full applications will be assessed against the following weighted merit criteria:

### MERIT CRITERIA – PROJECT

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Business case</td>
<td>The quality of the strategic business case, which identifies how the project will contribute to the growth of a renewable hydrogen industry in WA. If applicants are proposing to generate clean hydrogen from natural gas with carbon abatement, the applicant must demonstrate how the project will contribute towards the transition to renewable hydrogen production.</td>
</tr>
<tr>
<td>2. Viability</td>
<td>The quality of the information provided to demonstrate the project is technically and financially feasible.</td>
</tr>
<tr>
<td>3. Delivery</td>
<td>The quality of the project implementation plan, which identifies timeframes, milestones and deliverables and includes:</td>
</tr>
<tr>
<td></td>
<td>• The governance structure for project delivery.</td>
</tr>
<tr>
<td></td>
<td>• The commercial, professional, and technical expertise of key personnel.</td>
</tr>
<tr>
<td></td>
<td>• The quality of the project/financial risk identification and mitigation strategies.</td>
</tr>
<tr>
<td></td>
<td>• The quality of the detailed project budget and funding strategy.</td>
</tr>
<tr>
<td>4. Methodology</td>
<td>The quality of the technical, design and delivery methodology. The quality of the information, documentation and evidence to support the proposed approach to delivery of the project.</td>
</tr>
<tr>
<td>5. Financial requirements</td>
<td>The applicant’s ability to meet ongoing operating and maintenance costs.</td>
</tr>
<tr>
<td>Criteria</td>
<td>Parameters</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6. Value for money</td>
<td>The financial leveraging ratio, calculated by: Total eligible leveraging costs/fund request. See Section 5.1. Procurement methodology for the provision of any goods and services (where more than one quote is not being obtained, the quality of the explanation provided will be assessed).</td>
</tr>
<tr>
<td>7. Knowledge sharing</td>
<td>Quality and extent of knowledge-sharing information proposed to be made public. Business development and marketing material is not considered part of knowledge sharing.</td>
</tr>
<tr>
<td>8. Benefits</td>
<td>How well the project aligns with the objectives of the Fund. See Section 1.2. Quality of information provided to demonstrate how the project will provide economic, environmental and social benefits for WA. How well the project aligns with the WA State Government aspiration to achieve net zero greenhouse gas emissions across the WA economy by 2050.</td>
</tr>
</tbody>
</table>
5. Applicant funding contribution

Applicants should demonstrate a minimum cash funding contribution of 25 per cent of the total study/project cost. The total amount of funding received from the Fund and any other sources of State or Commonwealth funding cannot exceed 75 per cent of the total study/project cost.

This minimum cash contribution of 25 per cent of total project cost can come from any or all of the applicant entities. This contribution is required to ensure there is adequate applicant investment in the successful outcomes of the project.

Please note that in-kind contributions, whilst welcome, do not count towards the minimum applicant contribution.

Applicants must submit a budget and/or financial model for the project or feasibility study, which includes a breakdown of all funding sources.

Applicants must include appropriate evidence of co-funding contribution commitments.

5.1 Eligible leveraging costs

A key merit criteria is the financial leveraging of the funding request, calculated by: Total eligible leveraging costs/funding request. To ensure like-with-like comparisons, the parameter ‘Total eligible leveraging costs’ has been defined as follows.

Feasibility studies:

• Professional fees for consultants, financial, economic, planning, technical and engineering assessments as necessary to complete the feasibility study (except for those costs identified as ineligible as set out in Section 5.2).

Capital works projects:

• Capital expenditure for hydrogen related plant, equipment and technology reasonably required for the project.
• Leasing expenditure to 30 June 2023, for hydrogen related plant, equipment and technology reasonably required for the project.
• Installation and commissioning costs for hydrogen related plant, equipment and technology required for the project.

