

# Economic Development Grants Program 2021

## Application Guidelines

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**Council Offices**

25 Ferres Boulevard, South Morang VIC 3752

**Mail to:** Locked Bag 1, Bundoora MDC VIC 3083

**Phone:** 9217 2170

**National Relay Service:** 133 677 (ask for 9217 2170)

**Email:** [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)

Free telephone interpreter service



**131 450**

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***The City of Whittlesea recognizes the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clan as the Traditional Owners of this place.***

If you have any questions, please contact:

**Business Engagement Officer**

Phone: (03) 9217 2278

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

or

**Community Development Grants Officer**

Phone: (03) 9217 2397

Email: [community.grants@whittlesea.vic.gov.au](mailto:community.grants@whittlesea.vic.gov.au)

## What is the City of Whittlesea Economic Development Grants Program (EDGP)?

The City of Whittlesea EDGP provides financial assistance of up to **\$3,000 (ex GST)** to businesses to deliver projects that align with the Whittlesea 2040 Plan to build a strong local economy (Goal 3).

The EDGP aligns with the Economic Development Strategy, *Growing our economy together*, the key directions of which are to:

- **Strive** to build a healthy, prosperous and resilient community
- **Foster** an environment that encourages the development of a vibrant local economy
- **Capitalise** on the city's human, natural and built resources to maximise local employment
- **Promote** the municipality as an attractive destination to invest and work in, visit and enjoy
- **Collaborate** with community, businesses and government to deliver resources and opportunities.

## Maximum Grant Value

The maximum grant amount is \$3,000 (ex GST). Applications seeking smaller amounts are also encouraged.

Applicants can include equipment purchases in their applications. However, equipment purchases cannot exceed more than 10% of the funding requested of Council. Refer to [‘What cannot be funded’](#) for other funding restrictions.

## Funding streams

Applicants must nominate one of the following streams for their project.

For the purpose of this grant program, 'project' means any temporary activity, initiative or program which takes place on one or more dates.

### 1. Social impact

Projects that aim to increase a business' social impact and provide benefit to the community. For example, projects may involve:

- Developing operations or providing new goods and services that increase cultural and/or environmental awareness in the community
- Helping people who are experiencing unemployment or underemployment
- Addressing any other social issues in the local community.

### 2. Digital assessment and Online capability

Projects that increase or modify business operations or models to increase viability or enter a new market. For example, seeking assistance to develop or expand an online platform or online marketing strategy which improves business operations and competitiveness.

*Please contact the Business Engagement Officer (details on page two) if you would like support regarding project eligibility under either funding stream.*

## Key dates

<b>Applications open</b>	22 February 2021
<b>Applications close</b>	12 April 2021
<b>Applicants notified of outcome</b>	Late April 2021
<b>Project commencement</b>	May 2021

Projects must be completed within 12 months of this project commencement date.

## Who can apply

To be eligible for funding applicants must:

- Be a registered business (including home based, social enterprise and sole traders)
- Hold an active Australian Business Number (ABN) prior to January 2021
- Be located within the City of Whittlesea municipality
- Hold current public liability insurance appropriate to the activity outlined in the application.

## Who cannot apply

- Individuals unless you are a sole trader with an ABN
- Not for profit groups, community organisation and education providers
- Political organisations.
- Organisations who have not complied with acquittal conditions from previous Council funding.

## What cannot be funded

- An organisation's day to day operational expenses or core business (for example, salaries for permanent staff, electricity, lease or rent payments, telephone, uniforms etc. that are part of the organisation's ongoing expenses).
- Projects that are part of the organisation's regular activities (for example, funding will not be provided to a business consultant running networking events that is already part of their service delivery).
- New building projects, capital works or facility maintenance projects.
- Gift vouchers, gifts, prizes, trophies, scholarships, donation, other grant programs, air travel or accommodation
- Activities that:
  - Have begun or are completed before approval of funding.
  - Have previously been funded by Council.
  - Are not open to the general public or where access is restricted to members or delegates.
  - Promote gambling, drugs and/or alcohol
  - Are held at establishments that promote gambling
  - That are the responsibility of other levels of Government.

