



Application Guidelines

Background

The Hindmarsh Shire Council Business Assistance Grants Program was established in 2016 to generate new employment opportunities, support existing business growth and to attract new business to Hindmarsh Shire. The Business Assistance Grant Program assists with addressing the ongoing need to attract new business and support existing business within the shire. Council has allocated \$20,000 towards the 2018/19 Business Assistance Grants Program of \$20,000.00 is categorised into two key areas:

Business Development
<p>This grant supports the establishment of new and innovative businesses that increase the diversity of the Shire’s business community and provide the potential for local residents to start new businesses</p> <ul style="list-style-type: none"> • Will assist existing small business growth and attract new businesses to the shire • Expansion from home business base to commercial premises • Relocation of businesses from other Municipalities into Hindmarsh Shire • Up-skilling existing employees • Small business mentoring <p>Creation / update of business planning documents (business plan, marketing plan and succession plan etc.)</p>
Streetscapes
<p>This grant is open to existing business to improve the exterior façade of their building (must have property owner approval)</p> <p>Includes:</p> <ul style="list-style-type: none"> • Painting, signage, cleaning, removal and replacement of cladding/awnings, repair or replacement of façade structures • Access works to reduce entrance barriers • Removal of steps • Installation of handrails

Funds are to be spent and acquitted by the community organisation prior to 30 June of the financial year in which the funds were obtained.

Applications need to be received prior to the closing date for submission to the September and March Council Meetings. Council will evaluate all applications based on the eligibility, assessment criteria and information provided, as part of their decision making process.

Application Deadlines:

Category	Round 1 Closing Date	Round 2 Closing Date
Business Development	Closing Date 10 August 2018	Closing Date 15 February 2019
Streetscapes		
Council Meeting Date	September 2018	March 2019

Eligibility Criteria

Applications must meet the following criteria in order to be eligible for a Business Assistance Grant:

All applications must:

- Have a registered ABN.
- Provide evidence that the business is currently operating, or is planning to operate in the Hindmarsh Shire.
- Demonstrate an economic benefit and value for money.
- The project will result in the creation and / or retention of employment.
- Demonstrate a financial viability of the business.
- Submit only one application per business/property owner.
- Obtain written consent from property/building owner for any structural alterations.
- Only be applying for one category per funding round, and
- Obtain the relevant permits from Council.

Ineligible Applications:

Applications by, or for, the following purposes will not be eligible for funding:

- General business operating expenses including salaries, wages, overheads, material expenses, utility usage costs etc.
- Legal and financial advice or market research.
- Applications made by small businesses that have outstanding amounts owing to Council (rates, permit payments etc.).
- Schools and their Parents and Friends organisations.
- Businesses owned/operated by Council staff or Councillors or relatives that prompt a perceived or actual conflict of interest.
- Projects that are clearly a duplication of an existing service.
- Retrospective funding (projects that have commenced or have been completed will not be funded), and
- Businesses who have successfully obtained funding in the current or previous financial year (businesses can only apply for funding every 2 years)

Assessment Criteria

Applications will be assessed against a set of Assessment Criteria. Applications scoring highly against the criteria detailed below are more likely to receive funding:

Why? 30%	<ul style="list-style-type: none"> • Explain the demonstrated need for the project • How will the project improve the business operations and economic situation?
What? 30%	<ul style="list-style-type: none"> • Provide a brief summary of what you are going to do. • Complete and submit a Risk Assessment for the project • Provide detail on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.
How? 40%	<ul style="list-style-type: none"> • Provide quotes/ information on specific item(s) that funds will be used to purchase. • Provide the organisations banking details and evidence that the organisation can complete the project on time and within budget. • Complete the budget and in-kind contribution templates • How will your projects success be measured? (including number of

	<p>employment opportunities gained)</p> <ul style="list-style-type: none"> • Provide a copy of a bank statement to demonstrate financial viability • If the property is leased or rented provide written consent from property owners for streetscape applications.
Finally	<ul style="list-style-type: none"> • Complete eligibility and submissions checklist.

Announcement of Grant recipients and distributions of funds

Businesses will be notified on the outcome of their grant application via phone call and written confirmation following the appropriate Council Meeting.

Grant Acquittal

All successful grant recipients will be required to provide evidence to Council that the grant was expended in accordance with their application. A completion report template will be provided to grant recipients prior to receiving funds. The final date for acquittals will be 30 June of the financial year funding was obtained.

Failure to provide the completion report by 30 June may hinder future funding opportunities for your community organisation.

Further Information

If you have any queries please contact the Community Development Officer, Michelle Farinha on 5391 4443 or via email at: grants@hindmarsh.vic.gov.au.

Applications can be submitted via the online form. Alternatively, the application form can be downloaded and completed.

Applications should be forwarded to the Community Development Officer via any of the below methods marked ‘Application- 2018-2019 Business Assistance Grants Program’.

Email	In Person	Mail
Email your application, along with all required attachments to grants@hindmarsh.vic.gov.au	Hand in your printed application and attachments to any of our Customer Service Centres in Dimboola, Jeparit, Nhill and Rainbow	Send your printed application and attachments to PO BOX 250 Nhill VIC 3418