CITY OF WHITEHORSE

2020/21 Whitehorse Recovery Grants: Business & Community

Information Session

Tuesday 7th July 2020

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

CITY OF WHITEHORSE

What will this session cover?

1. Overview of the two categories– Business/ Community, including:
   - II. Purpose
   - III. Required information and documentation
   - IV. What makes a good application?

2. Application & Administration Process

3. How to Apply

4. Frequently Asked Questions (FAQs)

5. Other Questions

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

CITY OF WHITEHORSE

Whitehorse Recovery Grants – **Business**

Open: **Monday 13 July 2020**

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

PURPOSE: To provide support to the local Small to Medium Enterprises (SME). Many SMEs continue to experience severe impacts as a result of COVID-19.

DESIRED OUTCOME: 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.
- 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.**
- It is expected the proposed activity will be completed within six months.

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

CITY OF WHITEHORSE

Business: Required Documentation

Please ensure you read the guidelines for the list of essential criteria that must be met in order for you application to be considered.

Businesses will be required to upload the following documentation when completing the application form in SmartyGrants:

- **ABN** – proof of registered business
- **Documentation that demonstrates fewer 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.**
- **All relevant commercial lease agreement documents** (if applicable).
- **Certificate of Currency for Public Liability Insurance with $20million coverage**, showing the dates of coverage.
  Please note: An invoice or quote for Public Liability Insurance will not meet this requirement.

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

CITY OF WHITEHORSE

Funding streams

- **Business Innovation:** Costs associated with online, ecommerce and non-online activities i.e. website design and development
- **Business Continuity:** Costs associated with encouraging a business to reposition itself for the future i.e. training and professional development
- **Business Restart:** Costs associated with supporting a business to recommence operations i.e. Business equipment and PPE supplies

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

Business Innovation ($0 - $4,000 ex GST)
Costs associated with online, e-commerce and non-online activities (including but not limited too):

- Website design and development
- E-commerce platforms (selling online, receiving payments & contactless payment)
- Digital marketing and promotion
- Introduction of a new service, product or processes.

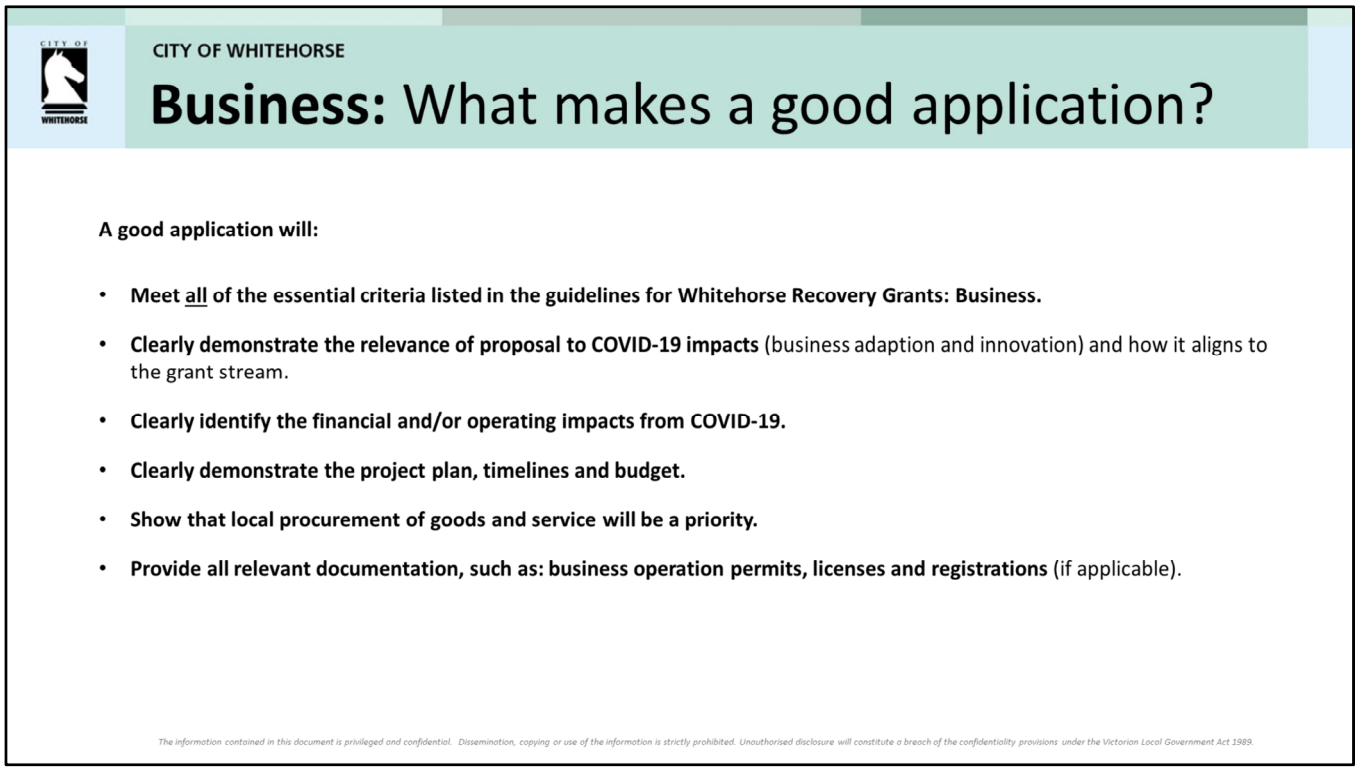
Business Continuity ($0 - $3,000 ex GST)
Costs associated with encouraging a business to reposition itself for the future (including but not limited too):

