

Practice number	117.1
Practice title	Business Grants

Practice purpose:

To facilitate transparency and accountability in the administration of Policy 117 Business Grants.

Practice definitions:

Advertised closing date – is the date by which the Town of Victoria Park requires complete applications to be received for an advertised funding round.

Auspice Organisation – means a legal entity which must take responsibility for applying, receiving, holding, administering and acquitting against a grant or funding on behalf of an unincorporated association, group or individual.

Incorporated Association – means an association, as defined by the Associations Incorporated Act 2015 [WA], inclusive of any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the association must be used to benefit the association or, in the case of a charity, the beneficiaries of that charity, and not for the gain of the individual members.

Match-Funding – is a requirement for the applicant to provide a specified percentage of the total amount needed to deliver the project, activity or program.

Medium Business – is an Australian legal entity with an Australian Business Number, which has between 20 and 199 employees and a maximum annual turnover of \$10 million (excl. GST).

Small Business – is an Australian legal entity with an Australian Business Number, which has 19 or fewer employees and a maximum annual turnover of \$10 million (excl. GST).

Practice statement:

Review of Grant Categories

1. Grant categories will be reviewed on an annual basis in accordance with the requirements of Policy 117.
2. Timing of the annual review of grant categories will align with the budget planning process.
3. The Place Leader (Economic Development) will be responsible for administration of the annual review of grant categories.

4. At a minimum, the process for annual review of grant categories process will include:
 - a. Consultation with:
 - i. All service areas with an interest in the delivery of strategies, operations or regulatory processes relevant to the proposed grant category/s;
 - ii. The Town's Coordinator Events, Arts and Funding.
 - b. Review of this Management Practice to add and/or remove grant categories as appropriate; and
 - c. Endorsement by C-Suite.
5. Once approved by the CEO, grant categories will be published in:
 - a. This Management Practice, to be made available on the Town's website;
 - b. The Community Funding section of the Town's website; and
 - c. An information pack for businesses and applicants.
6. The Chief Community Planner may direct that a review of grant categories be undertaken before the annual review is due where:
 - a. Unforeseen circumstances create an urgent need that can be efficiently and strategically addressed (wholly or in part) by a business grants program; or
 - b. Program funding availability significantly exceeds expectations, either through underspending or additional funding being made available.
7. Where a review takes place under clause 6 above, it is not necessary to address all the requirements of clause 4 where the Chief Community Planner has determined these are not required.

2022-23 Financial Year Grant Categories

Economic Development Grants

8. The objective of Economic Development Grants is to support projects, activities and programs developed by the local business community that will deliver a broader benefit to the Town of Victoria Park local economy.
9. The maximum value of an Economic Development Grant is \$10,000 (inc GST) per recipient.
10. Match-funding will not be required for Economic Development Grants.
11. Applications for Economic Development Grants will be accepted during one or more set funding rounds. The set funding round/s will be open for applications for a minimum of four weeks and advertised on the Town's website and social media.
12. Projects must be delivered within the financial year the funding is available.
13. Applicants can not apply for multiple grants within the same category within the financial year.

Eligible Applicants

14. In addition to the general eligibility requirements provided in Policy 117, the following eligibility criteria apply to Economic Development Grants:
 - a. The applicant must:
 - i. Be a Small Business or Medium Business whose principal place of trading is within the Town of Victoria Park Local Government Area; or
 - ii. Be an Incorporated Association where the proposed project, activity or program is to take place primarily within the Town of Victoria Park Local Government Area; or

- iii. Be an unincorporated association, group or individual with formal support of an auspice organization, where the proposed project, activity or program is to take place primarily within the Town of Victoria Park Local Government Area.

Assessment Criteria

15. The Assessment Criteria and weightings for Economic Development Grants are as follows:

- a. Subclause 17(a) of Policy 117 Business Grants (20%);
- b. Subclauses 17(b) and 17(c) of Policy 117 Business Grants (20%); and
- c. The proposed project, activity or program will deliver at least one substantial broad benefit to the local economy, including:
 - i. Substantial improvements to the amenity of the public realm that will attract visitors to the area;
 - ii. Substantial activation of underutilised or vacant spaces that will attract visitors or investment to the area;
 - iii. Provide a unique and visible retail or service offering that will attract visitors to the Town of Victoria Park;
 - iv. Foster networking and collaboration between local businesses;
 - v. Provide unique, regionally significant promotion, development or investment for the Town of Victoria Park's local economy; and/or
 - vi. Foster innovation industries or innovative business practices in the Town of Victoria Park's local economy (60%).

