

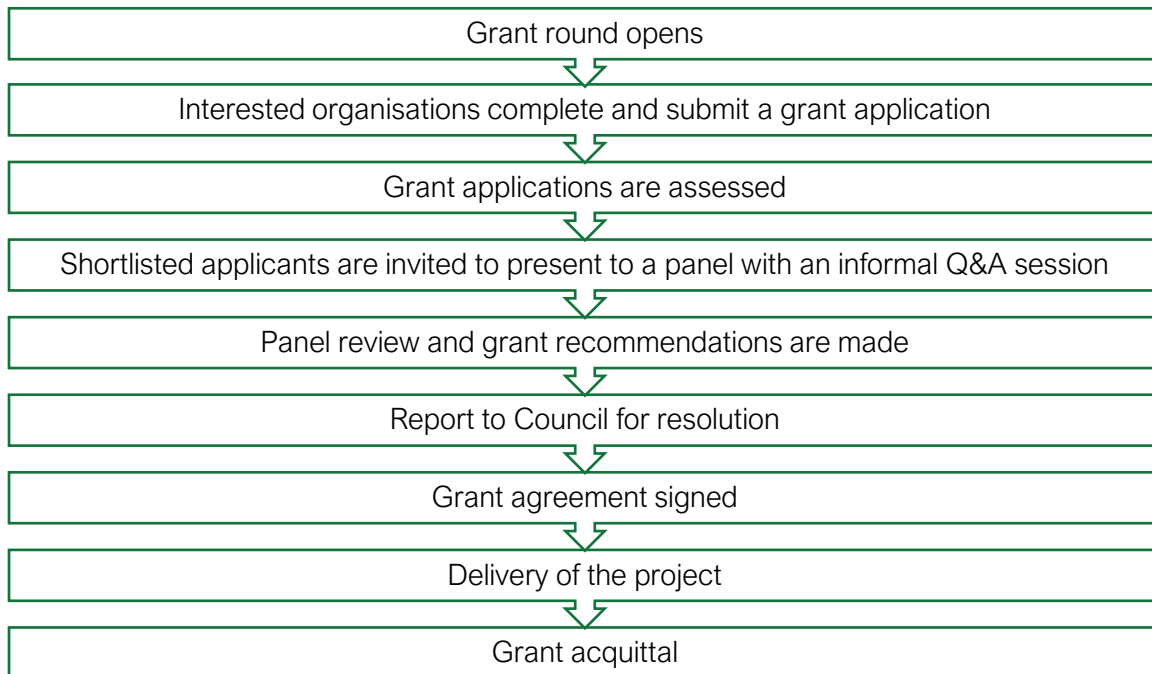


Business Innovation Grants

Grant Guidelines

Opening Date	28 March 2023
Closing Date and Time	10 May 2023 5.00PM
Enquiries	08 8760 1100
Contact	Josie Collins Community Engagement Officer Josie.collins@nlc.sa.gov.au

1. Grant Process



2. About the grant program

The Business Innovation Grants program is aimed at helping new and established businesses in the Naracoorte Lucindale Council area to grow and thrive. The objective of the program is to fund initiatives that support the development of small businesses through activities such as:

- Expansion
- Commercialisation
- Premise upgrades including expansion (not maintenance projects)
- Research and development
- Innovation

The total pool of the grant program is \$20,000 per annum and Council will consider applications for one-off cash grants of up to \$10,000 per business with a minimum of 50:50 co-contribution from applicants. Grants will be awarded on a competitive basis and until funding is exhausted.

The grant is designed to provide support to new and existing businesses and to support growth of the local economy by:

- Supporting one or more of the targets identified in Council's Strategic Plan 2016-2026
- Building a more resilient and innovative local economy
- Unlocking new business opportunities by encouraging innovative and creative projects
- Supporting projects that demonstrate a tangible benefit to local businesses and the broader community
- Encouraging business diversity and strengthening the region's product or service offering
- Strengthening local business networks
- Contributing to the vibrancy of the district

3. Eligibility

To be eligible for a Business Innovation Grant, applications must satisfy the following:

1. Be located in the Naracoorte Lucindale Council area
2. Be an individual, business or incorporated business-related not-for-profit association
3. Have a valid Australian Business Number (ABN) or are in the process of applying for an ABN (in the case of an individual or new businesses)
4. Have in place or in process appropriate approvals, insurances, registrations, permits and licenses to carry out the business purpose or subject of the grant application
5. For building improvement projects, the applicant must be a property owner or have the owner's written consent to carry out the project. Where the applicant is a lessee, applications will be considered on a case-by-case basis.
6. Does not have overdue or outstanding amounts owing to Council

All projects or programs must be completed within twelve (12) months of funding advice. Employees of Naracoorte Lucindale Council and Government departments and agencies are ineligible to apply.

