

Business Boost Grant Application 2026/27 Round 1

Application period: July to September 2026

Eligibility

Applicants must:

- operate or intend to operate a business within Hindmarsh Shire (have a registered ABN)
- be the business owner and/or property owner (or have written owner consent)
- demonstrate the capacity to deliver and acquit the project
- meet insurance and regulatory requirements
- only receive funding once per financial year

Both new and established businesses may apply, subject to stream requirements.

The following are not eligible:

- applications from businesses outside Hindmarsh Shire
- projects that have already commenced
- applications seeking full project funding (no co-contribution)
- activities inconsistent with planning, building or heritage requirements
- businesses who have successfully obtained funding in the current financial year
- government bodies (including schools and their Parents and Friends organisations)
- general business operating expenses including salaries, wages, overheads, material expenses, utility usage costs etc.
- Applications that have outstanding amounts owing to Council (rates, permit payments etc.)

Please note: Before proceeding with your application, have you:

- 1) Prepared the Business Bank Statement
- 2) Completed a Risk Assessment Form
- 3) Prepared any quotes/information that these funds would be used to purchase
- 4) Organised written consent from the property owner for any Streetscape Applications (where applicable)
- 5) Read the Business Assistance Grant Guidelines

We suggest you collate any appropriate documents ready for upload prior to commencing, to avoid any issues with the online application.

If you need to leave this document at any time before you have submitted the application, ensure you hit 'save' at the bottom of the page. This form does not save automatically.

PRIVACY STATEMENT

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the Privacy and Data Protection Act 2014. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to

any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

Stream 1 Focus on Facade - Assessment Criteria

Applications will be assessed in two stages. First, applications must meet the pass/fail eligibility requirements (including location, applicant authority/owner consent, project visibility from the public realm, project not commenced, planning/heritage compliance pathway, and demonstrated co-contribution). Only eligible applications proceed to the scored assessment.

Requirement:

1. Project is located in Hindmarsh Shire
2. Applicant is business owner or has written owner consent
3. Works relate to external façade or shopfront visible from the street
4. Project has not commenced
5. Proposal complies with planning / heritage controls (or can reasonably do so)
6. Co-contribution demonstrated
7. Applicant has not received a business grant this financial year

Eligible applications are then assessed on merit against the criteria below.

Applicants do not need to address each heading separately in their application, but responses should clearly cover these points.

1. Streetscape and visual impact (25 Points): Make a clear, visible improvement to the outside of the building or shopfront. Improve how the building looks from the street Reduce visual clutter, ageing or vacancy impacts.

2. Alignment with town character and place (15 points): Suit the character and style of the town Respect heritage features where relevant Use colours, materials or designs that fit the surrounding area.

3. Economic benefit (20 points): Make the business or building more visible. Help attract customers or visitors. Improve activity along the street.

4. Project readiness and deliverability (15 points): A clear description of what will be done. Realistic costs with quotes where possible. A simple and achievable timeline. An understanding of any permits or approvals needed.

5. Value for money and co-contribution (15 points): Show that Council funding will help achieve a bigger or better outcome. Deliver improvements that will last and be seen by the public.

6. Amenity (10 points): Creates a more welcoming and safe public space.

Focus on Facade assessment criteria response:

Stream 2 Start and Grow - Assessment Criteria

Applications will be assessed in two stages. First, applications must meet the pass/fail eligibility requirements (including location, applicant authority/owner consent, project visibility from the public realm, project not commenced, planning/heritage compliance pathway, and demonstrated co-contribution). Only eligible applications proceed to the scored assessment.

Requirement:

1. Project is located in, or will operate within, Hindmarsh Shire
2. Applicant is business owner or has written owner consent
3. Project aligns with eligible Start and Grow activities
4. Project has not commenced
5. Proposal complies with relevant regulatory requirements (or can reasonably do so)

6. Co-contribution demonstrated

7. Applicant has not received a business grant this financial year

Eligible applications are then assessed on merit against the criteria below.

Applicants do not need to address each heading separately in their application, but responses should clearly cover these points.

1. Business Growth and Impact (25 Points): How strongly the project will help the business start, expand, or increase its capacity. Evidence that the project will improve operations, productivity, customer reach, or service delivery. Clear link between the funded activity and measurable business outcomes.

2. Economic and Local Benefit (20 points): Contribution to local economic activity, job creation, activation of vacant premises, or increased visitation. Benefits to the broader community or town centre.

3. Digital Capability and Innovation (15 points): Extent to which the project improves digital presence, online sales, efficiency, compliance, or modernisation. Adoption of new technology, systems, or tools that enhance competitiveness.

