

BUSINESS RECOVERY GRANTS PROGRAM 2020/21



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OVERVIEW

The Business Recovery Grants Program has been designed to provide relief to local businesses to support their resilience now and into the future as a result of the current COVID-19 pandemic.

In June 2020, our first round of Business Recovery Grants of \$530,000 we gave 156 businesses and projects the ability to adapt to the challenges of COVID19. We have listened and have made changes to our second round to spread this next \$500,000 even further and meet your needs.

This round of grants will provide \$500,000 to Darebin local businesses. These grants form part of the Council's Community and Business Resilience and Recovery Package.

The Grants seek to complement existing State and Federal Government policies, agencies and economic stimulus packages by addressing gaps. This is a competitive grants program with

- up to \$3000 available to eligible individual businesses who best address the criteria outlined in these guidelines.
- up to \$10,000 available for a minimum of five businesses who apply as a collective.

FOCUS AREAS

The focus of these recovery grants is for local businesses are:

Individual

- Help local businesses to complete small to medium scale adaptation projects for COVID-Safe initiatives to improve operations and safety.
- Assist Darebin businesses to initiate online projects and/or the purchase of e-commerce tools to improve and/or create additional ways to operate, promote and sustain your operations.
- Provide financial support for businesses to complete product or service development to improve offering to adapt to the current business environment. Support local Darebin business to engaging professional business advisory services to strength business planning and management.

Collective

- Support businesses to collaborate through a collective to create projects and initiatives to support local businesses to improve and/or create additional ways to operate, promote and sustain businesses in the COVID environment.

HOW TO APPLY

1. Review this program guidelines document
2. Check if your business is eligible to apply, and your project is something that might be funded.
3. Plan your project and grant submission, review application checklist, get together relevant electronic quotes, attachments and letters of support as required.
4. Attend a Grant Writing Online Workshop: Open to All: August, 20 and 27 and 28 August <https://www.eventbrite.com.au/o/darebin-business-7880189884>
5. Specific support for culturally and linguistically diverse and Aboriginal led businesses can be requested via recoverygrants@darebin.vic.gov.au ;.
6. Register via SmartyGrants, the website is used to administer our Grants Program, at the following link <https://darebin.smartygrants.com.au/>
7. Submit your application by the closing date for this round 21 September 2020- Monday (11.59pm).
8. If you require a translation service to assist with your application process, please see below:

 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

العربية	Italiano	Soomalii
繁體中文	Македонски	Español
Ελληνικά	नेपाली	اردو
हिंदी	ਪੰਜਾਬੀ	Tiếng Việt

9. Council will contact you as to whether you have been successful (or not).

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TIMELINES

Grant applications open	Tuesday 18 August 2020
Grant applications close	Monday 21 September 2020 (midnight)
Selection panel conduct assessments and recommendations externally reviewed/.	October 2020
Notification sent to all grant applicants & Payments made to successful applicants	November 2020
Project to be completed	1 May 2021

WHO CAN APPLY?

This round of Business Recovery Grants is open to all based upon the following eligibility criteria:

- Must have an active ABN (Australian Business Number) as at 1 March 2020
- Must currently operate a business within the City of Darebin (prior to stage 4 restrictions)
- Can provide relevant Public Liability Insurance, Public Indemnity Insurance or Business Insurance documentation, or, include a quote for insurance in the application
- Did not receive funding through the first round of Business Recovery Grant funding
- For the \$10,000 grant a minimum of 5 businesses registered in Darebin must work together on a collective project that has broader benefits for businesses.

WHO CAN'T APPLY?

Businesses or organisations:

- who received funding in the June 2020 round of Darebin Business Recovery Grants
- who cannot provide proof of business address within the City of Darebin municipality
- that are political organisations or that have a political purpose, government departments, agencies, foundations or grant making bodies, or those that have a primary focus on fundraising
- who do not operate in accordance with any applicable code of conduct and ethical standards and hold all appropriate permits and licenses
- that own or operate Electronic Gaming Machines (EGMs), or receive funding or in-kind support from EGM venues
- whom do not meet all requirements of the Fair Work Act 2009 and do not operate in accordance with any applicable code of conduct and ethical standards and/or do not hold all appropriate business permits and licenses.