- Training and professional development (in house training, attendance at conference/seminars, industry association membership fees)
- Engagement of a professional to provide specialist advice (Accountant, Lawyer, or Business Planner).

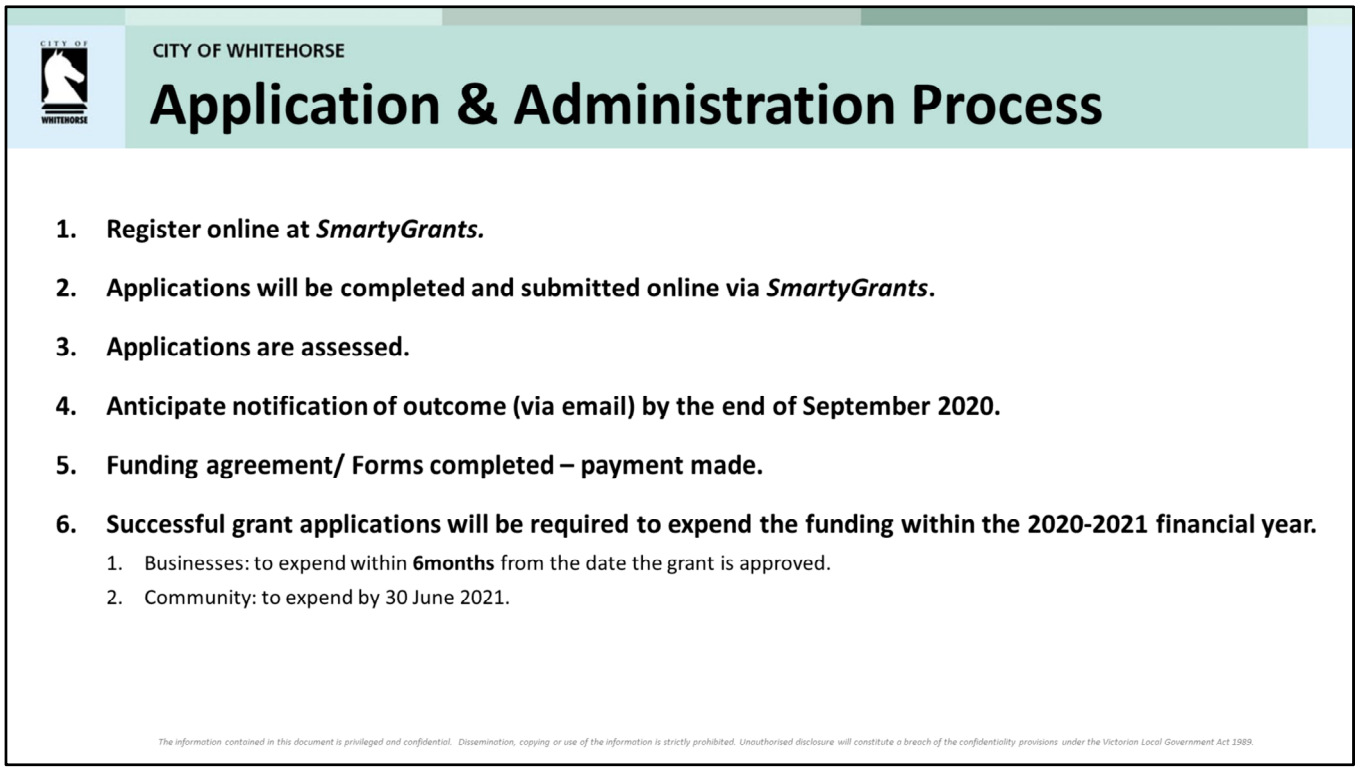
Business Restart ($0 - $4,000 ex GST)
Costs associated with supporting a business to re-commence operations (including but not limited too):