4. Project readiness and deliverability (15 points): Clear description of the project, realistic costings and quotes, achievable timelines, and understanding of required permits or approvals.

Evidence the applicant can deliver and acquit the project successfully.

5. Value for money and co-contribution (15 points): Demonstrated co-investment that increases project impact. Reasonableness of costs relative to outcomes. Long-term benefit and sustainability of the improvements.

6. Activation of Vacant Premises / New Business Establishment (10 points): For new businesses: strength of the proposal to activate a vacant shopfront or premises in a town centre. Likelihood of the business becoming viable and contributing to local activity.

Start and Grow assessment criteria response:

Business Details

Please provide the business details relevant to this grant application.

Business Name *

Owner/Manager of Business *

Business Address *

Street Address

Business Address² *

Town

State

Brief Summary of Business Operations: *

Post Code

Project Manager Details

Please provide details of the person applying for the grant.

Project Manager (name of person applying for the grant) *

Project Manager Contact Number *

Contact E-mail (for grant correspondence) *

example@example.com

If you have any questions or queries, contact our Tourism and Economic Development Officer.
Ph: 03 5391 4444, or email : business@hindmarsh.vic.gov.au

Grant Application

Application Date: *

Month Day Year

Category Applying For: ***Amount Applying For: ***

Please tell us the amount you are applying for

How much is your Business contribution? (must be \$1:\$2 Shire Grant) *

Maximum funding per applications:

Focus on Façade = \$3,000

Start and Grow = \$2,000

The Start & Grow stream is designed to support a wide range of business types, including home-based businesses, agricultural and rural enterprises, and other non-retail or emerging sectors.

Businesses operating from:

- homes or sheds
- farms or agricultural properties
- workshops, studios or yards
- online or service-based models

are strongly encouraged to apply where funding would support establishment, growth or improved capability.

Council understands that growth opportunities for these businesses may look different to traditional shopfront businesses. Applications are assessed based on business need, readiness and outcomes, not visibility or scale.

The Focus on Façade stream provides funding to help businesses and landlords improve shopfronts and building façades, creating more attractive and welcoming town centres.

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Project Details**Explain your project and how funding will be used: ***

How will Hindmarsh Shire Council's contribution be recognised? (Signage, Facebook Post, thank-you letter, editorial, etc.): *

How will your projects success be measured? (including number of employment opportunities gained if applicable) *

How will the project result in (or work towards) job creation/retention? *

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Budget

Financial and In-Kind Contributions

Are there any contributions you will be making toward this project? *

In-Kind/Voluntary Labour
Financial (cash)
No

Will funding be sought from other sources? *

Yes
No

Budget

Income/Expense

The following Budget Template needs to be completed for your project. The income and expense amounts should be the same. Add your In-Kind/Voluntary Labour as well as your Goods and Services expenses. If you are receiving an external funding or contributing financially please include this as income.

Income and Expenses (Income and Expense Total should equal the same):

	Name of Income	Income Amount \$	Name of Expense	Expense Amount \$
1				
2				
3				
4				
5				
6				

Income Total: *

Expense Total: *

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Risk Assessment

A risk management plan needs to be completed for you application to be considered. Have you completed a downloaded Risk Management Plan prior to this application? (If no, there will be an online template you can fill out now) *

Yes

No

Please prepare your completed Risk Management Form for submission. There will be a field where you will be required to upload this document at the end of this application.

Please fill out the following Risk Management Template (ensure you consider all risks and include these in the below):

	Name of Risk	Likelihood	Consequence	Control/Treatment
1				
2				
3				
4				
5				
6				
7				
8				

Example Template

Supporting Documents

If you have any questions or queries, contact our Tourism and Economic Development Officer.
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Checklist

This is to ensure you have completed all necessary steps to be considered for this grant.

Have you (you must do all of these before submitting): *

Attached a copy of your businesses bank statement to demonstrate financial viability

Completed a Risk Assessment for the project (template provided on website if needed)

Provided quotes/information on specific items that the funds will be used to purchase

Obtained and attached written consent from the property owner for streetscape applications (where applicable)

To the best of your knowledge, the business does not have any outstanding rates, fees or invoices to Hindmarsh Shire Council

Please indicate if your business requires further assistance with business opening/expansion/new employee assistance, or would like to work 1:1 with our Economic and Community Development team who can guide you through Council's regulatory processes. *

Yes, I require this.

No, I do not require this.

Signatures and Submission

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