WHAT MIGHT BE FUNDED

Projects that may be funded under the Grants program include but are not limited to:

Project Types	Further Information & Examples
COVID-Safe environment initiatives	Small-scale business adaptation projects; including but not limited to purchasing COVID safety equipment, such as: building modifications such as protective screens, social distancing decals, personal protective equipment (PPE) such as masks, gloves or sanitisers; or signage.
Online initiatives and or the purchase of e-commerce tools,	Online and e-commerce activities such as the purchase of information technology hardware, software, website development or redevelopment, e-commerce platform development or improvements or online content development; Investment in new communications, media and marketing initiatives such as digital marketing, promotion, audio or visual media;
Product or service development	including but is not limited to, developing new products/services or markets, purchase or leasing of equipment
Engaging professional business advisory services:	Professional providers to deliver services and training including <ul style="list-style-type: none"> • coaching, mentoring, staff training • business related consultancy advice, including legal, financial or planning.

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- Courses such as mental health first aid or wellbeing for owners and staff.

WHAT WON'T BE FUNDED

Projects that won't be funded under the Business Grants Program include:

- Payment of wages or salaries; Operating costs such as rates, rent or utilities and any other ongoing costs
- Funding for projects or activities already completed prior to March 1st, 2020
- Expenses that are not related to, or necessary for the project
- Applications seeking funding to cover outstanding loans or debts
- Projects that do not adhere to pandemic restrictions imposed by the State Government

HOW WILL COUNCIL ASSESS APPLICATIONS AND WHAT IS THE CRITERIA?

Our team will assign a panel to assess applications based on the following criteria. When responding to questions in the application, it is important to be clear and concise in responses including relevant attachments to support your application.

Level of COVID impact	<ul style="list-style-type: none"> • Demonstrates business has been adversely impacted by COVID-19
Application Quality What/Why/How	<p>What</p> <ul style="list-style-type: none"> • Clearly identify what the program or initiative is, innovative, proposes good outcomes, can be delivered this financial year • Demonstrates how the grant will help improve business operations, adaptation and support the business to navigate the impacts of COVID-19 <p>Why:</p> <ul style="list-style-type: none"> • The program/initiative shows a genuine need for the funding, relates to COVID-related issues, comes up with a good solution to address the issues faced. <p>How:</p> <ul style="list-style-type: none"> • Provides a Project Plan which demonstrates capacity to deliver the project including tasks, timelines and budget. A project plan example is available as Appendix A • Good supporting evidence such as such as quotes for items or services OVER \$500 you intend to use the grant funding for. Official quotes are preferred but screen shots of items will be accepted. Receipts for reimbursement from 1 March 2020 will also be accepted.
Local suppliers	<ul style="list-style-type: none"> • Demonstrates the use of local (Darebin) suppliers for this proposal.
Who	<p>Applications will score less under this criterion with any of the following:</p> <ul style="list-style-type: none"> • Received funding from Council in the past 12 months • Did not submit a project plan or quotes with this application

APPLICATION CHECKLIST

- ✓ Your business is eligible to apply
- ✓ Identify an initiative that links to projects that 'might be funded' and in response to COVID related issues, and ensure you don't apply for something on the list of 'what won't be funded'
- ✓ Explore local suppliers to help delivery on outcomes, this will enhance the success of your project.
- ✓ Plan your project/program with quotes and related research to ensure its realistic to achieve for the budget and timeline. Templates and examples are available in Appendix A.
- ✓ Complete all questions in online application with clear and concise answers, addressing the selection criteria areas where possible.
- ✓ Attach the 'mandatory' list of attachments at the conclusion of the online application
- ✓ Refer and make plans to adhere to the terms and conditions (fine print) of the grant below

MANDATORY ATTACHMENTS

Proof of Business Address	<ul style="list-style-type: none"> A copy of your Darebin Council business property rates notice indicating operating premise (for verification purposes only). If you rent, a copy of the business lease agreement or another business document that proves business operating premise i.e. electricity or phone bill
Bank Statement:	<ul style="list-style-type: none"> Provide a copy of the front page a recent bank statement (for verification purposes of your account details only).
Insurance:	<ul style="list-style-type: none"> Certificate of public liability insurance, professional indemnity insurance or relevant business insurance (or included in the project budget)
Project Plan & Budget	<ul style="list-style-type: none"> This document can be your own or you may use the template provided in Appendix 1 – Word version of this document are available upon request by emailing recoverygrants@darebin.vic.gov.au.
Proof of Collective Business applications	<ul style="list-style-type: none"> Evidence of other business involvement/support is also required – this should include letters of support from the five businesses. A template is available in Appendix A. <p>Note: the application must nominate a lead who would be awarded the funding and responsible for delivery of project and reporting requirements.</p>

WHAT IF I STILL NEED HELP AND SUPPORT?

