

City Taskforce Industry Response Program

COVID-19 Community
and Economic Resilience Package

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City of
Newcastle

This document provides guidelines for the Expression of Interest process for the City Taskforce Industry Response Program (IRP). This special response program is a component of City of Newcastle's COVID-19 Community and Economic Resilience Package.

As part of the City of Newcastle's (CN) support to industries significantly impacted by COVID-19, CN has contributed \$500,000 to the Industry Response Program (IRP). Please refer to Annexure B for information on impacted industries.

Expressions of interest (EOIs) are being sought from industry groups, businesses community organisations and collaboratives for funding that will enable city-shaping outcomes. Recommended funding range is from \$100,000 to \$200,000, however all proposals will be considered. Think big, think innovation, think collaboration.

Whilst applications will be accepted from individual businesses and organisations, there must be a demonstrated commitment to collaboration with other businesses and organisations. The project must demonstrate benefits to the industry rather than individual businesses to be considered eligible.

Objectives

Promote collaboration and city-shaping outcomes that target the hardest hit industries and population groups during the COVID-19 pandemic.

Support outcome-focused projects that can be delivered within a 6-month timeframe that will have long term strategic benefits for the industry

Timeline

EOI Opens	Fri 5 June 2020 at 9 am
EOI Closes	Thur 25 June 2020 at 4pm
Notification of Outcome	By Fri 17 July 2020
Payment of Funds	Within 2 weeks of receipt of signed agreement, relevant insurances and tax invoice.
Delivery of Project	Within 6 months of receipt of funds
Reporting of Outcomes	Within 45 days of project completion

How to apply

Please read through this guidance document prior to commencing your application. Expressions of interest for the Industry Response Program is to be completed online through [CN's grant management platform](#).

1.

Eligibility Criteria

- 1.1 EOs must comply with the following eligibility criteria:
- 1.1.1 Applicants, or those targeted by the project, must be primarily located within the Newcastle LGA.
 - 1.1.2 Applications must be received from one of the following:
 - Industry groups / collaboratives
 - Business
 - Community organisations
 - 1.1.3 Applicants must be capable of obtaining all regulatory approvals for the project.
 - 1.1.4 Activities proposed must comply with current COVID-19 health and government requirements, advice and guidelines.
 - 1.1.5 No more than 20% of the total requested funding amount can be for administration costs, including wages.
 - 1.1.6 Project delivery, including expenditure of funds from CN must be able to be completed within 6 months of receipt of funding.
 - 1.1.7 Applicant must have the appropriate level of insurance for the activities that are the subject of this funding request.
 - 1.1.8 Provide relevant supporting documentation as requested in the application form. This may include quotes, financial statements, evidence of collaboration etc.
- 1.2 The following are ineligible for funding:
- 1.2.1 Projects which are better funded via State or Federal COVID-19 stimulus packages, as deemed by the assessors.
 - 1.2.2 Late or incomplete applications.
 - 1.2.3 Activities and programs that duplicate existing product offerings or services or repeat previously funded projects.
 - 1.2.4 Applicants who have an outstanding debt(s) to CN.

2.

Assessment Criteria

- 2.1 All applications deemed eligible will be assessed by an Assessment Panel against the assessment criteria below:

Criteria	Criteria Description	Weighting
A	Priority industries / populations: the extent to which the proposed activity targets the hardest hit industries and population groups due to the COVID-19 pandemic*	25%
B	Collaboration and partnership: the extent to which the proposed project demonstrates constructive and cooperative relationships between City Taskforce, funding recipients and other relevant stakeholders to achieve positive outcomes for the City.	25%
C	Delivery: ability to demonstrate the delivery of project outcomes can occur on time and within budget.	15%
D	Innovation: the extent to which the proposed project incorporates new methods, ideas or products to support long term benefits for their industry, population groups and/or the City.	15%
E	Value with public money: demonstrating value for money through careful consideration of costs, benefits, options and risk. Funding co-contributions from applicant and partner organisations are encouraged.	15%
F	Knowledge building capacity: the ability of the project to capture data and information to tell local Newcastle stories. This may involve, but is not limited to, partnering with a research organisation.	5%

* See Annexure B for information on impacted industries

3.

Assessment Process

- 3.1** The Relevant CN Officer will conduct a preliminary assessment against the Eligibility Criteria set out in section 1 of these guidelines and present a recommendation on eligibility to the Assessment Panel.
- 3.2** Those applications that are deemed to meet the eligibility criteria will be assessed by the Assessment Panel against the Assessment Criteria outlined in section 2 of these guidelines.
- 3.3** The Assessment Panel will comprise members listed in Annexure A Clause 5. Only panel members listed in this clause have voting capacity.
- 3.4** The Assessment Panel is authorised to amend estimates and projections included in the application, based on information available to the panel or panel member experience. Any significant changes shall be notified to the applicant with the reasoning documented.

NOTE: further information can be requested from the applicant at any stage during the assessment process.
- 3.5** Each individual involved in the assessment and approval of applications under this section must comply with CN's Code of Conduct which includes the provisions covering Conflicts of Interest.
- 3.6** The Assessment Panel may meet via an on-line meeting or conference call. The outcome of the Panel's assessment will be recorded and retained in CN's records management system.
- 3.7** Even if an application meets all the eligibility and assessment criteria, it may not be supported. Assessors may consider other available information regarding the applicant, its services and activities including details of previous projects.
- 3.8** Applicants will be notified of the outcome of their application by email as soon as CN has completed the assessment and approval process. CN may decide to undertake a second EOI depending on budget and applicant response.

