Contents

About these grants **2**
Grant objectives 2
How to apply 2
Key dates 2
Contact information 2
Who can apply? **3**
Applicant type 3
Grant process **4**
What can you apply for? **5**
COVID-19 business recovery grant ideas 5
What won't be funded? **6**
The following will not be funded through this grants program: 6
Assessment criteria **7**
Prioritising applications 7
What happens next? **7**
If your Expression of interest (EOI) application is successful 7
If your application is successful 8
If your application is unsuccessful 8
General guidelines 8
Funding agreements 8

About these grants

The purpose of these grants is to support local small businesses that have been adversely affected by COVID-19 restrictions. The funding is aimed at helping businesses build capacity, invest in their business and develop new ways of working and adapting to the new COVID-19 economy.

Whilst we acknowledge that hospitality businesses were heavily impacted by the pandemic and early lockdowns, there has been a suite of recovery programs available to this sector. Due to these funds already being provided, this round of funding will not be open to hospitality businesses. Exceptions will however be made if you can demonstrate that your business has not been eligible for any of the state or federal support packages and you are seeking funding to help transition to a new way of to doing business due to COVID lockdowns.

Note: All proposed activities must comply with the latest coronavirus (COVID-19) health advice from Commonwealth and State authorities.

Grant objectives

The objectives of the grants are as follows:

- to support Individual small businesses* in the Surf Coast Shire that have been adversely affected by COVID-19
- to enable small businesses to adapt to a post-COVID-19 economy
- to support innovation and build capacity by encouraging small businesses to invest in options such as:
  - new technologies and digital platforms
  - professional development or capacity-building initiatives
  - alternative service models or business models
  - local-business-to-local-business collaboration

*employ <20 employees

How to apply

Applications for this grant must be made via the SmartyGrants online system there is a link on the Surf Coast Shire website

www.surfcoast.vic.gov.au/Community/Grants/Small-Business-Arts-Culture-COVID-Recovery-Grants

Key dates

The Expression of Interest (EOI) stage will be open from 29 April and closes midnight on the 16 May 2021.

- EOI applications will not be accepted after the closing date 16 May 2021

Successful EOI Applicants will be notified by 30 May 2021 and invited to submit a full application closing midnight on the 21 June 2021

- Full applications will not be accepted after the closing date 21 June 2021

Contact information

If you have been invited to submit a full application you are encouraged to discuss your project with the COVID Recovery Assistance Grant team, who can also assist you with the application process. Please contact us at **info@surfcoast.vic.gov.au**, or call **5261 0600**

Who can apply?

To be eligible for a grant, the applicant business must:

a. have its principal place of business located within the Surf Coast Shire
b. hold an active ABN since March 2020
c. employ 20 people or less
d. have been trading for a minimum of 12 months prior to 1 March 2021
e. be able to demonstrate the financial impacts to your business as a result of lockdowns and restriction from COVID-19
f. be compliant with all relevant local, state and federal legislation