16. The Place Leader (Economic Development) is responsible for administering Economic Development Grants.

Assessment Process and Requirements

Stage 1- Pre-Lodgment Advice

17. Advice on Business Grants can be found on the Town's website and in the Grants Toolkit:

- a. <https://www.victoriapark.wa.gov.au/Around-town/Community-development/Vic-Park-Funding-Program/Business-Grants>

18. Applicants should speak with the Town, prior to lodging an application, to seek advice on their project.

Stage 2- Submitting Applications

19. All Business Grants must be submitted through the Town's online grants portal SmartyGrants which can be accessed here:

- a. <https://vicpark.smartygrants.com.au/EcoDevGrants2021-22>

20. SmartyGrants includes instructions for applicants, but Town Officers can assist if needed. Applications can be drafted and saved as incomplete until all information is ready to lodge. Town Officers are able to access the draft application, with the permission of the Applicant, to provide advice on the application for quality or completeness, prior to final lodgment.

Quotes to be provided with Grant Application

21. The Town aims to maximise participation of local businesses in the supply of goods, services and works that are procured with ratepayers' funds. Procurement from local businesses must be balanced against value for money

outcomes, and where all other factors are considered equal. The Town's preference is for all goods, services and works proposed by the application to be provided by businesses operating in the Town of Victoria Park.

22. All funding applications should be accompanied by quotations detailing the proposed expenditure. The following table outlines the quotes required based on the value of each expenditure item (inclusive of GST).

Value of Funding Request (incl. GST)	Minimum Requirements
\$1000 or less	Two verbal quotations or one written quotation
\$1001 to \$4999	Three quotations, including at least one written quotation
More than \$5,000	Three written quotations

23. All quotations submitted, including verbal quotations, should include the following minimum information:
- Name, location and ABN of supplier;
 - Itemised list detailing what is being supplied; and
 - Price including details of GST.
24. All receipts submitted should include the following minimum information:
- Name, location and ABN of supplier;
 - Itemised list detailing what has been supplied;
 - Price including details of GST; and
 - Date of purchase.
25. Quotes generated from on-line suppliers may be acceptable where they include:
- Business name and URL address.
 - Itemised list of goods and/or services, and prices (including GST).
26. If an applicant is unable to provide the minimum number of quotations due to availability of suppliers or other reasons, these reasons should be detailed in the application. The application may be accepted provided all officers responsible for assessing the application agree to do so having regard for the reasons given by the applicant.

Stage 3- Assessment of Applications

27. Applications will be assessed based upon:
- A complete application being received by the advertised closing date, based on the time recorded by the Smartygrants platform;
 - The applicant satisfying all eligibility criteria;
 - How well the application satisfies all assessment criteria, which will be weighted and assessed on a competitive basis; and
 - Availability of funds at the time of assessment.
28. The Place Leader (Economic Development) is responsible for inviting at least three Town of Victoria Park staff members to form an assessment panel.

29. The Manager Place Planning will oversee preparation of a report to the Council summarising the recommendations of the assessment panel. The Council will be responsible for final determination of applications.

Stage 4- Notifying Applicants, Grant Agreements and Payment

Letter of Agreement

30. Grant Recipients must accept conditions specified in a formal Letter of Agreement. The Letter of Agreement is a letter signed by the Manager of Place Planning that states:
- a. Names of all parties to the Agreement;
 - b. Obligations, rights and responsibilities of each party;
 - c. Dispute resolution process;
 - d. Payment schedule and financial reporting requirements;
 - e. Reporting and financial acquittal requirements;
 - f. Termination conditions;
 - g. Any special conditions associated with the Agreement;
 - h. A Purchase Order number which must be on the invoice to receive payment; and
 - i. The Grant Application documentation.
31. Grant Recipients must sign and return the Letter of Agreement to the Town prior to funds being paid.