Applicants are to provide indicative costs, including eligible leveraged costs and ineligible leveraging costs at the proposal stage. Project applicants will be required to provide supporting evidence, such as supplier quotations, to verify and confirm project costs at the full application stage.
5.2 Ineligible leveraging costs

The following costs are classified as ineligible for consideration as financial leveraging:

• ongoing costs incurred after the project is completed (e.g. operating and maintenance costs)
• retrospective payments or expenditure incurred prior to execution of a Financial Assistance Agreement
• in-kind contributions
• existing staff salaries
• GST payments
• operational overheads (such as rent, insurance, telephone, costs of existing assets, including working capital buildings or storage facilities).
• any other WA State Government funding for the related project
• plant and equipment not directly related to the production, storage, utilisation and transport of hydrogen. This includes renewable generation systems
• preliminary project investigations such as options analysis, market studies and early stage feasibility studies
• site acquisition costs such as purchase or site lease costs and site rehabilitation, land survey, engineering or civil works costs.
• planning approvals and environmental licence application and approval costs, including impact assessment studies
• foregone profits or revenues due to the need to undertake modification or upgrades to existing facilities for the project
• travel costs (including travel costs for professional consultants engaged for projects)
• legal and financing costs
• grant application, monitoring and administration costs (including consultants working on these engaged by the applicants)
• marketing costs including promotion and advertising costs, education and information campaigns
• compliance costs associated with environmental regulation and licence conditions
• contingency allowances
6. Assessment and approvals

6.1 Assessment Panel
The Assessment Panel will be comprised of JTSI and DPIRD representatives, observed by a representative from Finance – Government Procurement.

The Assessment Panel will be responsible for assessing all applications to the Fund and the Chair of the Panel will make final recommendations for Ministerial approval, submitted via the Director General of JTSI.

The delegated authority for approval of successful applications is the Minister Assisting the Minister for State Development, Jobs and Trade.

6.2 Advisory Group
The Assessment Panel will be supported by an Advisory Group, comprised of technical/subject specialists to whom the Assessment Panel can refer applications for expert comment where required. The Advisory Group will include special members brought in from specific government agencies on an as-needs basis where the application is relevant to that portfolio.

7. Local content
Applicants seeking to access the Fund are required to outline, as part of their application:

1. anticipated employment, apprenticeship and traineeship outcomes from the project
2. expected level of local sourcing as a percentage of total project cost
3. other local economic benefits.

Applicants who have accessed the Fund are required to, within two months of completion of the project, report on:

1. employment, apprenticeship and traineeship outcomes
2. local sourcing outcomes (as a % of total project cost) within regional and/or metropolitan WA
3. other local economic outcomes.

8. Aboriginal participation
Strong consideration will be given to how proposed projects intend to engage, foster productive relationships, and provide economic opportunities for Aboriginal and Torres Strait Islander people in WA.
9. Personal information and disclosure of information in an application

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

Applicants are advised that information pertaining to the receipt of WA State Government financial assistance will be tabled in the Western Australian Parliament. This information could include the name of the recipient, the amount of the assistance, the name of the project and a brief description thereof. This could result in requests for more details to be released publicly. Applicants should clearly identify all commercial-in-confidence material, noting that project name, primary applicant’s name, grant amount, total project cost and brief project description will be published for all successful proposals.

Successful applicants should be aware that their organisation’s name, project name and amount of funding approved will appear on the DPIRD and/or JTSI websites.

The Unit reserves the right to discuss an application with a third party if it is judged necessary to assist in assessing the application.

WA State Government agencies are subject to legislative and administrative accountability and transparency requirements of the WA State Government including disclosures to the Parliament and its Committees. As such, applicants should be aware that disclosure of some information outside of Government agencies may occur if the release of the information is required by law.

10. Conditions and obligations that apply to successful applicants

All projects must be approved and Financial Assistance Agreements executed prior to project commencement. No retrospective payments will be made. Progressive payments may be made where applicable and subject to the applicant providing:

• sufficient information (including a written report) on the agreed milestones to indicate that the project is progressing satisfactorily.

• a statement of income and expenditure for the project to the date of the progressive payment claim, signed by the applicant’s Chief Executive Officer or equivalent position. The statement should include details of project expenditure compared to budget.

Before receiving funds, successful applicants are required to enter into a Financial Assistance Agreement, which will outline the terms, conditions and obligations of the grant. The Financial Assistance Agreement must be signed and returned within sixty (60) days of the date of issue.