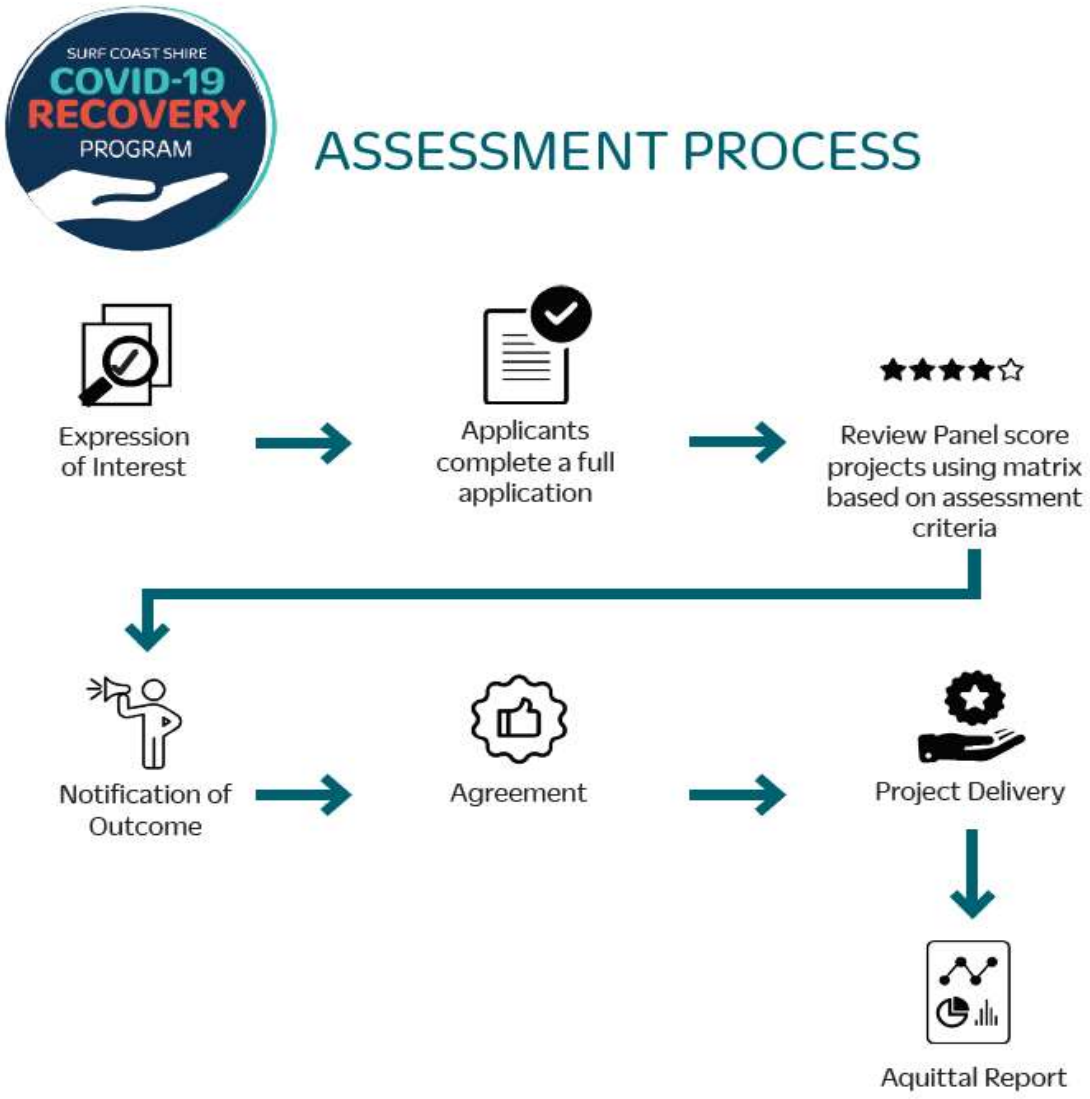
Applicant type	YES	NO
Sole traders	✓	
Partnerships	✓	
Company	✓	
Small businesses up to 20 employees	✓	
Not-for-profit organisations		X
Company limited by Guarantee		X
Trust		X
Hospitality Sector business previously funded via State and Federal Programs *(if your hospitality business has been ineligible for any of the above funding please contact Gretchen 52610676)*		X
Local business and industry incorporated associations		X
Businesses that have an adverse effect on public health, safety, the environment, or heritage or whose activities do not align with the Surf Coast Shire's values		X
Organisations with outstanding debts or arrears to the Surf Coast Shire		X
Organisations that have not provided a satisfactory evaluation/acquittal form for any previous funding received from Surf Coast Shire Council – this includes organisations that have acted as an auspice for an unincorporated group		X
Companies and/or directors of companies that are undergoing any form of insolvency event.		X
Individuals that have been declared bankrupt (in past 10 years)		X

Grant process

Surf Coast Shire Council is aware that time is a premium and have developed an Expression of Interest (EOI) process to determine eligibility. Once confirmed you will be invited to submit a full application

Delivery of the program will follow the below process. The initial Expression of Interest (EOI) phase is designed to enable businesses to test their eligibility and negate the need to go through the rigour of completing a full application as an initial step. Once an application EOI is confirmed a full application can be submitted.

- EOI – applications are checked against the criteria to determine their eligibility.
- Internal panel assessment – eligible applications will be assessed according to the assessment criteria and priorities for funding (see tables below).
- Applications are reviewed by the panel and recommendations made to determine the final outcome.



What can you apply for?

The following is a list of ideas and examples that will be considered for funding. This is guide only and the list should not be considered exhaustive.

