



City of
DAREBIN

the place
to live

**Business Recovery Grants
Information Booklet May 2020**

Contents

Introduction and Grants Available	pg 2
Eligibility	pg 3
How to Apply	pg 4
Key Applications Dates	pg 4
Next Steps	pg 4
Appeal Process	pg5
Further information	pg5
Appendix 1	pg6

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Wurundjeri Woi-wurrung people who are the Traditional Owners of the land.

We recognise their continuing connection to land, water and culture. We pay our respects to Elders past, present and emerging.

Translators

If you need a translator to assist with your application – please call 8470 8470.

CITY OF DAREBIN

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National Relay Service relayservice.gov.au

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.



Speak Your Language T 8470 8470

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Welcome to the Business Recovery Grants Program

The Business Recovery Grants Program is part of Darebin's **COVID-19 Community and Local Business Resilience and Recovery Package**. The \$11.3 million package prioritises assisting people who are already experiencing disadvantage or who are in a state of vulnerability, while also providing immediate and ongoing support to our local businesses.

This seeks to complement existing State and Federal Government policies, agencies and economic stimulus packages by addressing gaps.

Read the full COVID-19 Community and Local Business Resilience and Recovery Package [here](#).

The first round of grants will open on Friday 15 May at 9am 2020 and close on Sunday 31st May 2020 at 11.00pm (end of day). Late applications cannot be accepted

Business Recovery Grants

The Business Recovery Grants Program is designed to provide immediate relief to local businesses to support their resilience now and into the future.

This program has two rounds of funding, the first round in May 2020.

To provide support for the local business community, the following grants are available in round one:

Grant Category: (full grant details included in Appendix 1)

1. Individual Business

- Up to \$5,000 for investing in online development, e-commerce, upskilling, or business adaptation activities to build resilience during and after the COVID19 pandemic*.

2. Collective Business

- Up to \$10,000 for a collective of businesses to fund new or existing initiatives which directly support or promote the strength and vibrancy of Darebin's business community, economy and local jobs market.

3. Social Enterprise

- Up to \$2,000 for social enterprises looking to strengthen their businesses, whilst supporting Darebin's key priority community groups or projects.

4. Placemaking activities

- Up to \$2,000 for activities to be delivered in Darebin, either online or on the streets, to create connection and bring vibrancy to public space**.

One application can be submitted per business, per funding category. Businesses applying in the Individual Business category can apply for and be awarded more than one stream, up to the value of \$5,000. Incorporated Associations are not eligible to apply for the Individual Business grants categories.

Eligibility - In addition to the stream-specific eligibility criteria, all grant applicants must meet the below requirements:

- Must currently operate a business in the City of Darebin (excluding Placemaking)
- Must have an active ABN as at 1 March 2020
- Meets all requirements of the *Fair Work Act 2009*
- Does not own or operate Electronic Gaming Machines (EGMs), or receive funding or in-kind support from EGM venues
- Operates in accordance with any applicable code of conduct and ethical standards and hold all appropriate permits and licenses
- Comply with any relevant COVID-19 restrictions and regulations
- All Projects must be completed by 31 December 2020
- Funding is available for new activities or to reimburse for activities conducted from 1 March 2020.

What supporting documents are required?

The supporting documentation required:

- Provide a copy of the front page a recent bank statement (for verification purposes of your account details only).
- Quotes or costings for items or services you intend to use the grant funding for (receipts for reimbursement from 1 March 2020 will also be acceptable.)
- Copy of Darebin Council rates notice indicating operating premise (for verification purposes only). If you rent, a copy of your license, or a utility/ mobile phone bill indicating your address is acceptable.
- Certificate of Public liability or professional indemnity insurance or relevant business insurance
NB Placemaking applications can include insurance as part of the costings.

All required documentation should be attached with the application form. If the required documentation is not attached to the online application form, the application will be deemed ineligible for assessment.

Creative and cultural industries

Up to \$50,000 value of these grants will go to individuals or businesses that identify as being part of Darebin's creative or cultural industries. This includes the following sectors: museums, environmental heritage, libraries and archives, literature and print media, performing arts, design, broadcasting, electronic or digital media or film, music composition and publishing, visual arts and crafts, fashion, cultural goods, manufacturing and sales and supporting activities.

What is placemaking?

Placemaking:

- creates places where people feel healthy, happy and can have a strong sense of belonging in their communities and a commitment to making things better.
- provides an opportunity for people of all ages, abilities and socio-economic backgrounds to strengthen their connections with one another in the public places they share, and nurtures shared experiences of hope and joy.
- is the creation of safe, vibrant public spaces, like local shopping strips and neighbourhoods.

