

BUSINESS DEVELOPMENT SUPPORT GRANTS SCHEME GUIDELINES 2018

1. OBJECTIVES

The City of Karratha's Business Development Support Grant Scheme assists local collaborators and organisations with developing and delivering innovative projects that will result in economic benefits to the City of Karratha.

This in turn will support the effective implementation of the City's Strategic Community Plan 2016-2026 and Corporate Business Plan 2016-2021 which has a commitment to the support and development of business enterprises providing direct benefits to City residents and the business community.

2. WHO CAN APPLY?

Business advisory/support organisations located within the City of Karratha providing business related services such as advisory services, advocacy, training, workshops etc may apply. Applicants will need to be able to demonstrate that they are a business support organisation.

3. ELIGIBILITY CRITERIA

Groups or organisations that are eligible include either:

- I. a properly constituted not-for profit;
- II. a collaborative partnership sponsored by an incorporated organisation;
- III. or a for-profit organisation where the funded project is not projected to return a profit in the short term.

Industry and business associations, chambers of commerce and industry are welcome to apply

The applying organisation must:

- a) Be able to demonstrate they are involved in a business support enterprise e.g. advisory services, business networking, advocacy, training, workshops etc
- b) have a registered Australian Business Number (ABN);
- c) Have the appropriate insurances, permits and licences;
- d) have business support product/services that are market-ready;
- e) have a proposal that will deliver economic benefits to the City of Karratha;
- f) have a proposal which is financially viable;
- g) Provide a project plan detailing objectives of the project, costs, timelines, and methodology.
 - a. The need for the activity / project
 - b. How the activity / project aligns to Council strategies
 - c. The potential economic impact for the City of Karratha and how this will be measured
 - d. Value for money

4. GUIDELINES

4.1 The business development support grant scheme offers cash grants of up to \$30,000 per application on a matched dollar for dollar basis.

4.2 Examples of projects that grants may be used to contribute towards include:

	Project	Examples	Indicative grant funding available
a	Major Business Events	Expos, conferences and forums	Up to \$30,000
b	Minor Business Events	Briefings, and seminars	Up to \$30,000
c	Business Training	Business boot camps, workshops	Up to \$20,000
d	Other initiatives	Surveys, business information, research, awards, sponsorships	Up to \$10,000

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- 4.3 Applicants can apply for multiple projects however each project must be on a separate application form so it can be evaluated on its own merits.
- 4.4 The City of Karratha will not provide grants for business operating costs (e.g. staff wages, rent, utilities, and consumables)
- 4.5 Grants would be on a matched dollar for dollar basis
- 4.6 Limited funding is available
- 4.7 Initially one round per annum will take place. Subsequent rounds may be considered dependent on the demand and available funds.
- 4.8 Grant funding would only be paid as reimbursement for spending or costs incurred after the Business Development Support Grant Scheme application has been approved.

Evaluation and Acquittal

- 4.9 Evaluation and acquittal forms must be submitted no later than 60 days following the activity / project. Receipts must be provided for all expenditure not just funding amount. The City may ask for granted funds be returned, should an acceptable acquittal with receipts not be provided.
- 4.10 Where more than one event is funded under the one application, acquittals are required following the completion of each event / activity.

5.0 ASSESSMENT CRITERIA

5.1 Mandatory

5.1.1 Ability to meet all the eligibility requirements as at Section 3

5.1.2 Applications will be assessed against the applicant's ability to demonstrate the following criteria:

- Demand / Need
- Strategic Alignment
- Potential Economic Impact
- Value for money

6.0 ASSESSMENT METHODOLOGY

6.1 The assessment panel will include representatives from the City of Karratha. The panel will provide a report with recommended applicants to Council for a decision at an Ordinary Council Meeting.

6.2 Applications will be via a competitive process evaluated against the assessment criteria.

7.0 ACKNOWLEDGMENT OF ASSISTANCE

Organisations receiving a Business Development Support Grant agree to acknowledge the assistance provided by the City through the following mediums, inclusive of, but not limited to:

- City logo displayed on the relevant website, portal, app etc. developed.
- Undertake joint media promotion.
- Submission of photographs of project deliverables and outcomes with an acquittal report.

All promotional material utilising City logos should be presented to the City prior to release on media platforms.

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8.0 APPLICATION PROCESS

8.1 Applications will be advertised via newspaper advertisement, press release and the City's social media sites with details of availability of application forms and submission date.

8.2 Complete the application form inputting the requested information and addressing the criteria.

8.2 If you require advice discuss your application with the Business Engagement Coordinator on 9186 8526 or economic@karratha.wa.gov.au

8.4 Submit your completed application by email, fax, post or hand delivered to the addresses below by 11th May, 2018.

Business Development Support Grant Scheme Application
City of Karratha, PO Box 219
Welcome Road, KARRATHA WA 6714
Tel (08) 9186 8526 Fax: (08) 91851626

8.5 Posted Applications must be post marked no later than the closing date of each round.

8.6 Both successful and unsuccessful applicants will be notified in writing following the assessment of applications.

8.7 Decisions regarding funding applications are final and will not be reconsidered.

8.8 Applicants may choose to resubmit their applications during future funding rounds.

8.9 Funds will be processed on receipt of a valid tax invoice to the City of Karratha.