

FAQs – Reservoir Splash Revitalisation Shopfront Grant FY-21/22

Rev 3.0 – May 2022

1. Am I eligible for a grant?

To be eligible to apply for the Reservoir Splash Revitalisation Shopfront Grant, applicants must meet the following criteria:

- Must currently operate a commercial business located within Reservoir;
- Must have an active ABN (Australian Business Number) as at 1 July 2021;
- 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;
- Is not a political organisation or that has a political purpose, government departments, agencies, foundations or grant making bodies, or those that have a primary focus on fundraising;
- Is not a big box retailer or national chains (e.g. supermarket chains, fast food chains, liquor stores, service stations, etc);
- Is not a business operating online only with no shop fronts in the activity centre;
- Is not a tobacco shop.

2. What supporting documents are required?

The supporting documentation is required:

- A copy of your Darebin Council 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 or a copy of your licence.
- Certificate of Public Liability or professional indemnity insurance or relevant business insurance (or included in the project budget).
- Provide the front page of a recent bank statement (for verification purposes of your bank details only – no need to show balances).
- Quotes or costings for items or services you intend to use and the Purpose of investment.
- Project plan and budget plan – refer to website for downloadable templates.

3. What might be funded?

Applicants must detail how they intend to spend the grant funds. Engagement of local businesses, suppliers, fabricators, painters or artists within Reservoir would be assessed favourably. Approved façade improvements may include the following:

- Planter boxes, green walls, window boxes or any other ideas for greening the shop fronts.
- Repainting of external shop frontage, including creative artwork or mural on roller doors.
- Renewal of café style outdoor furniture for footpath trading, including barriers and blinds.
- Renewal of footpath display stalls e.g. vegetable display stalls, goods display stalls, etc.
- Improvements to frontages that interact with the street, for example servery windows, bifold doors or large windows.

- Elements of sustainability or natural materials, for example wood panelling.
- Improvements to shop signage, if part of a broader shopfront enhancement project.
- External treatments that provide attractive or unique detail, such as texture, tiling or innovative materials.
- Provisions for night trading such as lighting and fluorescent/ neon signage.
- Other external façade work that reflects the intent of the grant.

4. What won't be funded?

- Routine maintenance (defined as simple general upkeep of a building).
- The grant is not intended for do-it-yourself (DIY) renovations.
- Internal shop fittings.
- Activities which have already commenced, or have already been completed, or are scheduled to occur prior to the funding period.
- The purchase of equipment.
- Projects that require building or planning permits, engineering reports, infrastructure such as plumbing and irrigation, ongoing maintenance costs.

5. When do applications open?

Applications open at 9 am on Wednesday 01 June 2022.

6. When do applications close?

Applications close 11.59 pm on Thursday 30 June 2022.

7. Where can I apply?

Online applications can be completed online, via SmartyGrants.

<https://darebin.smartygrants.com.au/>

8. I am in the Eligible Area on the map but on the second floor, am I eligible for the grant?

Yes. You are eligible if your project is related to improve the external treatment of the shopfront and Improve the frontages that interact with the street.

9. I wasn't eligible for last few grants from Darebin city council. Can I apply for this round?

Yes, if you currently operate a commercial business with a shopfront in the eligible area.

10. I have applied for a grant from State and/or Federal Business support program. Can I also apply for this program?

Yes, if you currently operate a commercial business with a shopfront in the eligible area.

11. I have a business in Darebin, am I eligible for the grant?

Unless you operate a business with a shopfront in the Reservoir, you are not eligible for this grant. Home based and online businesses are not eligible for this grant.

12. When will I find out the outcome?

Applications will be assessed, and applicants will be notified of the outcome of their application within two weeks of the application lodgement.

13. When will I receive the grant?

Applications are assessed, and funding will be distributed as soon as is practicable. Once the application is approved and you are notified of the outcome, funding will be distributed within 2 weeks in the nominated bank account.

14. How long will I have to use the grant?

It is expected the proposed activity will be completed by 31 August 2022 latest.

15. Who can I contact regarding my application?

If you have any questions you can:

- contact the Business Support Team on 8470 8888 (9am-5pm, Mon to Fri);
- Send an email to rezza@darebin.vic.gov.au
- If enquiring after you have lodged your application, please quote your submission number

16. How will applications be assessed?

Applications will be assessed by an Assessment Panel consisting of Council Officers.

17. Can I submit more than one application?

Yes – only one application can be submitted per address. If you have multiple businesses, please submit a separate application for each address.

18. What reporting and acquittal information will I need to provide?

You will be required to submit an acquittal report evidencing:

- The invoices and receipts for the expenses;
- Proof of your co-contribution by way of receipts or a bank statement showing direct cash input to the project;
- Digital pictures of prior to and after the completion of the project.

19. What are the terms and conditions for successful applicants?

A maximum of one application will be considered per business however more than one project can be included within that application.

- Quotes or invoices should be provided where relevant in the grant application.
- You may be provided funding less than the amount requested by an applicant and make special conditions for the funding to be provided.
- Projects must be completed by 31 August 2022 latest. *within Covid regulations
- Projects will not be funded retrospectively.
- 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 report (refer The Acquittal section below) 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 reimburse the grant.
- Recipients agree that they will participate in marketing and promotional activities of this Program. This may include but is not limited to displaying Council's decal in the shopfront, case studies including photos, feedback, surveys and providing information about the benefits of participating following conclusion of the program.

20. I recently improved the shopfront, If I provide the invoice, would it be possible for the council to refund throughout this program?

The improvements made prior to the commencement of this program will not be funded.

21. Can I use this grant for improving the inside of my shop?

The grant will be allocated to improve the visual appeal of the shopfronts but if there is an inside improvement related to the shopfront and can be visible from outside it may be acceptable.

23. Is there any differences in terms of the grant amount for those who are not registered for GST?

Businesses who are not registered for GST are exempt from requiring a co-contribution.

24. What is the grant amount that the council will pay?

The grants will be available on a 2:1 co-contribution basis. This means that all eligible applicants may receive up to \$5,000 (ex. GST) provided they can make a co-contribution to the value of 50% of the grant amount requested.

To make it clear you can refer to the table below:

Grant Amount Requested	Applicant Co-Contribution	Total Project Cost
\$5,000	\$2,500 or more	\$7,500 or more
\$4,000	\$2,000 or more	\$6,000 or more
\$3,000	\$1,500 or more	\$4,500 or more
\$2,000	\$1,000 or more	\$3,000 or more
\$1,000	\$500 or more	\$1,500 or more