- Purchase of stock/inventory
- Business equipment (printer, cash registers)

- Personal Protection Equipment (PPE) Supplies (disposable gloves, hand sanitisers)
- Cleaning/sanitising products
- Physical distancing equipment (plastic cones, markers, barrier tape, screens)
- Disposable equipment (cups, cutlery, serviettes)
- Minor capital works.



Read through the guidelines, demonstrate how your business supports the local economy and/or community of Whitehorse.



1. Register online at *SmartyGrants*

2. Applications will be completed and submitted online via *SmartyGrants* (On submission, organisations will receive an acknowledgment email from *SmartyGrants)*

3. Applications are assessed (the City of Whitehorse reserves the right to request further information in regards to the application, if required)

Applications will be reviewed by council officers who will make recommendations to the decision making panel against an assessment matrix.

- Community - decision making panel to include: Mayor, GM Human Services, GM City Development and a Finance department representative- who will be supported by the

Manager Community Development.

- Business - decision making panel to include: Mayor, GM Corporate Services, GM City Development and a Finance department representative- who will be supported by the Ass. Manager Investment and Economic Development.

4. We anticipate notification of outcome (via email) by the end of September 2020.

5. If successful, you will receive a funding agreement/ and relevant finance forms. Once these forms are completed, signed and returned to Council, payment will be made by EFT.

Successful grant applications will be required to expend the funding within the 2020-2021 financial year.

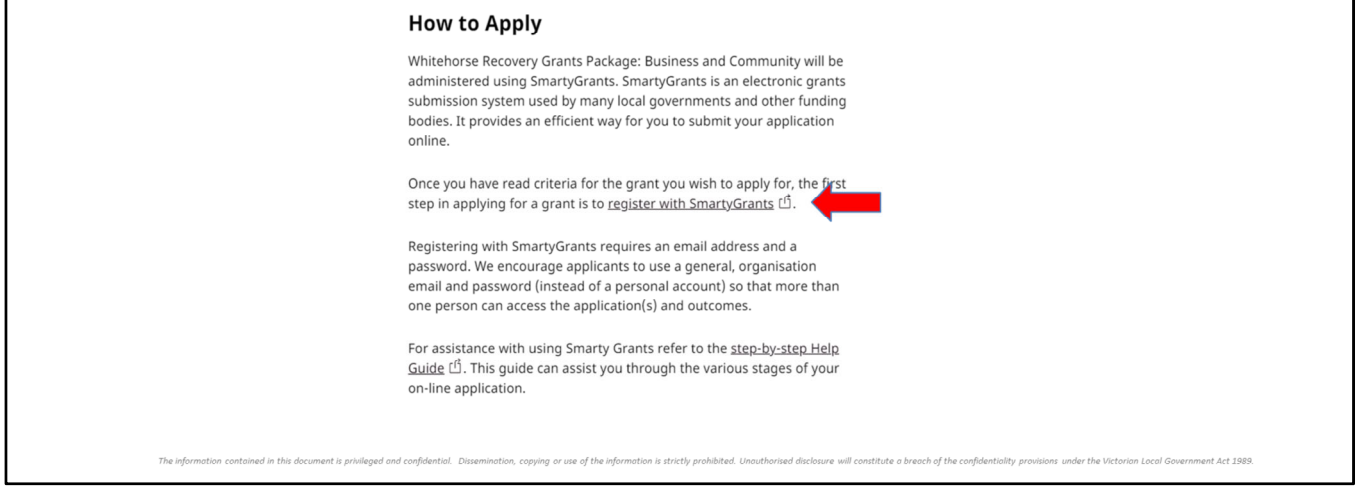
1. Businesses: to expend within **6months** from the date the grant is approved.
2. Community: to expend by 30 June 2021