## Assessment criteria

If your organisation and project meets the eligibility criteria, your project will be considered according to how well it meets each of the five assessment criteria. The percentage weightings are provided as a guide to the importance of each section in the assessment process.

### 1. Aims and outcomes (30%)

Are the aims and outcomes of the project clearly identified and do they align with at least one of the categories of the EDGP?

### 2. Level of need (25%)

Is there a clearly identified need for this project? Does the project directly address the identified need?

### 3. Equity, access and inclusion (15%)

Applicants are encouraged to consider how their project will be accessible and inclusive of all people, regardless of background or ability.

Has the applicant addressed issues of equity, access and inclusion?

### 4. Project sustainability (20%)

Will the proposed project and its outcomes continue beyond the funding period?

### 5. Budget and applicant capacity (10%)

Is the budget reasonable?

Is there a demonstrated capacity to deliver the project?

**Please note:** Costs of \$500 or more (ex GST) must be supported by quotes. If quotes are not supplied the application will be deemed incomplete and therefore ineligible to be assessed.

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## How to apply

1. Ensure you have carefully read and understood these guidelines before completing your application.  
Please contact Council's Business Engagement Officer or Community Development Grants Officer if you require any support (details on page 2)
2. Applications for the Economic Development Grant Program are submitted online at [Error! Hyperlink reference not valid.](#)

**Please note:** To apply online you will need an email address. If you cannot access the internet or require printed forms, please contact the Community Development Grants Officer.

If you have difficulties logging into an existing account or registering a new account, please contact the SmartyGrants helpdesk (9am to 5pm Monday to Friday) on (03) 9320 6888.

## Assessment process

1. Applications are reviewed for eligibility
  - Who can apply
  - What cannot be funded
  - Application is complete (supporting documents and quotes attached).
2. A panel assesses eligible applications based on how well the proposed project meets the assessment criteria.
3. Assessment recommendations are reviewed for approval.
4. Applicants are advised of their outcomes.

## **If your application is successful**

### **Conditions of grant**

All funded organisations must sign a 'Conditions of Grant' document before receiving funding. This document outlines the conditions successful applicants must meet to receive the funding.

Payment will be processed once the signed 'Conditions of Grant' has been received.

### **Grant acquittals**

Successful applicants must complete an acquittal which includes budget expenses and a brief report about the project's outcomes. The acquittal is due no later than one month after the funding period has ended (May 2022).

Recipients who do not complete their acquittal will be ineligible for any Council grants for a minimum of two years or until an acquittal is received.

## **If your application is unsuccessful**

Applications that are not eligible or do not rate highly against the assessment criteria will not be funded. You will be advised by letter of the outcome of your application.

You are encouraged to contact Council's Business Engagement Officer if you have any questions about the outcome of your grant application.

## Glossary

### **ABN**

An ABN refers to an Australian Business Number issued by the Australia Tax Office. If your organisation has an ABN it must be recorded within your application. If your organisation does not have an ABN, you must complete the Statement by a Supplier section in our online grant application.

### **Capital works**

Capital works are repairs or building to a property that create an asset and increase its value. *Please note: Capital works are not eligible for funding.*

### **Letters of support**

Letters of endorsement or commitment for the proposed project from partners, other community groups or organisations, key stakeholders

### **Not-for-profit**

An organisation whose constitution or governing documents state that any profits or surpluses must be used to further the objectives of the organisation rather than benefit its individual members.

### **Project**

A temporary initiative, activity or program planned to meet a particular need.

### **Public liability insurance**

Public liability insurance provides community groups and organisations with protection against legal and court costs (i.e. legal liability) in the event that someone is injured or has their property damaged while the group or organisation is providing a service to them.

You can purchase public liability insurance from any provider deemed appropriate for the project described in your application. The Municipal Association of Victoria recommends Local Community Insurance Services who can be contacted on 1300 853 800 or by visiting <https://www.localcommunityinsurance.com.au>