



# BUSINESS DEVELOPMENT SUPPORT GRANT SCHEME

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## 1. OBJECTIVE

To support services and initiatives that result in improved business conditions within the City of Karratha.

The Policy supports implementation of the City's Economic Development Strategy which has, as a strategic focus, the support and development of business enterprises providing direct benefits to City residents and the business community.

## 2. PRINCIPLES

### 2.1 Introduction

In recognition of the important role that businesses play in contributing to the local economy and liveability within the City, Council is committed to the provision of development and support services for Small and Medium enterprise through the Business Development Support Grant Scheme.

### 2.2 Funding

Council will allocate funds to be available for the Business Development Support Grant Scheme and for these to be included as part of the City of Karratha annual budget process.

### 2.3 Eligibility

Applicants must meet the following requirements:

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

### 2.4 Categories of Support

The following categories indicate what type of initiatives the City may support:

| Event             | Examples  | Indicative grant funding available |
|-------------------|---|------------------------------------|
| Business Events   | Expos, conferences, forums, briefings, seminars               | Up to \$30,000                     |
| Business Training | Business boot camps, workshops                                | Up to \$20,000                     |
| Other Initiatives | Surveys, business information, research, awards, sponsorships | Up to \$10,000                     |

## 2.5 General Conditions

- a) The business support grant scheme offers cash grants of up to \$30,000 per event on a matched dollar for dollar basis.
- b) Applications may be accepted year round.
- c) Grant funding is to be paid as reimbursement for spending or costs incurred after the Business Development Support Grant Scheme application has been approved. Assistance will not be given retrospectively.
- d) Funding will not be approved to any applicant that currently holds outstanding debts with the City of Karratha, including any overdue acquittals from previous grant funding.
- e) The proposal must meet the specific funding program guidelines and eligibility criteria.
- f) The applicant organisation must demonstrate their capacity to manage financial and funding accountabilities of the project, as well as their overall project management capabilities.
- g) Funding is not to be used for any other purpose than what was detailed in the original application.
- h) All applications must be submitted on the relevant application forms.
- i) Recipients of funds under this Policy must complete and submit evaluation and acquittal forms provided by the City no later than 60 days following any funded event or activity.

## 2.6 Criteria

The following criteria will be utilised to assess all applications:

| Assessment Criteria            | Description  | Weighting |
|--------------------------------|--|-----------|
| 1. Strategic Alignment         | Contribution to Council's Vision and Strategic Themes with particular focus on Council's Economic Development Strategy.  | 25%       |
| 2. Demand / Need               | Demonstrated demand and need for the project.  | 25%       |
| 3. Economic Development Impact | Significance of the potential direct economic impact and return benefit of the project in the City of Karratha and how these results will be measured. Extent to which the application leverages the strategic advantages and existing assets. Potential benefits for local suppliers, businesses and/or engagement with local stakeholders. | 25%       |
| 4. Value for Money             | Identify all funding sources, both confirmed and sought, and contributors and/or partners to the project, and the extent that the funding is leveraged.<br><br>Likelihood of the project being utilised by other organisations to create further economic development activities in the City of Karratha.                                    | 25%       |

## 2.7 Acknowledgement of Assistance

The applicant agrees to acknowledge the City of Karratha's assistance through the following mediums, inclusive of, but not limited to:

- a) City logo displayed on any media, marketing, or promotional material, including websites, apps, or social media relating to the initiative;
- b) Undertake joint media promotion with the City of Karratha;
- c) Submission of an acquittal report containing photographs of project deliverables upon project completion.

## 2.8 Allocation of Funds

All successful applicants are required to sign a funding agreement with the City of Karratha prior to funds being released.

Council will not:

- fund deficit funding
- fund retrospectively

Generally, variations to funding agreements will not be accepted unless activities are impacted by circumstances demonstrated to be beyond the recipient's control. Any request to vary expenditure from the approved activity would need to be submitted to, and approved by the City prior to the expenditure occurring. Only minor variations that do not change the overall intent of the approved activities will be considered.

Decisions regarding funding applications are final and will not be reconsidered. Applicants may choose to resubmit their applications during future funding rounds, including those in the same financial year.

## 2.9 Unspent or Inadequate Acquittal of Funds

Funds which are unspent at the conclusion of the project or activity will be returned to Council within 60 days of the completion of the project, activity or event.

Funds that remain unaccounted for, remain unspent in the custody of the organisation, have not been spent for the purpose approved and/or have not been adequately acquitted shall be treated as for any Council debt.

## 2.10 GST

Where groups and individuals have an ABN (Australian Business Number) and are registered, GST will be applicable and will be paid. Unregistered groups and individuals will need to complete an Australian Taxation Office declaration form prior to receiving reimbursement of grant monies.

## 2.11 Other

All applicants should note that Business Development Support Grant Scheme is competitive. It is therefore recommended that all information requested and/or required, is provided at time of application so as not to jeopardise eligibility. Funding Acquittal must follow the Acquittal Template which forms part of the funding agreement. All Acquittal documents must be collated and supplied to the City simultaneously – an acquittal should not be submitted whilst documentation is outstanding.

## 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

## 4. ROLES AND RESPONSIBILITIES

It is the responsibility of **All Staff** to ensure that they adhere to the policy, direction and legislation.

It is the responsibility of the **Development Services Directorate** to administer funds within relevant guidelines and ensure community organisations successful in obtaining funds, are compliant with this policy.

**Council** is responsible for the application of the policy. **Council** is responsible for the review of the policy.

## 5. REFERENCES TO RELATED DOCUMENTS

- City of Karratha Business Development Support Grant Scheme Guidelines
- City of Karratha Business Development Support Grant Scheme Application Form

|                         |   |
|-------------------------|---|
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| Next Review:            | May 2024 [Every 3 years]                          |
| Responsible Officer:    | Director Development Services                     |

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*