



# Whitehorse Recovery Grants Package - Business

## Guidelines

### Key dates for applications:

**Grants Open:** Monday 13 July 2020

**Grants Close:** Wednesday 22 July 2020, 12noon

**Information Sessions:** Tuesday 7 July 2020 (details on Council Website)

### All Enquiries

Whitehorse City Council Investment & Economic Development Unit on 9262 6453 or email [businessgrants@whitehorse.vic.gov.au](mailto:businessgrants@whitehorse.vic.gov.au) or website [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au)

# Table of Contents

|   |    |
|---|----|
| Table of Contents.....                      | 2  |
| Purpose and Outcome .....                   | 3  |
| Essential Eligibility Criteria .....        | 4  |
| Not Funded by Recovery Grants.....          | 5  |
| Recovery Grant Categories.....              | 6  |
| Grant Administration and Documentation..... | 7  |
| Applications .....                          | 7  |
| Outcomes of Grant Applications .....        | 8  |
| Grant Payments .....                        | 8  |
| Reporting Requirements .....                | 8  |
| Assessment Process .....                    | 8  |
| Public Liability Insurance Coverage.....    | 9  |
| Support for Businesses .....                | 10 |

## Purpose and Outcome

The **purpose** of the Whitehorse Recovery Grants Package - Business is to provide support to the local Small to Medium Enterprises (SME). Many SMEs continue to experience severe impacts as a result of COVID-19.

The **purpose** of these Guidelines is to outline Councils approach to the Whitehorse Recovery Grants Package – Business including: eligibility, types of grants available and the key processes to ensure that businesses are able to make informed decisions about the relevance of the grants package to their proposed project, program, initiative or activity.

The desired **outcome** of the Whitehorse Recovery Grants Package – Business is to provide financial assistance to eligible SMEs affected by COVID-19. Three funding streams are available and they all have an overarching focus on business adaption, innovation and resilience.

## Essential Eligibility Criteria

Whitehorse Recovery Grants Package- Business are available to businesses located within the City of Whitehorse municipality which meet the following essential eligibility criteria.

| <b>Essential Eligibility Criteria</b>   |
|---|
| <ul style="list-style-type: none"><li>• Have an active Australian Business Number (ABN).</li></ul>  |
| <ul style="list-style-type: none"><li>• Employ fewer than 20 FTE (or equivalent part time) employees at the time of application or have a maximum turnover of \$10 million per annum. (Under exceptional circumstances applications above 20 employees and \$10 million turnover will be considered at the discretion of the Grant Review Panel.)</li></ul>                             |
| <ul style="list-style-type: none"><li>• Business must be located within the City of Whitehorse municipality.</li></ul>  |
| <ul style="list-style-type: none"><li>• Must be an existing business trading for 12 months or more as at 30 June 2020.</li></ul>  |
| <ul style="list-style-type: none"><li>• Own or have a commercial lease agreement within the City Of Whitehorse municipality with a minimum of one year remaining or intend to take up an option to renew a lease, or are move relocating to another premises in the City of Whitehorse. Or alternatively the business operation is from your residence (home based business).</li></ul> |
| <ul style="list-style-type: none"><li>• Have all appropriate insurances, licences and permits for the current business operation.</li></ul>   |
| <ul style="list-style-type: none"><li>• Have all appropriate insurances, licences and permits for the current business to undertake the proposed activity or operation funded by this program.</li></ul>  |
| <ul style="list-style-type: none"><li>• Demonstrate the financial impact of COVID-19 on your business (genuine financial need).</li></ul>   |
| <ul style="list-style-type: none"><li>• Demonstrate how this grant will help support business in response to the impact of COVID-19.</li></ul>  |
| <ul style="list-style-type: none"><li>• Demonstrated potential for business sustainability beyond the Whitehorse Recovery Grants Package –Business funding.</li></ul>   |
| <ul style="list-style-type: none"><li>• Demonstrate how your business supports the local economy and/or community of Whitehorse.</li></ul>  |