Acquittal/Reporting Requirements will be stipulated in the funding agreement.

CITY OF WHITEHORSE

How do I register for SmartyGrants?

- **To register you will require an email address and password.**
- Visit the **Whitehorse Recovery Grants Package: Business & Community** page on Council's website (the page you were on to register for this session)



How to Apply

Whitehorse Recovery Grants Package: Business and Community will be administered using SmartyGrants. SmartyGrants is an electronic grants submission system used by many local governments and other funding bodies. It provides an efficient way for you to submit your application online.

Once you have read criteria for the grant you wish to apply for, the first step in applying for a grant is to register with SmartyGrants.

Registering with SmartyGrants requires an email address and a password. We encourage applicants to use a general, organisation email and password (instead of a personal account) so that more than one person can access the application(s) and outcomes.

For assistance with using Smarty Grants refer to the step-by-step Help Guide. This guide can assist you through the various stages of your on-line application.

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

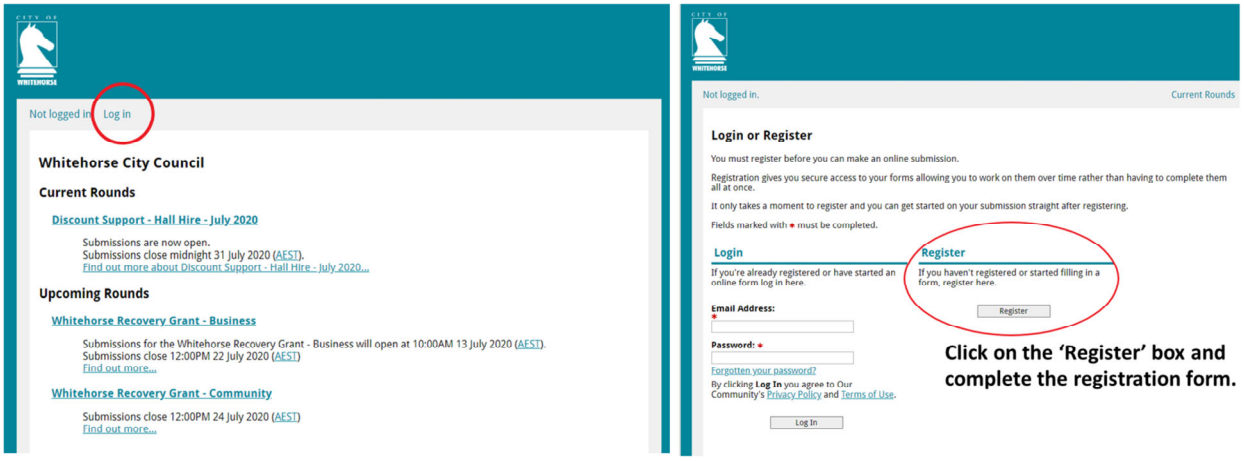
A general email and password will enable more than one person to access applications and outcomes.

All subsequent emails and updates regarding Council's Recovery Grants Package – Business/Community will then be sent to the email address provided in the application.

CITY OF WHITEHORSE

How do I register for SmartyGrants?

