



Whitehorse Recovery Grants Package – Business Round 2 Guidelines

Key dates for applications:

Grants Open: Monday 8 February 2021 – 9.00am

Grants Close: Friday 19 February 2021 – 5.00pm

Information Sessions: January and February 2021 (register at wbiz.com.au)

Grant Writing Workshop: Wednesday 10 February 2021 (register at wbiz.com.au)

All Enquiries

Whitehorse City Council Investment & Economic Development Unit on 9262 6453 or email businessgrants@whitehorse.vic.gov.au or wbiz.com.au

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Objectives, Purpose and Outcome

The Whitehorse Recovery Grants Package –Business grants are part of Whitehorse City Council’s Economic Stimulus Package in response to the COVID-19 pandemic. The grant program has been developed to assist businesses to invest in projects to stay viable and emerge stronger through the recovery phase.

The objectives of the Whitehorse Recovery Grants Package – Business (WRGP-B) are to support:

- social and economic sustainability
- businesses to growth and prosperity
- local procurement and facilitating connections
- creating business and employment opportunities
- industry development
- business compliance with State Government guidelines in relation to COVID-19

Two levels of grants are available:

- Business Innovation - between \$5,000 and \$10,000 to support small businesses with costs associated with substantial innovative projects (up to 20 grants available in this category).
- Business Support – between \$1,000 to \$3,000 for costs associated with supporting businesses on the road to recovery.

Businesses can apply for one grant stream only.

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 Whitehorse Recovery Grant Package- Business (WRGP-B) program has up to \$847,350 available for successful applicants. The WRGP-B is a competitive program where applicants need to meet the criteria and demonstrate in their application how the funding will not only support their business during this difficult period, there is also a requirement to demonstrate how the funding also benefits the broader Whitehorse business community. Applications will be scored against a matrix that will determine the funding amount allocated.

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.

Essential Eligibility Criteria
<ul style="list-style-type: none">• Have an active Australian Business Number (ABN)
<ul style="list-style-type: none">• Sole trader or a Small to Medium size business employing fewer than 20 FTE (or equivalent part time) 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.)
<ul style="list-style-type: none">• Business must be located within the City of Whitehorse municipality
<ul style="list-style-type: none">• Must be an existing business trading in the City of Whitehorse for 12 months or more as at 1 January 2021
<ul style="list-style-type: none">• 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)
<ul style="list-style-type: none">• Have all appropriate insurances, licences and permits for the current business operation and to undertake the proposed activity or operation funded by this program.
<ul style="list-style-type: none">• Demonstrate how this grant will help support business in response to the impact of COVID-19
<ul style="list-style-type: none">• Demonstrate how your business supports the local economy and/or community of Whitehorse
<ul style="list-style-type: none">• Meets all requirements of the Fair Work Australia Act and OH&S Act.

Not Funded by Recovery Grants

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

<ul style="list-style-type: none">• Businesses located outside the City of Whitehorse municipality.
<ul style="list-style-type: none">• Current City of Whitehorse employees, Councillors, immediate family members and their contractors.
<ul style="list-style-type: none">• Political, religious or spiritual organisations.
<ul style="list-style-type: none">• Trader associations and unincorporated associations.
<ul style="list-style-type: none">• Community groups and Sporting Clubs.
<ul style="list-style-type: none">• Owner's corporations.
<ul style="list-style-type: none">• Franchisees, branches or subsidiaries of larger companies*.
<ul style="list-style-type: none">• Not for profit organisations.
<ul style="list-style-type: none">• Businesses that have an adverse effect on public health, safety, environment or heritage.
<ul style="list-style-type: none">• Educational Institutions and Colleges.
<ul style="list-style-type: none">• Businesses that received funding in Round 1 WRGP-B 2020.
<ul style="list-style-type: none">• Businesses with long standing financial arrears with Council.
<ul style="list-style-type: none">• Businesses or associated properties that are currently subject to open enforcement or compliance matters may not be eligible.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• Purchase of general Business equipment e.g. computers, laptops, printers, point of sale machines, registers.

* franchisees will be considered on a case by case basis who can demonstrate that they do not receive marketing, financial and/or business planning support as part of the franchise agreement. Contact Grant Officers prior to submitting an application. Further information and documentation will be required.

The program will not accept funding applications that relate to:

- Operational expenses and services that are considered ongoing such as rent, wages, utilities, routine maintenance or routine professional services.
- Projects that are part of the organisation's annual or regular program/activities or a duplication of an existing service or an ongoing activity.
- Projects or activities already completed.
- Expenses that are not related to, aligned? to the project
- Servicing creditors or debts.
- Subscriptions including google ad words, Uber eats or similar social media listings.
- Applications completed on behalf of a business by a professional service provider (i.e. accountant/lawyer) cannot claim their grant writing services through the grant application or acquittal process.