We want your ideas on what activities you would like to do in your local neighbourhood.

Assessment criteria are outlined for each specific stream below.

How to Apply

1. Read the eligibility and assessment criteria before starting your application.
2. Register via SmartyGrants, the website is used to administer our Grants Program, at the following link www.darebin.smartygrants.com.au.
3. Preview the Application form.
4. When you are ready, submit applications through SmartyGrants, before **11.00pm 31 May**.

Key Application Dates

The first round of grants will open on Friday 15 May at 9am 2020 and closes on Sunday 31st May 2020 at 11.00pm. Late applications cannot be accepted.

Next Steps

Assessment - Once the applicant has met all the eligibility criteria, the application will be assessed by our expert panel and accessed against the following considerations:

- Is the proposal well planned?
- Why is it needed?
- What steps will be taken to implement it?
- Are its aims and objectives clearly identified?
- How well are expected outcomes defined?
- How will the business/community benefit from this proposal?
- For requests greater than \$5,000, is the applicant required to provide a project management/risk plan? If so, is it adequate and satisfactory for the proposed initiative?
- Is the budget realistic and well itemised?
- Is the applicant able to deliver the proposal within the agreed timeframe?
- Does the business employ Darebin residents (if applicable)

The assessment panel consists of Council Officers and an independent expert industry advisor.

We will advise applicants of the outcome of their application and successful applications will receive funding within four weeks of applications closing or by 30 June 2020 at the latest.

All applicants will be notified by email whether their application was successful or unsuccessful.

- A successful application will be notified and be required to complete 'Conditions of Grant' form. This will be provided as part of the online process.
- Payments will only be made after the 'Conditions of Grant' document is submitted.
- This document also outlines your responsibility to submit an acquittal report.

Due to predicted numbers of applications – unsuccessful applicants will not be provided with individual feedback, however written/email requests will be responded to within 10 business days of receipt.

Further support and general enquiries

- Information on COVID-19 Community and Local Business Resilience and Recovery Package [here](#)
- Customer Service Team (Mon to Fri; 9.00am - 5.00pm) on 8470 8888 and ask for:
 - COVID-19 Recovery Business Grant Support or email recoverygrants@darebin.vic.gov.au (If enquiring after lodging your application, please supply your submission number)
- General [COVID-19 Support and Information on Darebin Website](#) for:
 - DHHS latest information
 - State and Federal Support Links
 - Darebin Business Support Overview

Appendix 1

Individuals Business			
Who is this funding for?	This fund is available for all Darebin businesses across all industries, including sole traders, artists and the creative sector. Individual business can apply for up to \$5,000.		
Streams	E commerce	Upskilling	Business Adaptation
Funding	Up to \$3,000	Up to \$2,000	Up to \$5,000
What can the funds be used for?	<p>Investing in online and e-commerce activities.</p> <p>This could include, but is not limited to, support to build or improve a website, online payment platforms, the purchase or lease of technology, software or equipment, or digital marketing.</p>	<p>Training and professional development for a business owner or employees.</p> <p>This could include, but is not limited to, online courses, coaching, subscriptions or the purchase of learning materials.</p>	<p>Activities to further adapt business operations to build resilience.</p> <p>This could include, but is not limited to, support to improve business process or processes, develop new products, services or markets, purchase or lease equipment, or costs associated with engaging professional advice.</p>
Assessment criteria	<ul style="list-style-type: none"> • Demonstrates business has been impacted by COVID-19. • Demonstrates business will benefit from the proposed activity. • Demonstrates the funding supports the business to have a positive impact on the local Darebin community, economy and/or jobs. • Demonstrates the use of local (Darebin) suppliers for this proposal (preferred). • Demonstrates the ability to deliver the proposed activity within timelines and budget. • Demonstrates business owner is a Darebin resident or employs Darebin residents. 		