## Not Funded by Recovery Grants

The Whitehorse Recovery Grants Package-Business will not accept applications from the following:

|  |
|--|
| <ul style="list-style-type: none"><li>• Businesses located outside the City of Whitehorse municipality.</li></ul>  |
| <ul style="list-style-type: none"><li>• Current City of Whitehorse employees, Councillors (including 2020 nominating Councillors), immediate family members and their contractors.</li></ul>   |
| <ul style="list-style-type: none"><li>• Political, religious or spiritual organisations.</li></ul>   |
| <ul style="list-style-type: none"><li>• Trader associations and unincorporated associations.</li></ul>   |
| <ul style="list-style-type: none"><li>• Community groups and Sporting Clubs.</li></ul>   |
| <ul style="list-style-type: none"><li>• Owner's corporations.</li></ul>  |
| <ul style="list-style-type: none"><li>• Franchisees</li></ul>  |
| <ul style="list-style-type: none"><li>• Not for profit organisations.</li></ul>  |
| <ul style="list-style-type: none"><li>• Business that have an adverse effect on public health, safety, environment or heritage.</li></ul>  |
| <ul style="list-style-type: none"><li>• Educational Institutions</li></ul>   |
| <ul style="list-style-type: none"><li>• Businesses with long standing arrears with Council</li></ul>   |
| <ul style="list-style-type: none"><li>• Businesses or associated properties that are currently subject to open enforcement or compliance matters may not be eligible.</li></ul>  |
| <ul style="list-style-type: none"><li>• Businesses registered under the Food Act 1984 or the Public Health and Wellbeing Act 2008 who have received a major or critical rating or are subject to any enforcement action or proceedings will not be eligible.</li></ul> |

The program will not accept funding applications that relate to:

- Operational expenses that are considered ongoing such as rent, wages, utilities, routine maintenance or routine accounting services.
- Servicing creditors or debts.

The City of Whitehorse reserves the right to decline any application that is ineligible or does not meet the eligibility criteria.

Canvassing or lobbying of Councillors or employees of the City of Whitehorse in relation to any grant application is prohibited during the application process. Failure to comply will make the application ineligible.

## Recovery Grant Categories

The following grant categories are administered under the Whitehorse Recovery Grants Package - Business.

**Businesses can apply for multiple funding streams where there is a clear distinction between the types of project/services being funded however the total application can be no greater than \$4 000.**

| Grant Category             | Funding Range          | Purpose  |
|----------------------------|------------------------|--|
| <b>Business Innovation</b> | \$0 - \$4,000 (ex GST) | Costs associated with online, e-commerce and non-online activities: <ul style="list-style-type: none"> <li>• website design and development.</li> <li>• e-commerce platforms (selling online, receiving payments &amp; contactless payment)</li> <li>• digital marketing and promotion</li> <li>• introduction of a new service, product or processes.</li> </ul>  |
| <b>Business Continuity</b> | \$0 - \$3,000 (ex GST) | Costs associated with encouraging a business to reposition itself for the future: <ul style="list-style-type: none"> <li>• training and professional development (in house training, attendance at conference/seminars, industry association membership fees)</li> <li>• engagement of an professional to provide specialist advice (for example but not limited to Accountant, Lawyer or Business Planner)</li> </ul>   |
| <b>Business Restart</b>    | \$0 - \$4,000 (ex GST) | Costs associated with supporting a business to re-commence operations: <ul style="list-style-type: none"> <li>• Purchase of stock/inventory</li> <li>• Business equipment (printer, cash registers)</li> <li>• PPE Supplies (disposable gloves, hand sanitisers)</li> <li>• Cleaning/sanitising products</li> <li>• Physical distancing equipment (plastic cones, markers, barrier tape)</li> <li>• Disposable Equipment (cups, cutlery, serviettes)</li> <li>• Minor capital works</li> </ul> |

## Grant Administration and Documentation

### Applications

Applicants will need to register for Smarty Grants, which requires an email address and password. A general business email and password will enable more than one person in the business to access applications and outcomes. All subsequent emails and updates regarding Council's Recovery Grants Package - Business will then be sent to the email address provided in the application.