Whitehorse SmartyGrants Opening page

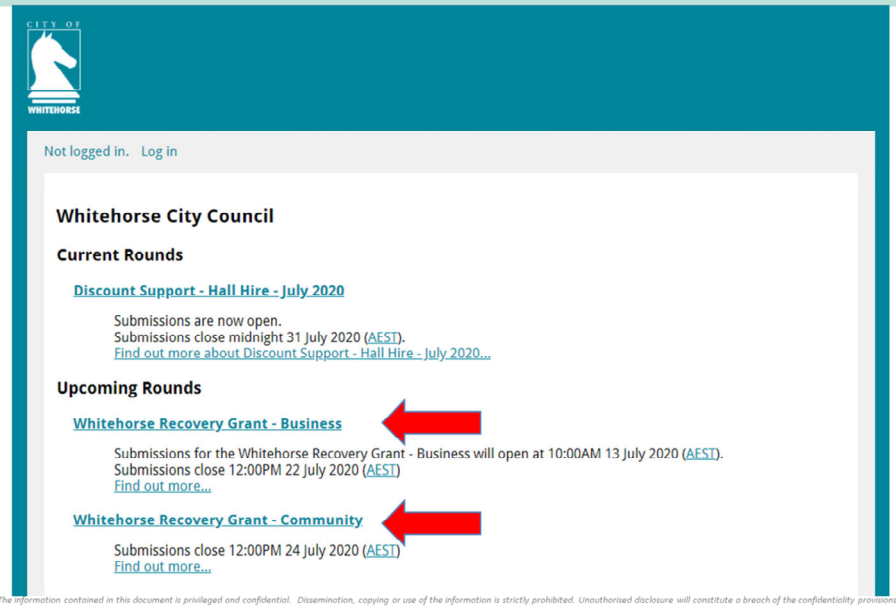


The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

Click on Log In - You will be taken to a page that looks like the to the right. Click on the 'Register' box and complete the registration form. You will then be ready to apply for a grant.

CITY OF WHITEHORSE

How do I apply?



The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

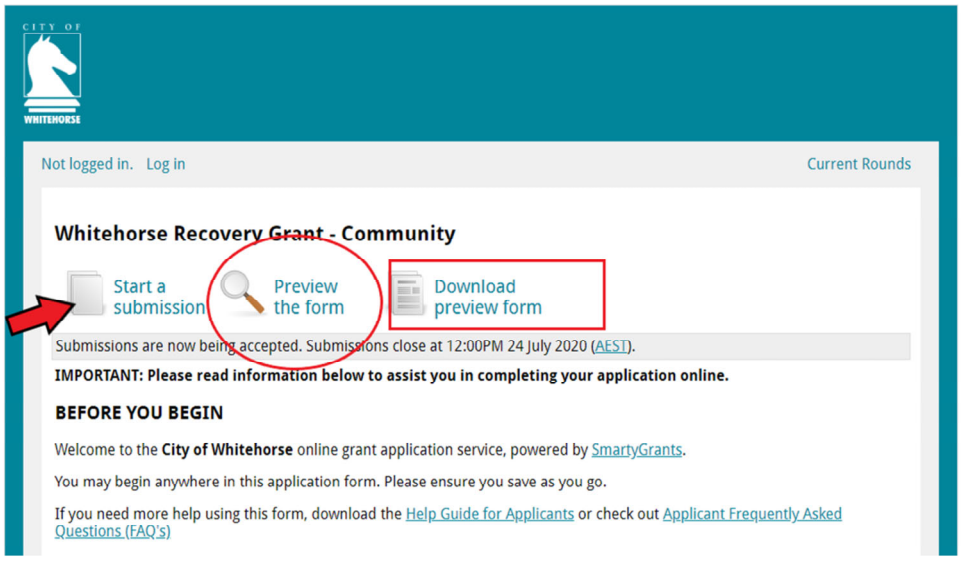
Once you have registered with SmartyGrants you are ready to apply.

There is only **one application form for the business category & one application form for the community category.**

To apply simply click on the heading of the category that applies to you.

CITY OF WHITEHORSE

Starting a submission & preview application



The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

This is an example of the opening page of a the Community application form.

