

# LOCAL BUYING FOUNDATION

AN INITIATIVE OF THE LOCAL BUYING PROGRAM

# FUNDING GUIDELINES

National

September 2021 – V3.0

**LOCAL** BUYING  
PROGRAM  
BUILDING OUR FUTURE TOGETHER

**BHP**

**BMA**  
BHP Mitsubishi Alliance

**C-RES**  
COMMUNITY RESOURCES  
FOR THE FUTURE

Proudly delivering the Local Buying Program in partnership

## What is the Local Buying Foundation?

The Local Buying Foundation is a key element of the Local Buying Program, both delivered in partnership between BHP and C-Res. The Program enables small local businesses to supply goods and services to BHP, BMA and BMC operations via a competitive tender process with reduced payment terms. Businesses also receive direct support from C-Res Business Development Advisors and the Program Administration Team. From each approved work-instructions through the LBP, a small percentage is provided by BHP to the Local Buying Foundation.

From the funding received through the LBP, the LBF provides funding to organisations to deliver programs and initiatives that build businesses and businesses communities by facilitating workforce development, innovation and the productive capacity of business and industry to grow the potential of their regional economies.

## Funding Applications

### Before Getting Started:

- Prior to submitting a LBF Application, we encourage you to contact a Local Buying Foundation Project Officer to discuss your project on 1800 536 663 or [info@localbuyingfoundation.com.au](mailto:info@localbuyingfoundation.com.au)
- Download our project templates here:
  - Budget
  - Risk Mitigation Strategy
  - Timelines
- Review the funding eligibility criteria and ensure your submission fits the guidelines
- For sponsorship applications, ensure your project has a sponsorship prospectus. Sponsorship applications still need to meet the funding eligibility criteria.

### Funding limits

Whilst there are no specific limits set to the Local Buying Foundation, each state differs depending on the available funding in the Foundation. Sponsorship Guidelines have been developed to show a guide on sponsorship opportunities (see Appendix 1).

### Funding Regions

Funding is only eligible for projects that support region/regions below:

- QLD: Central Highlands, Isaac, Mackay
- NSW: Muswellbrook, Singleton and/or Upper Hunter Shire
- WA: Shire of East Pilbara and/or Town of Port Hedland
- SA: District of Mount Remarkable, Port Augusta City Council, Port Pirie Regional Council, Roxby Downs Council, Whyalla City Council, Outback Communities Authority

## Funding Categories

The Foundation's objectives and priority areas are reviewed regularly to ensure they remain relevant to the economic environment and aligned with changing business community needs. The current priority areas (or categories) of the Foundation are:

- **Business and Industry Innovation**

This category focuses on funding proposals which seek to deliver 'innovation infrastructure and services', including facilities, resources and services used by researchers, educators, business and industry to conduct research and foster innovation. This includes facilities such as shared workspaces, 'maker spaces' and business incubators, accelerators and programs where research, knowledge and data can be connected with entrepreneurial ideas to grow high-value and innovative businesses.

- **Developing the Workforce of the Future**

This category is focused on funding applications for proposals which are aimed at helping regional economies to equip themselves with the skills, knowledge and capabilities required to adapt to new economic opportunities as they arise and to thrive in a constantly changing environment. It is focussed on workforce planning and development programs and education and training initiatives which will build workforce capacity by addressing the skills needed to equip the workforce of the future.

- **Indigenous Economic Development**

This category is focused on funding proposals which seek to promote economic development by facilitating the involvement of Indigenous people in employment, business, asset and wealth creation in the communities and regions where they live. This includes initiatives which seek to provide opportunities for Indigenous people to access business and workforce development.

- **Micro-business and SME Capacity-building**

This category is focused on initiatives that will serve to facilitate the development of basic business knowledge and business capabilities and enhance the innovative and productive capacity of local industry. It is focussed on the delivery of programs which provide information on and access to business support services; basic business training and business planning; or information on programs that facilitate access to finance to help establish and grow commercially-viable small and medium-sized businesses.