Collective Businesses	
Who is this funding for?	This is for a group of businesses or a representative of a group of businesses to fund new or existing initiatives which directly support or promote the strength and vibrancy of Darebin's business community, economy and local jobs market.
Funding	Grants of up to \$10,000 is available per idea.
What can the funding be used for?	<p>Funding can be used for new or existing initiatives which directly support or promote the resilience and adaptation of Darebin's business community, economy and local jobs market.</p> <p>This could include but is not limited to:</p> <ul style="list-style-type: none"> • Online marketing or eCommerce platforms • Development of a business networking/mentoring website • Connecting manufacturers to support local production and sourcing • Initiatives to employ/redeploy people (e.g. job matching), • Administration support and expenses related to the project,

	<ul style="list-style-type: none"> • Shop Local campaigns
Assessment criteria	<ul style="list-style-type: none"> • Demonstrates businesses has been impacted by COVID19. • Demonstrates businesses will benefit from the proposed activity. • Demonstrates the funding would support the business/es or applicant to have a positive impact on the local Darebin community, economy and/or jobs. • Demonstrates the use of local (Darebin) suppliers for this proposal (preferred). • Demonstrates the ability to deliver the proposed activity within timelines and budget. • Demonstrates business employs Darebin residents.
Specific Eligibility	<p>To be eligible for funding an applicant must:</p> <ul style="list-style-type: none"> • Meet common eligibility requirements at page 3, and • Be a minimum of 5 businesses registered in Darebin working together, or • Be a collective of Darebin businesses, Darebin community (minimum 5 people, at least 2 of which are businesses), or • Be an organisation that represents a collection of minimum 5 businesses (note: Incorporated Business Associations are eligible with dollar for dollar co-contribution only). <p>Note: the application must nominate a lead who would be awarded the funding and responsible for delivery of project and reporting requirements. Evidence of other business involvement/support is also required.</p>

Social enterprise	
Who is this for?	This fund is available for social enterprises to support strengthening of their operations, whilst supporting key priority groups*, social or sustainable projects.
Funding amount	Grants of up to \$2,000 is available per business.
What can the funding be used for?	To support operations and strengthening, whilst supporting key priority groups or projects*. This could include but is not limited to enabling any income generating activities that support a social enterprise to continue to operate.
Assessment criteria	<ul style="list-style-type: none"> • Demonstrates business or community has been impacted by COVID19. • Demonstrates business or community will benefit from the proposed activity. • Demonstrates the funding would support the business or applicant to have a positive impact on the local Darebin community, economy and/or jobs. • Demonstrates the use of local (Darebin) suppliers for this proposal (preferred). • Demonstrates the ability to deliver the proposed activity within timelines and budget. • Demonstrates business employs Darebin residents.
Eligibility	<p>To be eligible for funding an applicant must:</p> <ul style="list-style-type: none"> • Meet common eligibility at page 3; and • be a social enterprise (either for profit or not-for-profit), defined as: businesses that trade to intentionally tackle social problems, improve communities, provide people access to employment and training, or help the environment (SENVIC - Social Enterprise Network Victoria); and • Offer services to support vulnerable communities as prioritised by the City of Darebin*, or offering environmentally sustainable products and services that demonstrably support those impacted by Covid 19.

	<i>* Prioritised communities are residents 'at risk' of exclusion may include people from Culturally and Linguistically Diverse (CALD) backgrounds, women, young people, older adults, Aboriginal and Torres Strait Islander people, people with a disability, people experiencing or at risk of homelessness, low income earners, recently arrived migrants, refugees, people seeking asylum, people who identify as being same sex attracted or gender diverse (LGBTIQ).</i>
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Placemaking activities	
Who is this funding for?	This grant is for community members, the business community, creatives and/or partnerships wanting to conduct activities that bring moments of hope, joy and social connection to local communities, either online or on the streets.
Funding	Grants of up to \$2,000
What can the funds be used for?	<p>This program provides funds for placemaking activities to be delivered in Darebin, either online or on the streets. We are particularly interested in projects in local shopping precincts.</p> <p>Any project that creates connection, brings vibrancy to a space or ultimately encourages the community to re-engage with their public space or local shopping strip is encouraged.</p> <p>Any proposed activities will be required to follow all COVID-19 protocols as identified by Federal and State Government directives.</p> <p>Funds cannot be used to advertise or promote any business or business activity.</p>
Assessment criteria	<ul style="list-style-type: none"> • Demonstrates business/es or community has been impacted by COVID19. • Demonstrates business/es or community will benefit from the proposed activity. • Demonstrates the funding would support the business/es or applicant to have a positive impact on the local Darebin community, economy and/or jobs. • Demonstrates the use of local (Darebin) suppliers for this proposal (preferred). • Demonstrates the ability to deliver the proposed activity within timelines and budget.
Eligibility	<p>To be eligible for funding an applicant must:</p> <ul style="list-style-type: none"> • Meet common eligibility at page 2; and • Provide evidence of local business involvement or support of the activity (eg an email statement or signed letter); <p>Note: the application must nominate a lead who would be awarded the funding and responsible for delivery of project and reporting requirements.</p> <p>Note: Incorporated Business Associations are eligible to apply with dollar for dollar co-contribution only).</p>