You will see three options under the heading:

1. **You may start your submission right away** – noting that you have the ability to save the form as you go, close it down and return to it.
2. **You can preview the form on the screen**
3. **You can download a copy of the application form** - allowing you to share it with committee members or colleagues.
4. **The preview and download options allow you to see all questions in the form as well as ensure you have all the required documents ready to go before you start.**

CITY OF WHITEHORSE

One form for multiple funding streams

- To simplify the application process you only need to complete one application form.
- The form will ask you to select the categories you wish to apply for (as shown below)

Please indicate the funding stream(s) you are applying for: *

- ☐ Community Engagement/Participation/ Volunteers (up to $2,500)
- ☐ Programs and Initiatives (Up to $2,500)
- ☐ Marketing and Promotions (up to $2,000)
- ☐ Operating cost/ Administration (up to $1,500)
- ☐ Equipment, supplies & other items (physical requirements) (up to $3,000)

- Relevant questions will appear, based on the funding streams you select.

- The form will also ask you how much you are requesting from each category (as shown below)

Amount Requested - Equipment, supplies & other items (physical requirements)

Must be a number. Must be a dollar amount and must not exceed $3,000

Amount Requested - Community Engagement / Participation / Volunteers

Must be a number. Must be a dollar amount. Must not exceed $2,500

Amount Requested - Programs & Initiatives

Must be a number. Must be a dollar amount. Must not exceed $2,500

Amount Requested - Marketing & Promotions

Must be a number. Must be a dollar amount. Must not exceed $2,000

Amount Requested - Operational / Administration Costs

Must be a number. Must be a dollar amount. Must not exceed $1,500

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

CITY OF WHITEHORSE

Smarty Grants – How often should I save my application form?

It is highly recommended that you click **Save Progress** *regularly* when you are filling out a form.

Saving Your Draft Application

- If you wish to leave a partially completed application, press **'save and close'** and log out. When you log back in, click on 'my submissions' at the top of the screen to find your form.
- You can also download any application, whether draft or completed, as a PDF.

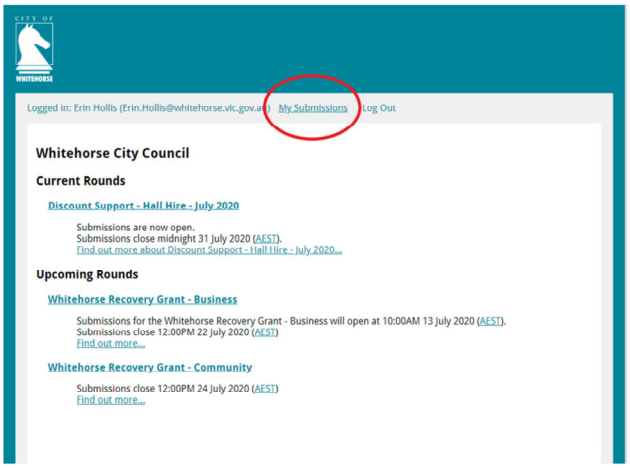
The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

- The options will appear at the top and bottom of your application form.
- You can save and close at any time and return to your application later.
- For security reasons you will be logged out of your application if 30 minutes has elapsed and you have not saved your progress or navigated between pages.

CITY OF WHITEHORSE

SmartyGrants - Finding your application

To find applications that have been saved (in progress) or submitted, log in to SmartyGrants and click on **'My Submissions'**



In the 'My Submissions' page, you will be shown all forms that are either in progress, or submitted.

