

## BUSINESS SUPPORT GRANTS POLICY

### PURPOSE

Council's Annual Business Support Grants Program aims to support and encourage the sustainability of local small business and the adoption of business innovation.

The program will recognise the important role commercial enterprises play in achieving the Shire's vision – "to be a socially interactive and inclusive community that embraces our rural character and sense of community".

### OBJECTIVE

- a. Enhance local business capacity to invest to improve their streetscape presence.
- b. Encourage individual businesses to invest in online and e-commerce activities.
- c. Encourage local enterprises to invest in professional development and training.
- d. Assist local business in their ability to increase business opportunity and sustainability.
- e. Provide businesses with support for capital works projects to adapt to changes in business structure and/or conditions.
- f. Assist new enterprises that are establishing in Wyalkatchem.

### POLICY

Total funding of \$5000 is available to assist one or a number of local businesses to sustain their enterprise which in turn will improve local employment opportunities for residents and help achieve an interactive and inclusive community.

#### 1. Allocation of Resources

- a. Council will review and confirm allocation of resources annually as part of their Annual Budget processes.
- b. Resources will be allocated to a specific General Ledger Account.
- c. A single tranche will be allocated and available to Local Businesses upon the adoption of the Annual Budget.
- d. Applications will be open between 1 September to 31 October. Businesses will be allowed to apply once per year. Organisations may not apply for funding under the Business Support Grants Program if they have also received funding under the Shire Community Grants Program in the same year. There is a requirement to provide an Acquittal Report back to the Shire to show where funds have been spent at the end of each financial year.

#### 2. Eligibility Conditions

- a. Applicant must be based within the Shire of Wyalkatchem and hold an Australia Business Number.
- b. All successful projects are to be completed within 12 months of the funding being awarded.
- c. Verification by applicant that project request is not covered by Insurance.

- d. The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or which have a primary focus on fundraising.
- e. Requests for funding or support cannot be for a project / activity that has already occurred.
- f. The Grant will not fund operational costs such as marketing and wages or maintenance costs.
- g. The Grant will not fund the start-up of a business or service that will likely cause an adverse effect on an existing local business.
- h. The Applicant must have all insurances, permits and licences for business operation.

### **3. General Conditions**

- a. Projects that will be considered, but not limited to, include:
  - I. Capital works projects including streetscape and aesthetic/amenity improvements.
  - II. Training and professional development.
  - III. Investing in e-commerce activities.
  - IV. Projects that increase business opportunity and sustainability.
- b. Budget allocation for the Business Support Program will be determined during the Council's Annual Budgeting Process.
- c. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.
- d. Council's position is to fund to a maximum of one half of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- e. In-kind labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project.
- f. Council may opt to use their employees or equipment in lieu of a cash contribution.
- g. Council reserves the right to carry out a Progress Inspection or request a Progress Report at any stage of the project.
- h. The Chief Executive Officer is given delegated authority to approve or reject minor variations to the Applicant's Project Budget following approval of the grant from Council.

### **4. Acquittal**

All Businesses that receive funding will have to provide the following after their project's completion within 12 months of the funding being awarded:

- a. Completed Acquittal Form (to be provided);
- b. Proof the project, activity or event took place (e.g. photographs etc.);
- c. Proof of expenditure (e.g. copy of financial records and invoices paid); and
- d. Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

### **5. Assessment Process**

- a. Applications will be assessed by the Grants Team based on Grant Criteria and a recommendation made to Council.
- b. Applications will be presented to Council and assessed based on eligibility and merit.
- c. Allocation of grant funding is at the discretion of the Council.
- d. All applicants will be contacted in writing regarding the outcome of their application.
- e. Applicants are encouraged to seek feedback on the outcome of their application

## 6. Submission Information

Applications can be received via mail, email or printed copies dropped into the Front Counter at Shire Administration Office.

### GUIDELINES

**Annexure A** - Assessment Criteria

**Annexure B** – Shire of Wyalkatchem Business Support Grants Process  
**Application Form** - (Separate Document)

### STATUTORY ENVIRONMENT

*Local Government Act (1995)*

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
1.	P Klein	21/12/2023	162/2023		

### ANNEXURE A

#### 1. Assessment Criteria

Each grant submission will be assessed based on the following criteria

##### Criteria 1 –Benefit:

- a. Is the project part of an overall Business Strategy?
- b. Is there identified and demonstrated business need?
- c. What are the benefits (value adding) to the business and the Community?
- d. Does the project align with outcomes in the Strategic Community Plan?

##### Criteria 2 – Organisation:

- a. ABN? Y/N
- b. Business type and purpose

##### Criteria 3 – Project Cycle:

- a. Planning and design of project
- b. Management and delivery of project (incl. milestones and works schedule)
- c. Project Budget
- d. Financial contribution - \$; In-Kind, External
- e. Evaluation of project

- f. Sustainability of project
- g. Use of local suppliers for capital works

**2. Score**

Each Grant Application will be assessed based on these criteria

Each criterion will be evaluated and given a score between 1 (Poor) and 5 (Excellent).

**Weighting**

Weighting for each criterion to be determined by the Council.

<b>Proposed weighting is: -</b>	
<b>Community Benefit -</b>	40%
<b>Organisation -</b>	20%
<b>Project Planning -</b>	40%

**ANEXURE B**

**Shire of Wyalkatchem Business Support Grants Process**

**Step 1**

Contact the Community Development Officer to discuss your project idea and confirm it is eligible for the Business Support Grants and request an application package 9681 1166 or

[cdo@wyalkatchem.wa.gov.au](mailto:cdo@wyalkatchem.wa.gov.au)



**Step 2**

Complete the Application Form between 1 September & 31 October



**Step 3**

Submit the application form to the Shire of Wyalkatchem



**Step 4**

Grants Team to evaluate and score applications with recommendations forwarded to Council for consideration at the next Council Meeting



**Step 5**

Successful applicants will be notified in writing of their success. Unsuccessful applications will also be notified and encouraged to seek feedback



**Step 6**

Successful applicants must ensure they have acquitted their funds by way of completing the Business Support Grants Scheme Acquittal form and return it to the Shire of Wyalkatchem within 12 months of the funding being awarded.