Payment of Funding

32. Payments will generally be single payments paid after signing of the Letter of Agreement. The timing of payments may vary depending on the nature of the agreement, the initiative, the level of funding and level of risk. For example, payments may be made as part or full payments, or as copies of invoices are presented to the Town for expenditure incurred for the initiative. The payment schedule will be outlined in the Letter of Agreement.
33. The maximum value of all Business Grants is inclusive of GST and payment will be calculated accordingly.
34. Should unforeseen circumstances change the way recipients need to expend funds to support the project, activity or program, this may be accepted at the discretion of the Manager Place Planning provided that:
- a. The recipient provides details of the proposed changes including justification to the Place Leader (Economic Development) in writing and prior to those changes being paid;
 - b. The proposed changes do not, in the opinion of the Manager Place Planning, change the project, activity or program's overarching objectives, feasibility or alignment with the assessment criteria; and
 - c. The proposed changes do not result in the recipient requesting payment of funding in excess of what was originally approved.

Unsuccessful Applications

35. Unsuccessful applicants will be advised of the outcome within nine weeks of any advertised closing date for the funding round or receipt of a complete application, whichever is the later.
36. The Town will provide unsuccessful applicants with reasons for its decision.

37. Unsuccessful applicants may submit a new application at any stage that the Town is accepting applications. A previous unsuccessful application does not disqualify a project, activity or program from being assessed or accepted in subsequent funding rounds.

Stage 5- Acquittal

38. All Business Grants funding must be acquitted:
- By the date specified in the Letter of Agreement if one is provided; or
 - Within six weeks of the completion of the project, activity or program.
39. The recipient must provide financial records of how the funding was spent. The recipient may be required to provide a report on project outcomes if required in the Letter of Agreement. The recipient may be required to provide further information if the reporting and acquittal statements are not satisfactory.
40. Any unexpended funds must be returned to the Town of Victoria Park.
41. Should acquittal not be submitted within the timeframe specified in paragraph 11 above, the recipient will not be considered for any further funding available under Policy 117 Business Grants or Policy 114 Community Funding for a period of 24 months from that conclusion of that specified timeframe.

Termination of Agreement

42. A Business Grants funding agreement may be terminated if in the opinion of the Chief Executive Officer:
- The project, activity or program is not being carried out with competence and diligence;
 - The project, activity or program is not being carried out in accordance with the Letter of Agreement;
 - The recipient fails to provide information concerning operational, administrative or financial aspects of the project in response to a reasonable request from the Town; or
 - The funding is not being used in accordance with the Letter of Agreement.
43. The Town may require reimbursement of any funding paid if the funding is not used for the approved purpose detailed in the Letter of Agreement.
44. These termination conditions will be included in the Letter of Agreement.

Publicity and Acknowledgement of Funding

45. All Grant Recipients must acknowledge the Town as a project supporter where appropriate, including:
- In any publicity materials for the project, activity or program, including content on the recipient's website;
 - At functions associated with the project, activity or program;
 - On materials produced using the grant funding; and/or
 - In relevant documents or platforms belonging to the recipient, such as newsletters, annual reports and official social media.

46. All Grant Recipients must provide photographs of the project, task or program to the Town upon request, with permissions for the Town to use these on its social media, newsletters, websites or other media and documents to promote the Business Grants program.
47. All Grant Recipients must agree to The Town publishing details of the recipient's name, suburb and project details on its social media, newsletter, websites or other media to promote the Business Grants program.

Freedom of Information

48. The Town is subject to the Freedom of Information Act 1992 (WA), which provides a general right of access to records held by local government agencies. Information pertaining to the receipt of funding from the Town will be included in the Town's Annual Report and website. This information will include the name of recipients, the value of the grant, the name of the project, activity or program, a brief description of the project, activity or program and the strategic outcomes of the program, activity or program. This could result in requests for more details to be released publicly under the Freedom of Information Act 1992 (WA).

49. This information will be included in the Letter of Agreement.

Related documents

Policy 117 Business Grants

Responsible officers	All staff.
Practice manager	Chief Community Planner
Approval authority	CEO
Next evaluation date	This will be set by Governance

Revision history

Version	Action	Date	Authority	TRIM Reference
1	[Adopted]	September 2021	CEO	