

Small Business Development Grant

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Guidelines and Eligibility Criteria

The Small Business Development Grant program aims to assist businesses located or seeking to locate within the City of Holdfast Bay.

During the 2017/18 Financial Year the City of Holdfast Bay introduced the Small Business Development Grant program and is encouraging businesses to propose innovate, creative and sustainable business initiatives.

The application should demonstrate an ongoing benefit to the city that fosters new innovation or have a sustainability outcome.

Inquiries can initially be directed to business@holdfast.sa.gov.au or vmiller@holdfast.sa.gov.au

Funds Available

Businesses may apply for a grant for a project, program or initiative where an equal financial contribution can be demonstrated up to \$2,000.

(*Please be aware funds are subject to the Small Business Development Grant program budget allocated for the relevant financial year)

Eligibility Requirements

- Businesses must be located within the City of Holdfast Bay
- Provide a current ABN
- Provide a plan outlining the benefits of the project
- Identify any assisted state or federal grant funding
- Be able to demonstrate some of the following;
 - employment opportunities
 - ongoing benefit to the city
 - additional value-add
 - potential growth opportunities
 - innovation, creative and sustainable practices
- Able to exhibit a collaborative approach that fosters innovation, sustainability or wellbeing

Funds are not available for:

- Wages, personal expenses, stock purchases, leases, legal costs and day to day operational functions
- Businesses operating outside of the City of Holdfast Bay
- Maintenance, repairs or building costs
- Education fees or conference attendance

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- Training

Applications will be assessed according to:

- Must be on the electronic form provided by Council (unless a request for hard copy version)
- Detail and quality of the application, including completing all necessary questions appropriately, all paperwork and essential information and documentation provided at time of application
- Innovation, creativity and sustainable practices
- Level of ongoing benefit
- The level of collaboration

Application process

- Council will send notification that your application has been received
- Applications received will be considered by on their merit and overall benefit
- Only applications that meet the criteria will be considered
- The City of Holdfast Bay will determine the final grant approvals
- You will be notified of the outcome of your application
- Businesses notified of their successful application must notify Council's Business Development Partner of acceptance via email within 14 days of receiving the Small Business Development Grant
- Once Council receives a signed Agreement, payment will be processed at completion of the project

Grant Requirements

- Recipients must sign a Small Business Development Grant Agreement which details the terms and conditions of the grant prior to funds being provided
- Funds must be spent according to the terms outlined in the Funding Agreement. Any changes must be submitted to Council in writing for approval
- A supporting letter of your proposal is desirable
- Applicants will be responsible for obtaining any other approvals and associated costs. Council will not release grant funds until advised that necessary approvals have been obtained
- Ethical business practices must be demonstrated so as not to bring Council into disrepute
- Successful applicants must acknowledge the City of Holdfast Bay in any publications or publicity regarding the project
- Council reserves the right to utilise photos and promote and publish your project on the City of Holdfast Bay website and use images in Council publications and marketing material on an ongoing basis

Important Information

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- You may discuss your application with the Business Development Partner to gauge the suitability of your application
- Incomplete applications will not be considered
- All applications must be received on the Council approved application form and submitted electronically (unless otherwise agreed)
- The proposed project must be completed by the end of the financial year in which the application was submitted (unless otherwise agreed)
- Only one proposal will be considered by each applicant
- Canvassing or lobbying Councillors, employees of the City of Holdfast Bay or the assessment panel members is prohibited

Application Timeframe

Applications are open to any businesses that meet the requirements outlined in these guidelines and are subject to the availability of budgeted funds by the City of Holdfast Bay in the relevant financial year.

Assessment of the proposal may take three months from receipt of the application for the panel assessment. (applications with limited information and/or supporting documentation may take longer than the specified time will additional information is sought)

Publicity

Council has the right to arrange photographs, video recording or similar on completion of the grant project, for the purpose of showcasing on its website and/or other publications.

Any questions or queries

For further information or clarification on the Small Business Development Grant can be obtained from the City of Holdfast Bay Business Development Partner on 08 8229 9999 or email business@holdfast.sa.gov.au or vmiller@holdfast.sa.gov.au

Applicants with a disability may contact the City of Holdfast bay to discuss any additional support required.

APPLICANT DETAILS

* indicates a required field

Applicant Contact Details

Applicant *

☐ Individual ☐ Organisation
Organisation Name

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Title	First Name	Last Name

Applicant Position Title

Applicant Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Site Address

Address

Address Line 1 is required.

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Mobile Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Website

Must be a URL.

Business Details

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN

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Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Is your business registered for GST?

- ☐ Yes
☐ No

If commercial property, is your building owned or leased?

- ☐ Leased
☐ Owned
☐ Co-working space

Is your business a homebased business

- ☐ Yes
☐ No

How long has your business been operating?

- ☐ Start-up
☐ less than 5 years
☐ less than 10 years
☐ more than 10 years

PROJECT TITLE AND EXECUTIVE SUMMARY

* indicates a required field

Project Title *

Executive summary of the proposed project *

Provide a brief description of the project that may be used in promotional material

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DETAILED PROJECT DESCRIPTION

* indicates a required field

PROJECT DESCRIPTION AND OBJECTIVE *

Provide a detailed description outlining what the funds are being requested for and how the project aligns to the objective of the grant

Outline how your application may contribute to increased employment in the future. *

How do you see your project providing additional value-add to the city? *

Describe the ongoing benefits this project will have on the city. *

How have you been able to demonstrate a collaborative approach with other businesses or community that fosters partnerships that benefit the city? *

How do you envisage this project might lead to best practice and scalability? *

Proposed Start Date

Must be a date.

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Proposed End Date

Must be a date.

Frequency of Initiative

- ☐ One Off
☐ Seasonal
☐ Ongoing
☐ Other:

LOCATION

Where will the Project be conducted?

Eg. commercial space, online, homebased

Will any other local government areas benefit from the Project?

Eg, neighbouring council markets, expanding into other areas

Customer Engagement

How will promote your project?

- ☐ Social Media
☐ Letterbox
☐ Email/newsletter
☐ Media
☐ Other:

Estimated Customer Participation

PROJECT FUNDING DETAILS

* indicates a required field

Budget

Applicant Contribution \$

List details grant will be used for (marketing, website, equipment etc) \$

	\$		\$
	\$		\$

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	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Total Amount Requested

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

SUPPORTING DOCUMENTATION

Please ensure all relevant documentation is provided to support your application.

Current Project Plan *

Attach a file:

Evidence of quotes *

Attach a file:

Evidence of collaboration or support between businesses and/or business groups

Attach a file:

Letter of support from an agency that has a sound understanding of your proposal

Attach a file:

Example of proposed initiative eg. brochures, loyalty programs, social media campaign etc.

Attach a file:

Any additional information to support your application

Attach a file:

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AGREEMENT

I declare that all details provided are accurate and this proposal will not impact negatively on the City of Holdfast Bay. I understand that this Application does not constitute automatic implementation of the proposal.

Name

Title	First Name	Last Name
<div></div>	<div></div>	<div></div>

Date

Must be a date.

Privacy Notification

The City of Holdfast Bay is collecting the personal information requested on this form for the purpose of determining the provision of grant funding for the Small Business Development Grant project within the City of Holdfast Bay. The personal information will be used solely by the City of Holdfast Bay for this primary purpose and the directly related secondary purpose of sending you any further information relating to this process. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information.