If you have any further questions or would like to discuss your grant idea further, please contact the Customer Service Team on 8470 8888 (Mon to Fri; 9.00am - 5.00pm) and ask for Recovery Grant Support or email recoverygrants@darebin.vic.gov.au

Please also refer our website for related council information at www.darebin.vic.gov.au/coronavirus

THE FINE PRINT

Terms and Conditions of applying and receiving funding support in the Darebin Council Business Grants Program are:

- A maximum of one application will be considered (per business) however the business can apply for more than project/program/initiative within that application.
- Council may provide funding less than the amount requested by an applicant and make special conditions for the funding to be provided.
- Projects will not be funded retrospectively past 1 March 2020.
- Projects must be completed by the end of the financial year in which funding was secured unless Council has agreed to an alternate date in writing.
- Successful applicants must sign/complete a funding agreement before payment is processed
- At the conclusion of their grants program, successful applicants must provide a brief (acquittal) report to Council on the project demonstrating its completion, impact and use of funds. Failure to do so satisfactorily, may lead to the business needing to return funding back to Council.
- Quotes or invoices should be provided where relevant in the application.

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PROJECT PLAN EXAMPLE

PROJECT TITLE: Coffee Service Window

BUSINESS / COMPANY: Espresso Express

Task #	TASK DESCRIPTION	LEAD BY	START DATE	END DATE	TOTAL DAYS	NOTES / COMMENTS
1	CARPENTER WORKS – installing service window	Dave	2.11.2020	6.11.2020	5	Steve the Chippy from Reservoir is the business completing the works
2	Electrical Works	Dave	5.11.2020	6.11.2020	2	Preston Electrical have quote and will complete the works to have all power requirements moved for the new service location.
3	Purchase Refrigerator	Jane	2.11.2020	2.11.2020	1	Purchases from White Goods in Preston High St and comes with a 4-star energy rating.
4	Purchase Coffee Equipment	Jane		2.11.2020	1	Purchased from local coffee company “Cup o’ Joy” from Thornbury.
5	Installation of Espresso Machine	Dave	9.11.2020	10.11.2020	2	Installed by “Cup o’ Joy”
6	Development Communication Plan	Jane	26.10.2020	30.10.2020	5	A series of Instagram and Facebook post will announce the project; highlighting the new service area – improving the safety for customers and allowing for business to operate within COVID safe standards and restrictions. \$100 will be used to boost the Facebook post the week before and of opening.
7	Staff Training	Dave & Jane	11.11.2020	12.11.2020	2	Preparation for opening – images to be used in social post
8	New Service Area Opens	All	13.11.2020			New service window open for business

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GRANT BUDGET TABLE EXAMPLE

1 Funding	\$ Amount	2 Funding Expenditure	\$ Amount	Quote Attached if ≥ \$500 (Y/N) 2b
Darebin Grant Funding	\$5,000.00	Construction Works Cost	\$2,300.00	Yes
Additional Contributions	\$1,500.00	Refrigerator	\$1,200.00	Yes
		Coffee Equipment	\$2,400.00	Yes
		Electrical Works Cost	\$500.00	Yes
		Facebook Post Boost	\$100.00	
1a TOTAL	\$6,500.00	2a TOTAL	\$6,500	
		3 BALANCE	\$0.00	

Notes:

1. **FUNDING** – List all Funding for Project; including requested grant funding and additional funding being used.
 - a. **TOTAL** – Add all funding lines together and enter in **TOTAL** box
2. **FUNDING EXPENDITURE** – List all expenditures for the project; remember quotes are required for any item \$500 and over.
 - a. **TOTAL** – Add all funding expenditure lines together and enter in **TOTAL** box
 - b. All expenditures from \$500 and above require a quote to be submitted with the grant application.
 - c. Projects using Darebin businesses for expenses purchases are weighted higher than those from non-Darebin businesses.
3. **BALANCE** – The end balance is TOTAL FUNDING – TOTAL EXPENDITURE and should be \$0.00 when completed correctly.
4. Please refer to Program Guidelines for further details on what can be funded through these grants.
5. Don't hesitate to contact the Grants Hotline for further support and questions on **8470 8888** (Mon to Fri; 9.00am - 5.00pm) and ask for **Grants Support** or email recoverygrants@darebin.vic.gov.au for support or a copy of this template.

LETTER OF SUPPORT TEMPLATE

14 August 2020

<insert Business Names>

<insert Business Address>

<insert business suburb, post code and state>

<email address>

<insert phone number>

Re: Letter of Support and Participation in Collective Business Recovery Grant Application

Dear Council,

I am / we are writing in support of the application for the Collective Grant in the Business Recovery Grants and can confirm our intention to support and participate for this project <project name can be inserted>.

<insert any additional information or details to express your support and involvement with application and/or project>.

Please don't hesitate to contact me should you need any further confirmation or have any questions.

Sincerely,

<insert Signature>

<insert name>

<insert position within Business>