Each Recovery Grant opportunity is supported by a specific grant documentation that sets out the specific scope, eligibility and evidence requirements. The terms and conditions contained in the Recovery Grant Funding Agreement provided to successful applicants outlines the reporting and acquittal requirements.

Businesses must provide the following information when applying for a Grant:

- ABN – proof of registered business
- Documentation that demonstrates few than 20 FTE (or equivalent part time) employees at the time of application or have a maximum turnover of \$10 million per annum.
- Documentation that demonstrates a minimum of 12 months trading or more as at 30 June 2020.
- Demonstrated relevance of proposal to COVID-19 impacts (business adaption and innovation) and how it aligns to the grant stream.
- Demonstrated financial and/or operating impacts from COVID-19.
- Demonstrated project plan/timelines and budget.
- Demonstrated local procurement.
- All relevant commercial lease agreement documents if applicable.
- Demonstrated Business operation permits, licenses and registrations if applicable
- Certificate of Currency for Public Liability Insurance with \$20million coverage, showing the dates of coverage. Please note that an invoice or quote will not meet this requirement.

These documents can be uploaded on the Smarty Grants Program.

It is expected the proposed activity will be completed within six months. Extension of times will be granted on a case by case scenario.

Applicants are to declare if they have already applied for or received grant money from other sources.

Smarty Grants will send confirmation of receipt of submitted applications to the email address provided in the application.

**Please Note:**

All grant applications must be submitted by the closing time and date specified. Applications received after the stated closing time and date will be deemed ineligible.

## Outcomes of Grant Applications

All applications for the Whitehorse Recovery Grants Package – Business whether successful or not, will receive an email notification.

Successful applicants will be provided with additional documentation and be required to:

- Agree to the terms and conditions specified in the Funding Agreement.
- Complete the Vendor Details Form and Recipient Created Tax Invoice Form (GST registered organisations only).

## Grant Payments

Payment of successful Recovery Grant applications cannot be made until all required documentation is provided.

Unless otherwise agreed:

- Grants up to \$4,000 are paid in one instalment unless advised otherwise
- All successful grant recipients registered for GST will receive an additional 10% upon payment for GST purposes.

## Reporting Requirements

Reporting requirements will be specified in the Recovery Grant Funding Agreement Terms and Conditions.

Businesses will be notified via email that the relevant Recovery Grants Acquittal Form is available on Smarty Grants. This notification will include a due date.

## Assessment Process

- Applications will be assessed by the Investment & Economic Development Officers, who will make recommendations to the decision making panel against an assessment matrix.



- Decision making panel comprised of the Mayor, General Manager - City Development, General Manager - Corporate Services and a Finance Department representative – who will be supported by the Assistant Manager Investment & Economic Development.

## Public Liability Insurance Coverage

Recovery Grant recipients are required to have Public Liability Insurance coverage throughout the period of time of the project defined in the Whitehorse Recovery Grants Program - Business.

## Support for Businesses

Council will host information sessions and provide support to businesses who need it to complete the required documentation via the Smarty Grants Program.

These sessions will be held on Tuesday 7 July. Information for registering to attend will be advertised on Councils website – [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au).

Any questions or requests for support should be directed to the Investment & Economic Development Unit on 9262 6453 or [businessgrants@whitehorse.vic.gov.au](mailto:businessgrants@whitehorse.vic.gov.au).

A **Help Guide** for the use of Smarty Grants has been developed and can be found at <http://applicanthehelp.smartygrants.com.au/help-guide-for-applicants>. This link can also be accessed via Councils website, under the heading 'Smarty Grants'.