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 only apply for one funding stream. Please note this process is competitive and there is no guarantee that applicants will receive the full amount offered.

Grant Category	Funding Range	Purpose
Business Innovation – <i>Applicants must speak with a Council Officer before applying.</i>	\$5,000 - \$10,000 (ex GST) <i>*Up to 20 grants available</i>	Costs associated with substantial innovative projects for example: <ul style="list-style-type: none"> • Equipment that supports innovation. • Introduction of a new service or product • Manufacturing projects
Business Support	\$1,000 - \$3,000 (ex GST)	Costs associated with supporting a business to continue to operate for example: <ul style="list-style-type: none"> • PPE Supplies (disposable gloves, automatic hand sanitisers) • Cleaning/sanitising products • Professional cleaning services • Marketing (excludes subscriptions e.g. social media and google analytics) • Branding development

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 be able to demonstrate:

- ABN – proof of registered business
- completed project plan/timelines * *Business Innovation Applicants only*
- Budget
- Business operation permits, licenses and registrations if applicable.

Businesses must upload the following documents when applying for a Grant:

- Certificate of Currency for Public Liability Insurance with \$5million coverage, showing the dates of coverage. *Please note a tax invoice or quote will not meet this requirement.*
- Quotes to support project/initiative or purchase of equipment (**excluding PPE/sanitizing equipment**). All quotes should include the business name, description of the item, costings. Quotes must be current and can be in the form of formal written quotes, screen shots/scanned images from online stores/catalogues. Hand written quotes/lists/estimates from the applicant are not acceptable and will render the application ineligible for funding. Quotes will be compared to invoices submitted with the final acquittal report.
- A minimum of two quotes are required for Business Innovation Applications. Local procurement will be assessed favorably.

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.

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 5pm, Friday 19 February.
Applications cannot be submitted after the stated closing time.

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 and criteria is met.

Unless otherwise agreed:

- Grants 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 against the following:

Whitehorse Recovery Grants Package: Business Round 2		
CRITERIA	KEY POINTS	WEIGHTING
Demonstrated alignment with grant stream and grant objectives	<p>Key Points (but not limited to):</p> <ul style="list-style-type: none"> How well does the proposed project align to the identified criteria? Evidence in project description of alignment to funding streams as outlined in the Guidelines e.g. Comprehensive, clear proposal demonstrating a good understanding of the funding streams and project scope Does the application provide a detailed project plan with achievable milestones (<i>Business innovation stream only</i>)? The application aligns with the WRGP-B objectives: <ul style="list-style-type: none"> social and economic sustainability businesses growth and prosperity local procurement and facilitating connections creating business and employment opportunities industry development business compliance with State Government guidelines in relation to COVID-19 Demonstrated feasibility to deliver expected outputs under changing and restricted circumstances <p><i>*Preference will be given to applications that clearly demonstrate adaptation and resilience through innovation, transition, diversification and change.</i></p>	30%
Demonstrated timeframes and budget	<ul style="list-style-type: none"> Does the budget accurately reflect the project? Have suppliers been listed within the budget? Demonstrated ability to deliver proposal, key items identified in budget. Has the applicant supplied a detailed project plan that describes key tasks, considerations and timeframes? (<i>Business Innovation Stream only</i>) 	30%
Demonstrated local procurement	<ul style="list-style-type: none"> Does the applicant intend to procure from a local supplier? Is this detailed in the application budget. <p><i>* Preference will be given to applications clearly demonstrating high percentages of procurement from local small businesses.</i></p>	15%
Supporting Documentation	<ul style="list-style-type: none"> Provide a current Certificate of Currency for public liability for a minimum \$5million dollars Provide legitimate quotes that are related to items listed in the budget 	15%
Demonstrated financial impacts	<ul style="list-style-type: none"> Have financial and operating impacts been defined? The business is part of an industry that has been heavily impacted by COVID19. 	10%

- 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 and General Manager - Corporate Services 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 of a minimum of \$5 million throughout the period of time of the project defined in the Whitehorse Recovery Grants Program - Business. A current copy of the certificate of currency must be provided as part of the application process.

Acquittal

At the end of the WRGP-B program all successful grant applicants will be required to complete an acquittal or discharge form, including providing evidence of expenditure such as receipts. If no proof is provided or there is evidence that the grant has not been spent for the purpose it was awarded, Council may request the return of the grant monies.

Support for Businesses

Council will host information sessions, grant writing workshops and provide support to businesses to submit an application via the Smarty Grants Program.

These sessions will be held throughout January and February 2021. Details and Information for registering to attend is advertised on Council's business website wbiz.com.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.

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 Council's website, under the heading 'Smarty Grants'.