



Small Business Development Grant Program Guidelines





SMALL BUSINESS DEVELOPMENT GRANT PROGRAM GUIDELINES

Providing small business development grants is an effective way businesses located or seeking to locate within the City of Holdfast Bay can add value to a Business Precinct by attracting greater local participation and the potential to expand into global markets.

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

The proposal should demonstrate an ongoing benefit to the city, increase participation by the local community and exhibit where the applicant has engaged in a collaborative approach to foster new partnerships between businesses and business groups.

HOW MUCH CAN YOU APPLY FOR?

Businesses may apply for a grant of up to \$5,000 (plus GST) of the project cost where an equal financial contribution, or the equivalent of in-kind contributions can be demonstrated.

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

WHAT IS THE ELIGIBILITY ASSESSMENT CRITERIA?

Applications will be assessed against the following criteria:

- Businesses must be located or planning to locate within the City of Holdfast Bay
- Demonstrate employment opportunities
- Demonstrate an ongoing benefit to the City of Holdfast Bay
- Able to exhibit a collaborative approach that fosters new partnerships or expands on existing partnerships between businesses and/or business groups
- Must have an Australian Business Number (ABN)
- Must be innovative, creative and sustainable
- Has the potential to grow or export
- Provide additional value-add to the vibrancy of the city
- Must provide a current financial statement
- Must have a current Business Plan complete with a (SWOT) analysis
- Identify any assisted state or federal grant funding

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. (Unless you can provide documentation of impending relocation to the City of Holdfast Bay).
- Maintenance, repairs or building costs
- Education fees or conference attendance

APPLICATIONS WILL BE ASSESSED ACCORDING TO:

- Innovation, creativity and sustainable practices
- Level of ongoing benefit to the city and the extent to which increased employment can be achieved
- The level of collaboration to increase partnerships and business engagement across the city
- Detail and quality of the application, including completing all necessary questions appropriately, all paperwork and essential information documentation provided at time of application

WHAT HAPPENS TO MY APPLICATION?

- Council will send you a notification that your application has been received
- Applications received will be considered by a panel consisting of Council's Commercial and Strategic Services in conjunction with representatives of a Business Advisory Service
- Only applications that meet the criteria will be considered on their merit
- The City of Holdfast Bay will determine the final grant approvals
- You will be notified of the outcome of your application
- If your application is successful Council's Business Development Partner must be notified of your acceptance in writing within 14 days of receiving your Small Business Development Grant notification
- Once Council receives the signed Agreement, your payment will be processed

WHAT ELSE?

- 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
- Your proposed project must be completed by the end of the financial year in which the applications 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

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 from an agency that has a sound understanding 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
- A final report of the project must be submitted within one month of the project completion using the Council template. *(if the completion date varies for any reason from the original application, Council must be notified of a revised timeline)*

APPLICATIONS 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.

ANY QUESTIONS OR QUERIES?

Please contact the Business Development Partner on: 8229 9999 or mail@holdfast.sa.gov.au

Applicants with a disability may contact the City of Holdfast Bay to discuss any additional support they need.

OTHER USEFUL BUSINESS GRANTS

The City of Holdfast Bay provides a Shopfront Fund Grants Scheme to assist the owners and/or tenants of building within the Jetty Road precinct to enhance the exterior appearances. For more information visit holdfast.sa.gov.au/grants#shopfront