Your Submissions

Forms In Progress

2020 Information Session - Test Round — MinorTest00001-TEST — Community Information Sessions

2020 Community Grants- Minor ($0 - $3,000) Application Form
Submitted on 26 February 2020

Minor Grant Acquittal Form
In progress, created on 26 May 2020

Submitted Forms

TEST for COVID update — 00001-TEST

2020/21 Community Grants - COVID-19 Update
Submitted on 22 June 2020

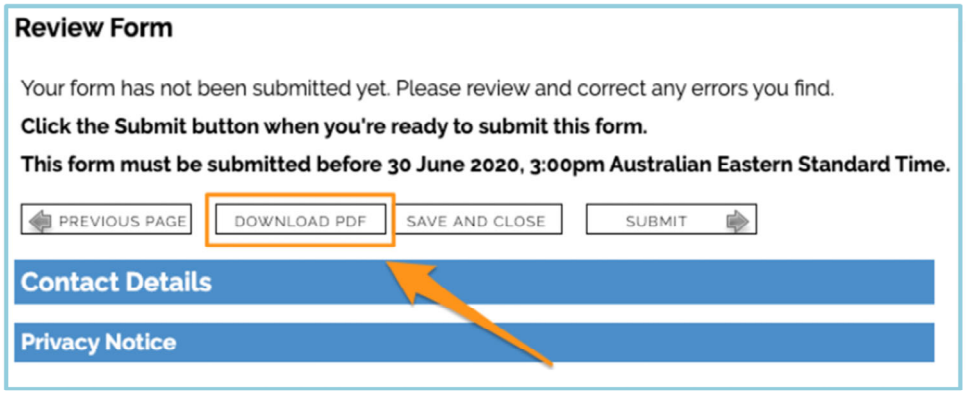
Test - Whitehorse Recovery Grants - Community — 00001-TEST

Application - Whitehorse Recovery Grant - Community
Submitted on 22 June 2020

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

CITY OF WHITEHORSE

SmartyGrants - How do I download a PDF of my application?

