

# HUME CITY COUNCIL Small Business Grants Program

## Information Booklet



[business@hume.vic.gov.au](mailto:business@hume.vic.gov.au)



# Hume City Small Business Grants



**Are you a small business owner that wants to lead innovation, invest back into your business, create employment and develop a sustainable business culture?**

**If you have an idea and are seeking financial support, then we encourage you to apply for a Hume City Small Business Grant.**

Small businesses make a large contribution to the local economy and add to the vibrancy and energy of Hume, which is why Hume City Council is pleased to be offering business support grants.

Hume City Small Business Grants will support businesses that aspire to Council's strategic directive: "Provide opportunities, and support business growth to create accessible local jobs for our diverse community". If you have an idea that will create employment and contribute to building a strong local economy, then we want to hear from you!

## **What are we looking for?**

Hume City is keen to support small businesses who are seeking to:

- create new employment opportunities
- support local employment growth and
- further expand their business and build on their already successful business model and growth potential.

## **About the Program**

Recognising the importance of supporting small businesses Hume City Council is offering \$250,000 to be allocated for this grants program. It should be noted that the program is not an emergency support program and the maximum amount that a business can receive is \$20,000 (plus GST).

The funding criteria has been developed to provide flexibility to the many businesses across Hume. Council encourages Home Based Businesses and Sole Traders to apply, providing they have been operational for a minimum of 12 months.

## **How to apply**

In order to submit an application, you **MUST** attend a Small Business Grant Information Session either in person or via Teams.

Please go to [www.hume.vic.gov.au/Hume-Small-Business-Grants](http://www.hume.vic.gov.au/Hume-Small-Business-Grants) to register for a session.

By attending an Information Session, it will give your application every opportunity for success.

There is no closing date for applications. The Hume City Small Business Grant Program will finish when the full grant amount of \$250,000 is expended.





## When submitted

Once you submit your application you will receive an email acknowledging receipt of your application from SmartyGrants. Please keep this reference number handy in case you need to refer to it in future.

A council officer will be in touch if further information is required.

## Supporting documentation required

To give your idea or project the best possible chance of success, you will need to provide the following as part of your submission:

1. an Executive Summary of your business' project/idea
2. a project plan
3. project quotes for every item on your project plan
4. any relevant licences or permits
5. financial reports.

You will need to demonstrate how your business will accomplish one or more of the following goals and outcomes in addition to creating and supporting local employment:

- build entrepreneurship, innovation and business capacity
- improve business efficiency
- grow and diversify products and services.

## What will be funded?

A wide range of projects and programs are eligible for a Hume City Small Business Grant. Some examples of projects that may be funded include:

- outdoor dining furniture and shades\*
- dining canopy improvements\*
- facade improvements including installing green infrastructure\*
- capital works including business fit out
- digital strategy, marketing and website development
- investment in cybersecurity
- upskilling and training
- business mentoring
- upgrade to energy efficient/specialised equipment and/or software support
- export related activities
- research in innovative product development or service design.

\*These projects are to be undertaken in accordance with the Hume City Footpath Trading Guidelines (please see website for details).

## Eligibility

Businesses must fulfil the following conditions to be eligible for funding:

- be located within Hume City Council
- hold a current Australian Business Number (ABN)
- have 20 or fewer full time equivalent employees (excludes casuals)
- demonstrate solid growth or market potential
- hold all appropriate permits and licences; this will include but is not restricted to building and planning permits, liquor licence, health, bankruptcy, and any other statutory permits or licences that are required for the business to be legal
- provide evidence for a minimum of 2 years trading (through the financial documentation required)
- Council rates must be fully paid and up to date, or a payment plan in place
- hold current public liability insurance and provide evidence of insurance when applying (for a minimum of \$10 million)
- not be in breach of any state/territory or local government law or regulation.

Home Based Businesses and Sole Traders are encouraged to apply, providing they have been operational for a minimum of 12 months.

## Ineligibility

The Hume City Small Business Grants Program will not support applicants that:

- are political organisations or are deemed to have a political purpose
- are government departments of agencies, foundations or grant making bodies
- are charities and have a primary focus of fundraising
- own or operate electronic gaming machines (EGM) or receive funding or in-kind support from EGM venues
- are sporting clubs
- denigrate, exclude or offend parts of the community.

## Grant Program

Total Grant Pool	\$250,000
Maximum amount businesses can receive	\$20,000 (plus GST)

## Please note

- The Grant Program will not fund everyday expenses or general bills, for example rent, rates, land taxes, wages, insurance or utilities. Funds cannot be used to purchase stock or for catering purposes.
- During the application process the applicant will be requested to provide evidence, that they meet all legislative requirements. Prior to the referral of submissions to the Assessment Panel, Council Officers will also undertake separate checks.
- Applicants who do not meet the requirements, or do not provide the relevant documentation, will not be considered.
- All grants must be acquitted as specified in the Letter of Agreement.

## Further questions

If you experience any technical difficulties with your online application, cannot apply online or have any further questions email Economic Development Team at [business@hume.vic.gov.au](mailto:business@hume.vic.gov.au)

## Terms and Conditions

Applicants are required to comply with the following terms and conditions:

- Successful applicants will be required to sign a Letter of Agreement and submit an Acquittal Report evidencing the invoices and receipts for the approved funding and demonstrate how the grant helped support the business.
- Only one application per business can be submitted.
- Payment terms from Hume City Council to the successful application is 30 days from the date of invoice, subject to the receipt of a signed Letter of Agreement, tax invoice and other requested information. This may include revised budgets and project details.
- Hume City Council will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs.
- The grant money is to be spent for the purpose described as per the signed Agreement. If an amendment to the project plan is required, Council must be notified in writing.
- Any unspent money will be returned to Council.
- Unsuccessful applicants are eligible to re-apply for future funding rounds in accordance with grant guidelines.
- All applicants will be notified of the result of their application.
- The applicant names, project names and funding amounts of successful applicants will be publicly available, including but not restricted to publication on Council's website, media releases and other Council publications.
- Any canvassing or lobbying of Councillors, Council officers or members of the Assessment Panel is strictly prohibited and will result in applications deemed ineligible.
- The grant program will not accept applications whereby the product or service has been purchased before the applicant has been advised of the outcome of their application and received a Letter of Agreement.
- Applicants must disclose if they employ current employees and/ or immediate family members of Hume City Council.
- Grants must be acquitted as specified in the Letter of Agreement.
- Hume City Council reserves the right to request further information when considering applications.
- Any application that is ineligible or does not meet the eligibility criteria will be rejected.
- Hume City Council reserves the right to part-fund applications.
- Funding decisions are final.

If you require further information or have any questions please email [business@hume.vic.gov.au](mailto:business@hume.vic.gov.au)