



## Hindmarsh Shire Council Business Assistance Grants Program 2016 - 17

### Background

The Hindmarsh Shire Council Business Assistance Grants Program was established in 2016 to generate new employment opportunities, support existing businesses grow and attract new business to Hindmarsh Shire.

The 2016/17 Business Assistance Grants Program of \$20,000.00 is categorised into three key areas:

- Start Up;
- Business Growth; and
- Streetscape Improvement.

The Business Assistance Grant Program addresses the ongoing need to attract new business and support existing business within the shire. The breakdown of funds available for each category is on the Business Assistance Grants Program Category Breakdown attachment.

Funds are to be spent by the successful applicant prior to June 30 of the financial year in which the funds were obtained. Decisions on the application will be made at the August and March Council Meetings. Applications will need to be received before the closing date. Council will evaluate all applications taking into account the eligibility and assessment criteria and the information provided in the application.

Round Funding	of	Application to be submitted to Council	Applications assessed by Council
Round 1		Friday 28 July 2017	Wednesday 16 August 2017
Round 2		Friday 23 February 2018	Wednesday 21 March 2018

### 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
- Shows economic benefit and value for money
- The project will result in job creation / retention
- Demonstrate a financial viability of the business

#### ***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, market research
- Applications made by small business who have outstanding amounts owing to Council (rates, permit payments etc)
- Schools and their Parents and Friends organisations;
- Projects that are clearly a duplication of an existing service; and



## Hindmarsh Shire Council Business Assistance Grants Program 2016 - 17

- Retrospective funding (projects that have commenced or have been completed will not be funded).

### Assessment Criteria

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

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

### Announcement of Grant recipients and distributions of funds

Applicants will receive confirmation regarding the outcome of their grant application via email once funding has been allocated by Council.

### 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 June 30 of the financial year funding was obtained.

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

### Further Information

If you have any queries please contact Economic Development Officer Katherine Colbert on 5391 4444 or [business@hindmarsh.vic.gov.au](mailto:business@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 Economic Development Officer at the Hindmarsh Shire Council via [business@hindmarsh.vic.gov.au](mailto:business@hindmarsh.vic.gov.au). Hard copies can be sent to PO Box 250, Nhill Vic 3418 with the envelope marked 'Application- 2017-2018 Business Assistance Grants Program'.**