

HUME CITY COUNCIL Small Business Grants Program

Information Booklet



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.

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 \$150,000 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, Sole Traders and Startups 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.

Please go to www.hume.vic.gov.au/hume-small-business-grants to register for a session. Attending a session will give your application every opportunity for success.

Once you have attended a session, please visit www.hume.vic.gov.au/business-grants-apply for the links to apply via the SmartyGrants portal. The portal will allow you to save your application along the way and return to complete the document.

The Hume City Small Business Grant Program will finish when the full grant amount of \$150,000 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. A summary of your business' project/idea
2. a project plan (use the template provided)
3. project quotes for every item on your project plan:
 - quotes must be from suppliers who hold a registered ABN
 - quotes from family members will not be accepted
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:

- employment creation
- 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:

- business fit out, including capital works
- website development, including digital strategy and marketing
- cybersecurity
- upgrade of a point-of-sale system (POS)
- upgrade to energy efficient/specialised equipment and/or software support systems
- export related activities
- research in innovative product development or service design
- outdoor dining furniture and shades*
- dining canopy improvements.*

*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
- hold a current Australian Business Number (ABN)
- have 20 or fewer full time equivalent employees (excludes casuals)
- 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) and 12 months minimum trading for Startups, Home Based Businesses and Sole Traders
- 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
- not be in breach of any state/territory or local government law or regulation.

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	\$150,000
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, for trade shows, or for overseas or interstate travel.
- During the application process the applicant may be requested to provide additional information.
- Applicants who do not meet the requirements, or do not provide the relevant documentation, will not be considered.
- Successful applicants may commence spending the grant funds once the signed Letter of Agreement has been returned to Council.
- All grants must be acquitted as specified in the Letter of Agreement.

Further questions

If you experience any technical difficulties with your online application or have any further questions contact the Economic Development Team at business@hume.vic.gov.au

Terms and Conditions

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

- Applicants must disclose if they employ current employees and/ or immediate family members of Hume City Council.
- All applicants will be notified of the result of their application.
- Only one application per business can be submitted.
- Unsuccessful applicants are eligible to re-apply for future funding rounds in accordance with grant guidelines.
- 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.
- Successful applicants will be required to sign a Letter of Agreement. 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, approval by Council in writing must be obtained.
- Successful applicants will be required to submit an Acquittal Report showing the invoices and receipts for the approved funding. Grants must be acquitted as specified in the Letter of Agreement and demonstrate how the grant helped support the business.
- Any unspent money will be returned to Council.
- 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.
- Hume City Council reserves the right to part-fund applications.
- Hume City Council will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs.
- 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.
- 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.
- Funding decisions are final.

If you require further information or have any questions please email business@hume.vic.gov.au