

PROGRAM OVERVIEW

As part of our economic support package for Northam businesses, the Shire of Northam is offering \$250,000 in grants for small to medium sized businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development to position themselves for future opportunities, and undertake capital works.

The **Business Support Grant Scheme** for business and non-profit organisations include:

- Up to \$1,000 for financial planning advice.
- Up to \$2,000 for training and professional development.
- Up to \$2,000 for individual businesses and up to \$10,000 for collaborative solutions, for investing in online and e-commerce activities.
- Up to \$5,000 for increasing business opportunity and sustainability.
- Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.

COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.

GUIDELINES

Objectives

The **Business Support Grant Scheme** will provide financial assistance to eligible businesses affected by COVID-19. Four programs are available to support businesses to:

1. Invest in capital works during this challenging time and position their business to strongly benefit from the economic recovery when it happens.
2. Develop their online and e-commerce capabilities;
3. Undertake training and professional development to better prepare for return to business activities.
4. Seek financial planning advice to position their business for successful economic recovery.

What We Fund

Program	What we fund	Funding available
Business Financial Planning grants	<p>Costs associated with seeking financial planning advice to position the business for a successful economic recovery.</p> <p>Please note that retrospective financial planning advice is not eligible. Applicant must not have sought financial advice from a Northam accounting or financial planning firm within the last 6 weeks.</p> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	Up to \$1,000 (excluding GST).

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Online and e-commerce grants	<p>Costs associated with online and e-commerce activities, including the purchase of hardware, software and services in any of the following areas:</p> <ul style="list-style-type: none"> • Website design and development; • E-commerce platforms (selling online and receiving payments); • Online content development (web pages, mobile apps, audio and visual media); • Digital marketing and promotion; • Mentoring and training in online and e-commerce activities. <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$2,000 (excluding GST) for individual businesses.</p> <p>Up to \$10,000 (excluding GST) is available for collaborative solutions where 2 or more businesses are working together.</p>
Training and professional development	<p>Costs associated with increasing and enhancing worker capability to better prepare for return to business activities. Suitable professional development activities can include, but are not limited to:</p> <ul style="list-style-type: none"> • Online learning, webinars; • Attendance at training courses, seminars, workshops, forums or conferences; in-house courses delivered by an external provider or other training. <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$2,000 (excluding GST).</p>
Increasing business opportunity and sustainability	<p>Costs associated with increasing the capacity of the business to seek and attain tenders and contracts for sustainable business growth. Suitable activities can include, but are not limited to:</p> <ul style="list-style-type: none"> • External administrative support to prepare and submit tenders; • External support to seek opportunities for business growth. <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$5,000 (excluding GST).</p>
Capital works grants	<p>Costs associated with capital works (in partnership with property Landlord) used to produce income, including in any of the following areas:</p> <ul style="list-style-type: none"> • Equipment, including major catering, processing and production equipment; • Business fittings, including retail, wholesale, and hospitality shop fittings; physical alterations, including remodelling of premises; • IT and software; <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$10,000 (excluding GST) on a matching dollar for dollar basis.</p>

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Eligibility

To be eligible for funding applicants must:

- Have an Australian Business Number (ABN);
- Be classified as a small to medium business (large businesses will be considered based on the combined positive net effect on small to medium businesses);
- Be located within the Shire of Northam municipality; and
- Demonstrate how the grant will help support business in response to the impact of COVID-19.

Applicants that will be procuring from local suppliers in the Shire of Northam for their proposal will be favourably considered. It is expected the proposed activity will be completed by 31 December 2020 and preference will be given to those that can be completed in shorter time frame.

General Ineligibility

The program will not support:

- Businesses located outside the Shire of Northam municipality.
- Organisations that are political or that have a political purpose, government departments of agencies, foundations or grant making bodies, or have a primary focus on fundraising.
- Organisations that have an outstanding debt to the Shire of Northam or that have failed to comply with the terms and conditions of any previous funding agreement with Shire of Northam.
- Retrospective funding.
- Current Shire of Northam employees, immediate families and their contractors.

In addition, canvassing or lobbying of Councillors or employees of the Shire of Northam in relation to any grant application is prohibited during the application process. The Shire of Northam reserves the right to reject any application that is ineligible or does not meet the eligibility criteria.

APPLICATION PROCESS

Key dates

- Applications open – 27 April 2020, 9.00am.
- Assessment - applications will be assessed on an ongoing basis and we will endeavour to process your application and provide you with a response in writing with a turnaround of 10 working days.

How to apply

1. Complete and submit the online **Business Support Grant Scheme** application form via the Shire of Northam website. Submit one application only.
2. On submission, you will receive a submission acknowledgement receipt.

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Applications are kept confidential and the application details will not be disclosed to any person outside the application and assessment process, however a short summary of the application activity will be utilised in briefings to Council and the list of successful applicants will be published on the Shire of Northam's website.

The Shire of Northam reserves the right to request further information in considering any application.

ASSESSMENT

Applications are assessed by a Committee of Council with delegated authority to make determinations on grants.

The Committee will include:

- Shire President
- Chief Executive Officer
- Deputy Shire President
- President of Chamber of Commerce
- Representative of local account firm

All funding decisions are final.

Assessment Criteria

Applications will be assessed on the demonstration of an identified business need resulting from the impact of COVID-19 and the anticipated outcomes in response to the identified need.

Applicants that will be procuring from local suppliers in the Shire of Northam for their proposal will be favourably considered.

Applicants must have an Australian Business Number (ABN), be classified as a small to medium business (large businesses will be considered based on the combined positive net effect on small to medium businesses) and be located within the Shire of Northam municipality.

Notification of Application Outcome

Applications will be assessed on an ongoing basis and we will endeavour to process your application and provide you with a response in writing with a turnaround of 10 working days.

Terms and Conditions for Successful Applicants

Successful applicants are required to comply with the following terms and conditions:

- Sign a letter of agreement detailing the grant obligations.
- Submit an acquittal report evidencing the invoices and receipts for the funding approved and demonstrate how the grant helped support the business in response to the impact of COVID-19.

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Funding Agreement

Prior to payment, successful applicants must sign a funding agreement stating:

- Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam.
- Funds will be expended by 31 December 2020. The recipient will notify the Shire in writing of any delays to the proposed timeframe.
- The recipient will notify the Shire in writing of any change in scope and the Shire retains the right to refuse/reduce level of financial assistance in that instance.
- Where possible, the recipient will acknowledge the support of the Shire. This could be via media release or social media posts.
- Any additional special terms and conditions.

WANT TO KNOW MORE?

If you would like further information about these guidelines, or require assistance in filling in the application, please contact the Shire of Northam's Community Development Officer Michelle Blackhurst on 6608 0233 or cdo@northam.wa.gov.au.