4. Eligible Grant Activity

Applicants are encouraged to submit any project ideas that meet the fund criteria:

Promotions, innovation and marketing initiatives	Projects that increase the awareness of events, attractions, products and services available in the area or demonstrate innovation or creativity in existing or new business sector
Capacity and skills building	Activities that enable individuals or groups to acquire knowledge that will help improve business profitability and productivity
Research and development	Developing projects and conducting research for commercial purposes
Planning and strategy	Development of strategic and business plans that support future growth
Activating precincts	Projects that improve the shop front street appeal and improve aesthetic standards for retail or commercial areas, activate under-utilised property/retail spaces, including temporary, creative and varied use of tenancies or projects that enhance the attractiveness of businesses

5. Ineligible Grant Activity

- Purchase of capital equipment that is not directly linked to a business innovation
- Purchase of basic operational equipment, furniture or consumables that are not substantively linked to a business innovation
- General operating costs such as wages, utilities, lease or loan payments
- Projects that contravene Council policies and regulations
- Routine maintenance
- Costs associated with fulfilling statutory or legal obligations or mandatory industry training
- Repairs as the result of vandalism, fire or other damage that should be covered by insurance
- Retrospective funding – projects will not be funded that have commenced prior to approval

6. Assessment Criteria

Projects must meet one of more of Eligible Grant Activities as outlined above and will be assessed via the following criteria. Preference will be given to applicants which have not previously received funds

Assessment Criteria 1

Financial viability and/or value for money demonstrated by attaching one or more of the following to the application

- Business Plan
- Budget
- 12-month cash flow statement
- Commitment to 50:50 contribution of funds

Capacity of the applicant(s) to deliver the project. Demonstrate a track record of other projects, project planning and management, readiness to commence the project and any designs and costings.

Assessment Criteria 3

The extent to which the project demonstrates a **sustainable approach** to doing business. This could include use of local suppliers, increasing efficiency, providing opportunities for growth and development, any socio-economic impact or social benefits or building partnerships.

7. How to apply

Before applying, applicants should read and understand the guidelines and view the sample grant application form and grant agreement. You can only apply during an open funding round.

Applicants are responsible for making sure the application is complete and accurate. Giving false or misleading information is a serious offence. If you discover an error in your application after submission, contact Council immediately on 8760 1100. If Council finds an error or missing information in your application, we may make contact for clarification.

8. Attachments required for the application

- Application Form
- Business Plan
- Project Plan
- Project Budget
- 12 Month Cash Flow Statement
- Drawings, Designs and Costings (if applicable to the project)

9. Grant assessment process

- A Panel of Council staff, an Elected Member representative and independent members of the business community will assess the applications and be involved in the panel Q&A session.
- An assessment report is prepared by the Panel and recommendations are forwarded to Council for consideration and determination.
- Where the number and dollar value of applications exceeds the total funding pool the Panel may recommend reduced amounts or varied project conditions for some applications
- The Panel may also recommend that no funds are distributed
- Council staff will notify successful grant recipients in writing and both parties will enter into a grant agreement, which must be executed before any payments are made. The decision of Council shall be final. No rights exist for appeal. Unsuccessful applicants may request feedback from the Panel.

10. Grant agreement and payment terms

1. Once approved the applicant will be sent a grant agreement outlining their responsibilities and payment terms.
2. The grant period is valid for the 2023-2024 Financial Year. Any unspent funds must be returned to Council if a project can no longer be completed or not all funds have been spent after 12 months.
3. To claim the funds applicants must submit an acquittal form and invoice to Council.
4. Copies of tax invoices/tax receipts for relevant costs associated with the approved project should be attached.
5. The amount being claimed by the applicant shall not exceed the amount approved by Council.
6. Once a project is finished the applicant must provide evidence of completion (photos, short report or testimonial).
7. Applicants must acknowledge Council support when promoting the project and copies of Council's logo will be supplied.
8. Applicants must allow Council to publish details of the project including photographs. Exceptions will be made for information that is commercial in confidence.
9. An invitation should also be extended to Council to attend and/or participate in any official event associated with this project.

11. Privacy Statement

Naracoorte Lucindale Council is collecting personal information from you for the purpose of assisting the outcome of your application. This information is required by Council and failure to provide the information may lead to rejection or delays of your application. At any time, you have the right to assess, view or correct the personal information that you have provided. Please note that information supplied may be the subject of a request to access information under the Freedom of Information Act 1991.