- **Industry Promotion and Economic Development**

This category is focussed on funding proposals which seek to build on the local region's comparative and competitive advantages, to help emerging and expanding industries to develop and grow. It includes, for example, the preparation of local / regional economic development strategies, industry-specific planning studies and strategies, regional industry marketing plans and industry investment prospectus materials or investment attraction strategies.

- **Sponsorship of Business Awards, Conferences and Business Events**

This category is focused on continuing the Local Buying Foundation's support for local business

events, awards and conferences which occur on an annual basis and which do not need to complete the full application /approval process. See Sponsorship Guidelines for more information.

## Funding Eligibility

To apply for funding through the Local Buying Foundation, submissions must meet the following criteria:

- Projects must benefit businesses in or across the LBF Regions/Shires listed in funding regions
- The submission is not for a commercial business grant or be similar to a commercial business grant.
- The project has not already occurred, and funds are not being sought retrospectively.
- Project objectives align with one of the six key funding categories
- Organisation has a formal governance structure
- Organisation has demonstrated capacity, financial stability, and leadership to support this project
- Application is not from a Government Entity, School or Commercial Business
- Funding is not requested for capital works, infrastructure including buildings and building improvements, tenancy/leases
- Project must be open to all businesses in the region to access and not be exclusive to certain groups (exceptions may include – Women in Business events, Traditional Owner and Indigenous Businesses, Programs for youth etc)
- Applicant organisation must have a formal governance structure and/or registered with the appropriate government bodies

All applicants are required to review and comply with the [BHP Charter Values, Code of Business Conduct and the LBF Charter](#).

## Application Recommendations:

Whilst all projects must meet the funding eligibility, the following are suggestions to make a strong application and are highly recommended including in all funding applications (excluding sponsorships), especially if they are large projects:

- **Letters of Support:** Ensure that the letters of support are from valuable partners that will benefit from this type of project or can provide an industry outlook on why this project is needed. Letters of support are also important from other funding partners.
- **Research / Data Evidence:** Projects that have supporting information on why there is a need for the type of project through the support of data whether through survey results, feasibility studies, strategies etc. If the project is a continuation from a previous project, ensure that reports are provided on success of previous projects.
- **Other Funding Partners:** The submission will be looked upon favourably if you can demonstrate confirmed funding from other funding sources. Having other funding partners onboard, shows that there are more supporters for the project and show the project applicant has worked with other organisations to obtain funding.
- **Comprehensive Budget:** Ensure that budget items are broken down and budgets are clear to understand. Evident may be requested in relation to project management costs and how this differs from day to day tasks. If project includes a salary, please outline the award the salary is to and why.
- **Detailed deliverables and success measures:** The deliverables and success measures will be used when developing a letter of agreement and key performance indicators to report on. If these

are not substantial enough, if the project is approved the Project Officer will work with the applicant to develop these success measures.

## **B.I.G Futures Fund Applications**

The Local Buying Foundation aims to support Business, Economic and Industry Groups (B.I.G.) facing significant challenges during the key times of economic change. Originally created in response to the rapid needs of business groups during COVID-19, the B.I.G. Futures Fund Financial assistance is available for those sectors to continue delivering services to their membership base and reduce the impact of business as usual activities due to the current disruption caused by the significant event.

LBF remains accessible for funding requests outside of the set funding rounds for projects that align with the LBF categories and the need for funding is caused from an emergency or an opportunity has come about that would not want to be overlooked.

Examples of when B.I.G Futures Funding may be applied for are:

- Community Disaster/Pandemic (Covid-19, Cyclone etc)
- New government funding opportunities which require other funding contributions or matched contribution to access the funding.
- Last minute opportunities – if organisation is able to secure opportunities that require quick action and offer benefits to members and business communities.

**Prior to submitting a B.I.G Futures Fund Application, project applicants must contact the Local Buying Foundation prior to submission.**

## **How are funds awarded?**

Organisations / businesses are required to submit a funding application for consideration by the LBF Advisory Committee. Funds are allocated in alignment with the Foundation's priority focus areas. Funding applications are assessed against the Foundation's criteria.

## **How are funding opportunities communicated?**

Funding rounds and closing dates for applications will be advertised via the Local Buying Foundation's website at [www.localbuyingfoundation.com.au](http://www.localbuyingfoundation.com.au).