As a condition of funding, all grant recipients are required to provide a detailed final acquittal report within twelve (12) weeks of the completion of the project. For projects receiving funding of more than $50,000, the final report is to be audited by an independent auditor, unless advised otherwise.

Acquittal requirements will be specified in the Financial Assistance Agreement.
11. Tax information

Funding provided to recipients under the Fund is regarded as payment for a supply. GST-registered grant recipients will therefore be liable for GST in connection with the grant.

The grant will be increased by the amount of GST payable. Recipients 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.

12. Conflict of interest

DPIRD reserves the right not to support an application if it is not satisfied that adequate arrangements are in place to appropriately address and manage a perceived or actual conflict of interest.

13. Intellectual property

Any intellectual property rights that may exist in an application will remain the property of the applicant or the rightful owner of those intellectual property rights.

Any part of an application considered to contain any intellectual property rights should be clearly identified by the applicant. The applicant grants to the State (and will ensure that relevant third parties grant) a non-exclusive, irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Fund.
14. Disclaimer

No contractual or other legal relations shall exist between any applicant for funding on the one hand and the State of Western Australia (including any agent, agency, instrumentality or emanation of that State) on the other hand unless and until a formal legally binding Financial Assistance Agreement is entered into by and between them. Neither this document nor anything else shall be creative of or give rise to legal or equitable rights or obligations; such rights or obligations shall only come into being if and when a formal legally binding Financial Assistance Agreement, referred to in the previous sentence, comes into existence.

15. Reservation of Rights

The State of Western Australia reserves the right to administer the Fund in such manner as it sees fit and may:

- Change the scope, structure, purpose, processes, procedures, terms of participation in and timing of the Fund including any aspect of the Guidelines, including the eligibility and merit criteria.
- Request additional information or clarification from any applicant or conduct due diligence as outlined in the Guidelines.
- Take into account any information from its own and other sources (including Government agencies or advisors).
- Accept or reject any application, having regard to the Guidelines or any other matter or thing which the State considers relevant, including limitations on the funds available to the Fund.
- Exercise a right or discretion or perform any act or omit to perform any act under the Guidelines at its absolute discretion.
- Terminate the participation of any applicant in the application process.
- Terminate or not proceed with the Fund in the manner outlined in the Guidelines, or at all.
16. Glossary

**Applicant** – the applicant/s identified in the proposal and full application (including the primary applicant and consortium / partner organisations).

**Application** – an application (or relevant part of an Application) made to the State of Western Australia for funding under the Fund, and includes a proposal, a full application and any other supporting or additional information provided by the applicant in relation to its proposal or full application.

**AWST** – Australian Western Standard Time.

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

**Eligible Leveraging Costs** – costs as identified in Section 5.1.

**FID** – Financial Investment Decision.

**Financial Assistance Agreement** – the agreement to be entered into by the successful application with the State of Western Australia and which specifies the terms and obligations of the parties.

**Fund** – the Western Australia Renewable Hydrogen Fund.

**Guidelines** – these Applicant Guidelines for the Western Australia Renewable Hydrogen Fund.

**Ineligible leveraging costs** – costs as identified in Section 5.2.

**JTSI** – Department of Jobs Tourism, Science and Innovation.

**Primary Applicant** – the project lead who will be responsible for entering into the Financial Assistance Agreement with the State of Western Australia and for meeting the obligations with respect to milestones and project outcomes contained in the agreement.

**Project partners** – are other entities, apart from the Primary Applicant named in the proposal or in the full application.

**Proposal** – the proposal submitted to the Fund, for consideration either for a feasibility study or for invitation to full application for a capital works project.

**Proposed project** – means the proposed renewable hydrogen project, which is the subject of a feasibility study, or a pilot/demonstration/early commercialisation capital works project.

**Strategy** – the Western Australian Renewable Hydrogen Strategy.

**Total Costs** – means the sum of all Eligible Leveraging Costs and Ineligible Leveraging Costs.

**Unit** – the Renewable Hydrogen Unit.