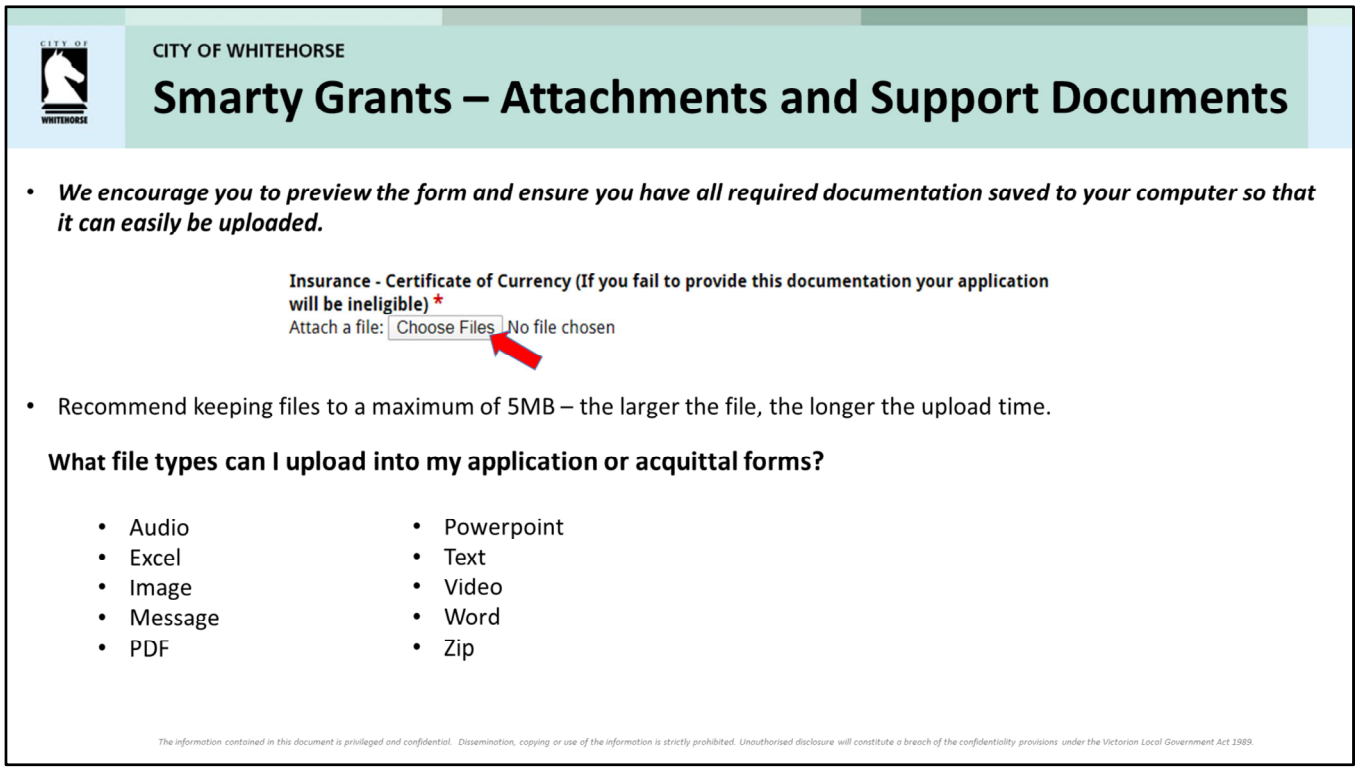


The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

Once you have started an application, click onto the "Review and Submit" page, which is the final page of the application form.

From the "Review and Submit" page, you will see a button to download a PDF of your form.

You can do this at any stage throughout your application – it doesn't need to be a completed form. This is sometimes helpful if the person filling out the form would like to share their progress with colleagues for their input/feedback.



- You will need to upload/submit attachments to support your application. This requires you to have the documents saved on your computer, or on a storage device.
- When prompted in the form, click on Choose Files and locate the document that you have saved to your computer.
- You need to allow enough time for each file to upload before trying to attach another file.
- Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

CITY OF WHITEHORSE

SmartyGrants – Submitting your application

- **Review your information (Review Page of application form)**
- **You will not be able to submit until all the compulsory questions are completed.** (marked with a red * in the form.)
- **Ensure you press 'submit'** - Once you have submitted, no further editing or uploading of support materials is possible.
- **You will know you have submitted your application when you receive a confirmation email from SmartyGrants.** This will be sent to the email you used to register.
- **If you do not receive a confirmation email** - your form has not been received and you may not have pressed the 'submit' button. Check spam or junk folder.

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

Sometimes the applicant has filled in the whole form but has not gone to the review page so does not see the submit button. The submit button sits on the review page.

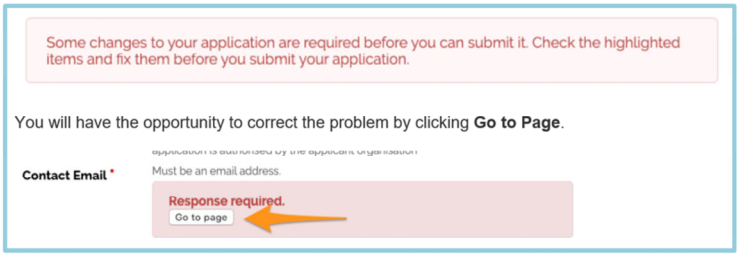
CITY OF WHITEHORSE

SmartyGrants - I am unable to Submit the form?

The most common reasons an applicant won't be able to submit their applications include:

- Not filled in a mandatory/required field, this can include file upload question and budget details.
- Have used alpha characters in a number question field.
- Has gone over the word limit on a question.

All of these errors are highlighted in red on the review page (which sits at the very end of the application)



The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.

- **Questions that have word limits or require specific character (such as numbers) will have text underneath the question to identify requirements.**
- **If at any point you get stuck, there is a very helpful guide available on the webpage called: Help Guide for Applicants.**

CITY OF WHITEHORSE

Need Further Assistance?

More information about the Whitehorse Recovery Grants: Business & Community, including the guidelines, is available on the website: https://www.whitehorse.vic.gov.au/whitehorse-recovery-grants

Contact details:

BUSINESS

E: **businessgrants@whitehorse.vic.gov.au**

PH: **9262 6453** (during business hours)

COMMUNITY

E: **grants@whitehorse.vic.gov.au**

M: **0477 320 873** (9.30am - 3.30pm)

The information contained in this document is privileged and confidential. Dissemination, copying or use of the information is strictly prohibited. Unauthorised disclosure will constitute a breach of the confidentiality provisions under the Victorian Local Government Act 1989.