

Guidelines and Eligibility criteria

The City of Holdfast Bay Shopfront Grant program assists owners and/or tenants of buildings within the city to enhance their exterior appearances.

Enquiries can initially be directed to Virginia Miller, Business Development Partner on 0477 884 446 or email business@holdfast.sa.gov.au

Eligibility to Apply

Applications can be made by building owners, landlords and business tenants (with the owner's/landlord/s approval) and Agents for the building owner.

Funded Works

- Improvements or upgrades to shop frontage to enhance character
- Re-painting or additional external materials and treatments that provide attractive detailing (eg. texture or tiling)
- Repairs/upgrades to verandas, guttering/downpipes, canopies and awnings that are visible from the street
- Building faced elements to better interact with the street (e.g. installation of folding doors/windows, increasing extent of windows/glazing to shopfront/heating, front facing serveries)
- Non fixed items that enhance the exterior (e.g. umbrellas/planter boxes/art installations/tables/chairs)

Council may at its discretion request other documentary evidence supporting the amount requested.

Excluded Works

The following are excluded:

- Development assessment fees
- Improvements already completed
- Internal fit-outs
- Movable signs (refer Moveable sign by-law for more information [By-law-No-2-Moveable-Signs.pdf](#))
- Other improvements not visible from the street
- Routine maintenance/cleaning
- Staffing/operational costs
- Property purchase or business relocation
- Foundation works/underpinning

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Application

- Application to be completed online in the Shopfront grant portal
- Must be by the building owner(s), landlord or by a tenant with the approval of the building owner(s)
- Must include a full description of the type of work to be done
- Submissions must include:
 - written quotations from appropriate contractors
 - program for work from contract acceptance to completion
 - cost estimate of all work to be done specifically identifying the components for which assistance is sought
 - photographs, plans and specifications to be provided where possible.

Round Nine: August 2026 - March 2027

Level of Subsidy

Applicants may apply for 50% of the value of subsidised work, not exceeding \$5,000. Applicants must demonstrate the business/owners 50% contribution to the project. The City of Holdfast Bay has allocated \$75,000 per financial year to the Shopfront Grants program. Funds will be available until exhausted.

Process

- Decisions to be made within approximately 4 weeks of receiving applications, excluding any delay while additional information is sought and provided
- A contract of agreement outlining the project and timelines will be required to be signed by the applicant
- Relevant staff are authorised to determine recipients of grant assistance
- Work must be completed within the specified time referenced on the agreement to the applicant

Applications are vetted against the following criteria:

- Alignment to City of Holdfast Bay Our Holdfast 2050+ strategic plan
- Strengthening a sense of community belonging and pride
- Enhancing community participation
- Contribute to the vibrancy of the public realm
- Celebrate creative expression and strengthen community connections
- Fostering social and cultural diversity
- Stimulating the local economy and promoting the Holdfast Bay council region as a tourism destination
- Matched or additional funding towards the project will be looked upon favourably
- Minimal environmental impact as well as minimal adverse impact on residents.

Payment by Council

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Payment will only be made as a reimbursement of building owner(s), landlord(s) or tenant(s) expenditure after full documentation is received. This includes written notification that works are completed, receipts and photos as evidence of works.

Council will inspect the completed work components before making payment.

Quality Assurance

- Is primarily the building owner(s) responsibility and will be assessed by Council at the conclusion of the work before payment is made
- Council to be advised at the stages of contract acceptance, work commencement, other milestones nominated by Council (dependent on the nature of the work) and completion
- Advise to Council at the above-mentioned stages does not oblige Council to undertake an inspection of the work at that stage
- Any inspection or site visit by Council representatives will not constitute an inspection for the purposes of Council's Development Act responsibilities and Council will not warrant the workmanship or other qualities of the work as a result of any inspection or visit.

Publicity

Council has the right to arrange photographs, video recording or similar of the building prior to work, while work is in progress and/or at completion, for the purpose of showcasing the work on its website and/or other publications.

Liability

- Council will accept no liability in any respect for any claim or damage of any form which may result from the work
- It shall be the building owner(s) obligation to hold current and appropriate insurance cover
- While Council will provide the financial assistance as agreed, the building owner(s) will have full responsibility for all acts and failures to act by any party in relation to design, documentation, contract(s) or the work on site

APPLICANT DETAILS

* indicates a required field

Applicant Contact Details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title

First Name

Last Name

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Applicant Position Title

Applicant 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	
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.

Applicant Primary Address

Address

Site Address *

Address

Address Line 1 is required.

Certificate of Title reference

Current Lease Expiry (if tenant)

Applicant Primary Phone Number

Must be an Australian phone number.

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Applicant Primary Email *

Must be an email address.

Applicant Mobile Phone Number

Must be an Australian phone number.

DESCRIPTION OF WORK FOR WHICH FUNDING IS SOUGHT

* indicates a required field

Project Title *

Description of work for which funding is sought *

Attach appropriate documentation prepared by suitable person or company in 'site documentation upload'. Please attach photos of site

Start Date

Must be a date.

End Date

Must be a date.

Total Amount Requested *

Must be a dollar amount.

What is the total financial support you are requesting in this application? (50% of value of subsidised work, maximum of \$5,000)

Is the site a local or state heritage place?

- ☐ Yes
☐ No

Supporting Documentation

Evidence of Quote 1 *

Attach a file:

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Evidence of Quote 2

Attach a file:

Site documentation upload (any plans/drawings of proposed project)

Attach a file:

Supporting photos

Attach a file:

Evidence of Development Approval (if required)

Attach a file:

Any additional documentation that may assist the application

Attach a file:

SIGNAGE OR PAINTING WORKS (Please advise proposed colours to be used)

SPECIAL REQUIREMENTS

Do you require a section of the footpath to be blocked/closed off for works to be undertaken?

- ☐ Yes
☐ No
☐ Other:

IF YES, please note that you will need to complete a hoarding application through the City of Holdfast Bay to place hoarding, scaffolding or equipment on a public road/or footpath. An application for a hoarding permit can be easily made online and will need to be submitted 3 weeks before the permit is required. Fees Apply [Hoarding form 221 | City of Holdfast Bay](#)

COST OF WORKS

Budget

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Applicant Contribution \$
ion (Eg. painting, signage, glass paneling etc)

Grant Amount sought \$

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

DEVELOPMENT APPROVAL

Has development approval been granted?

- ☐ Yes
☐ No
☐ N/A
☐ Other:

Where required, applications will be considered subject to Development Approval

ACKNOWLEDGEMENT

Has Landlord approval been obtained

- ☐ Yes
☐ No

Landlord approval evidence

Attach a file:

NAME OF LANDLORD:

Landlord Phone Number

Must be an Australian phone number.

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I/We acknowledge that I/We have read and understood the administrative arrangements, including the expressed Terms & Conditions, which apply to the City of Holdfast Bay Shopfront Grant, and accept and agree to abide by those terms and conditions.

Name

Title	First Name	Last Name

Date

Must be a date.