4.

Notification of outcomes, Funding Agreements and payments

- 4.1** All applicants will be notified of the outcome of their application.
- 4.2** Successful applicants will be required to complete a Funding Agreement. The Funding Agreement will include conditions and reporting requirements in exchange for funding. Certain special conditions may be placed upon your funding at the Assessment Panels discretion, these will be negotiated in consultation with you.
- 4.3** Awarding of funding from CN via a Funding Agreement in no way implies any ongoing funding commitment or obligation by CN including for payments for works (including maintenance) delivered outside of the financial year in which the project was agreed to be completed.
- 4.4** Awarding of a Funding Agreement does not imply that CN has given any other consent. Applicants should note that many activities require approvals and consents from CN, NSW Police and other state government agencies and that they are wholly responsible for obtaining such approvals. The failure to obtain approvals will void the Funding Agreement and may in result in funding being revoked even where works have been completed.
- 4.5** Upon submitting the Funding Agreement along with a Tax Invoice and copies of relevant insurances your payment will be released into your nominated bank account.
- 4.6** CN will require all successful recipients to publicly acknowledge the City Taskforce and CN as a supporter of the activity / project. This requirement will be included in the Funding Agreement and evidence will be requested in the Acquittal Report.

5.

Acquittal Report

- 5.1 Successful applicants must provide a final acquittal report to CN within 30 days of project completion.
- 5.2 The information required will be specified in the Funding Agreement and may include:
 - 5.2.1 Final accounts (audited, if appropriate).
 - 5.2.2 Evidence of how CN and the City Taskforce was acknowledged during the project.
 - 5.2.3 An assessment of the outcomes realised against the outcomes anticipated or estimated in the EOI application form.
 - 5.2.4 Formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to CN).

6.

Privacy

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

CN is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and policies.

Purpose: CN will use your private information only to contact you in relation to your proposal and, if approved, to contact you in relation to the approved activity.

Intended recipients: The information will be used by the CN officers who may need to contact you in relation to your activity.

Supply: Voluntary.

Consequence of Non-Provision: We will not be able to process your funding application.

Storage and security: Your proposal will be stored in an electronic records management system and will only be available to the CN officers.

Annexure A

Definitions

- 1 **City of Newcastle (CN)** means Newcastle City Council
- 2 **City Taskforce** means the taskforce that has been established to oversee the recovery phases of the COVID-19 pandemic crisis. More information on the City Taskforce, including meeting updates, can be found [here](#).
- 3 **Council** means the Elected Council.
- 4 **Funding Agreement** means the agreement entered into by CN and an applicant whose Expression of Interest has been successful.
- 5 **Assessment Panel** means the panel comprising:
 - 5.1 Lord Mayor, Cr Nuatali Nelmes
 - 5.2 Mr Brett Smith, Director Strategy & Engagement, CN
 - 5.3 Ms Ashlee Abbott, Manager Corporate & Community Planning, CN
 - 5.4 Two representatives from the City Taskforce including the Hunter Business Chamber and the University of Newcastle.
- 6 **Relevant CN Officer** means the CN employee responsible for administering the Industry Response Program.
- 7 **LGA** means Local Government Area
- 8 **Impact Industries and/or population groups** see Annex B.
- 9 Unless otherwise stated, a reference to a section or clause is a reference to a section or clause of these guidelines.

Annexure B

City Taskforce Industry Response Program Local Evidence Base

The Industry Response Program is seeking applications from business / industries / community groups representing the most affected industries and population groups. New data is constantly being released. However, to ensure consistency across applications, the information below represents understood local evidence at the time of applications opening for the IRP.

Three key sources of information:

- [Australian Bureau of Statistics, Business Indicators, Business Impacts of COVID-19](#)
- [Australian Bureau of Statistics, Weekly Payroll Jobs and Wages in Australia](#)
- [Australian Bureau of Statistics, Labour Force, Australia, Detailed](#)

Additional data sources could include NSW Business Chamber surveys, ANZ Job Ads, NAB Monthly Business Survey, Illion & AlphaBeta.

Labour Force Analysis through to April 2020 (SA4 geography includes both Newcastle & Lake Macquarie LGAs):

- Job losses since March 2020 = 9,900
- Unemployment rate in April 2020 = 7.7%
- Youth unemployment rate = 18.7%
- Youth underutilisation rate = 37%

Industry Impact

Change in payroll jobs week ending 14 March to 2 May, by Industry, New South Wales:

Accommodation and food services	-27.1%
Arts and recreation services	-20.4%
Rental, hiring and real estate services	-14.6%
Professional, scientific and technical services	-13.1%
Other services	-12.0%
Information media and telecommunications	-10.6%
Wholesale trade	-10.5%
Manufacturing	-8.0%
Transport, postal and warehousing	-7.7%
Agriculture, forestry and fishing	-7.5%
Construction	-7.4%
Retail trade	-5.9%
Electricity, gas, water and waste services	-4.2%
Mining	-3.1%
Education and training	-2.5%
Health care and social assistance	-1.8%
Financial and insurance services	1.6%
Public administration and safety	2.2%

Source: Australian Bureau of Statistics, Weekly Payroll Jobs and Wages in Australia. Released 19 May 2020.