All applicants are required to review and comply with the [BHP Charter Values, Code of Business Conduct and the LBF Charter](#).

## **How do I submit an application?**

Funding application forms are available via this link:

<https://www.cognitoforms.com/LocalBuyingFoundation/NationalLBFFundingApplicationForm2>

All applications (excluding BIG Futures Fund Applications) must be submitted by the due date and as per funding application guidelines.

The receipt of applications is confirmed by Local Buying Foundation via email. If additional information is required, Local Buying Foundation will contact the applicant directly.

## How are applications assessed?

Applications are pre-assessed LBF against Foundation focus areas and criteria. Applications that meet key criteria will be presented to the LBF Advisory Committee for consideration. The Foundation Advisory Committee is a representative body of key stakeholders from across the regions/shires with an interest and/or skills and expertise in local regional economic development. Representation includes BHP, Local Government officials and representatives from economic and business groups from each region/shire and cross-regional industry groups.

## Mandatory assessment criteria:

- Project objectives align with the Foundations' focus areas
- The organisation has a formal governance structure and/or registered with the appropriate government bodies
- The organisation has the capacity, financial stability and leadership to support the project
- The organisation is of reputable standing, and the project is supported by key community stakeholders.

In addition, applications are assessed against specific project success criteria, including:

- **Impact** - within and across communities in both the short and long-term
- **Sustainability** - potential for the project to become financially self-sustaining
- **Cost Effectiveness** – value for money and ability to leverage funds through other sources
- **Project Alignment and Practicality** - achievability of proposed scope of work.
- **Project Agility and Flexibility** – identification of project risks, mitigation strategies and ability to respond to changing needs of the project.

## When are applications approved?

The LBF Advisory Committee meets three times a year to assess and approve funding applications. Organisations will be notified via email by the LBF within two weeks of a funding decision.

Recommendation from the LBF Advisory Committee is then reviewed by the LBF Trustees (C-Res Board of Directors) for final approval. Not until the LBF Trustees have approved the application is the application able to progress.

## When are LBF Funding Rounds funds disbursed?

Generally, funding will be disbursed within one month of an approval decision.

Following approval of funding applications, a MOU or Letter of Agreement must be developed, and a Communication Plan must be provided and approved by the LBF Project Officer before funds are released to the applicant.

For projects with approved milestone payments, funding is disbursed in accordance with an agreed invoicing and payment schedule.

## How are projects monitored and evaluated?

Progress Reports are to be submitted on all funded projects as outlined and agreed in the MOU until the project has been finalized and then a Final Report is required.

## How can I request a change for my approved project?

Funding recipients and partners may request a change in project scope or budget by notifying LBF in writing. Based on the requested/required change, a new application may be required.

All change requests are pre-assessed by the LBF and forwarded to either the LBF Chair or the LBF Advisory Committee for consideration depending on the level of change requested. Organisations will be notified of the outcome within two weeks of a decision. Funds can only be spent on activities defined and approved in the original application (approved by the Committee) unless an approval (written) has been granted by the LBF.

## Are there promotional requirements?

Successful applicants where possible are required to recognise the Local Buying Foundation contribution for the approved project. This may include any one or more of the following methods:

- Flyers, brochures, event programs
- Local print media (includes school newsletters, community newspapers, flyers, brochures)
- Launch of the event which involves attendance of BMA, BMC, BHP, LBF or C-Res representatives
- Radio station(s)
- Television station(s)
- Printed merchandise
- Signage
- Acknowledgment in speeches/formalities
- Electronic media – websites, Facebook, LinkedIn

If the LBF, C-Res, BHP, BMA, and/or BMC logo is required for print and/or electronic promotional material, the organisation must contact C-Res who will advise on the guidelines and the approval process for the use of the logos.

**Organisations must allow a minimum of 5 working days for all approvals.**

## Find out more

Visit [www.localbuyingfoundation.com.au](http://www.localbuyingfoundation.com.au)

Phone **1800 536 663** or email [info@localbuyingfoundation.com.au](mailto:info@localbuyingfoundation.com.au)