COVID-19 business recovery grant ideas
Note: Programs that stimulate expenditure in Surf Coast Shire, improve localised supply chains and generate local employment will be highly valued.
– Investment in business training and skills development
– Building marketing skills and/or investment in marketing systems
– Brand development and strategy
– Promotional and marketing campaigns with measurable targets
– Investment in digital technologies and platforms that aim to create new markets, grow existing markets or improve business efficiency
– Development of alternative service delivery models
– Business continuity planning
– Financial management systems
– Activities that create local employment
– Investment in professional, personal and organisational development programs that build organisational capacity – including, but not limited to, responding to employee and employer wellbeing
– Investment in systems and technologies that reduce energy consumption/ costs
– Programs that stimulate expenditure in Surf Coast Shire
All activities must comply with the latest health advice and government restrictions, as detailed on the following websites: www.dhhs.vic.gov.au/coronavirus www.vic.gov.au/coronavirus-covid-19-restrictions-victoria

What won't be funded?

The following will not be funded through this grants program:
– Land purchases or leasing of property
– Any activity that doesn't align with the program objectives
– Purchase of consumables
– Office, shop or warehouse furniture
– Building maintenance
– Costs of starting a new business
– Costs of goods or services already ordered or purchased
– Employees attending conferences, or travel costs associated with training
– Purchase of equipment for employees, such as laptops, PCs, personal devices and so on
– Fundraising events, prizes, gifts, awards or sponsorship costs & donations
– Administration costs and insurances
– Activities aimed at promoting political views
– Staff salaries and wages, although we will consider funding if the costs are related to the specific proposed project – such as costs to engage an external facilitator, consultant or contractor – as long as they can supply an ABN and written quotations
– Funding for Surf Coast Shire services where fees are normally charged – for example, rates, waste removal, building or planning permit fees, parking fees and so on.

Assessment criteria

Applications will be assessed on a weighted average scoring system, as shown in the tables below:

COVID-19 BUSINESS RECOVERY GRANTS – ASSESSMENT CRITERIA	
Key criteria – weighting	What we look for when assessing a grant application
Alignment to the program objectives – 50%	The application must demonstrate: • How the business has been impacted by COVID-19 restrictions • How the business is planning to adapt to the post-COVID-19 economy • How the proposed project will support innovation and help the business build capacity • How the proposed project will support future investment in the business • The outcomes and targets that the investment will deliver for the business.
A clear and realistic budget and implementation plan – 30%	The application must demonstrate the following: • That the project is well-planned and fully scoped • An appropriate budget detailing costed services, quotes and products required for delivery of the project • Schedule of dates including project commencement and completion.
Local procurement – 10%	The application demonstrates • A commitment to building local supply chains, by procuring goods and services within the Surf Coast Shire where possible.
Local employment – 10%	The application demonstrates how the project will generate, or sustain, employment.

Prioritising applications

If the total request for funding exceeds the grant funds available, we will prioritise:

- Application from organisations that have not received funding from the any COVID stimulus government funded program since February 2020
- Application that will stimulate expenditure in Surf Coast Shire, improve localised supply chains and generate local employment.

What happens next?

If your Expression of interest (EOI) application is successful

Successful applicants (in round one) will be notified in writing (email) by 30 May 2021.

If you are successful, you will be sent an email explaining how to progress to the next stage and complete a full application

This application will use the SmartyGrants platform and will involve explaining in more detail the reasons you are seeking funding and justification based on the assessment criteria above. Applicants will be required to justify statements made during the EOI process e.g.

Evidence of:

- Loss of income during pandemic or negative effects on your business
- Justification of need
- Implementation plan
- Quotes for expenses sought
- Measurable outcomes for your business

If your application is successful

Successful applicants (in round one) will be notified in writing by 19 July 2021.

You will be sent a funding agreement explaining the terms and conditions of Councils offer. Once you sign and return the agreement, supplier form and a Tax Invoice we will transfer your grant funds within 30 days.

All funds must be acquitted within two months of the agreed completion date for the project.

If your application is unsuccessful

Unsuccessful applicants will be notified in writing by 30 July 2021. If you would like feedback on your application, please contact info@surfcoast.vic.gov.au

While unsuccessful applicants are eligible to reapply for any future grant rounds, we would recommend revising the application to make sure it fits the assessment criteria before doing so.

General guidelines

Grants will initially be assessed by an Expression of Interest process (EOI) knowing small businesses are time poor and to assist in assessment process. Successful EOI's will be invited to submit via a full application

Grant amounts offered to successful applicants are based on outcomes determined during the assessment process, and in line with budget limitations.

Funding sought will be highly competitive, not all applications will necessarily be funded. Applicants may also be offered partial funding to run a reduced or modified project/program should they choose to do so.

Funding agreements

Successful grant applicants will be required to enter into a funding agreement that will establish:

a. the terms and conditions of funding
b. the details of the activity
c. the deliverables
d. acquittal, evaluation and reporting requirements and
e. the schedule of payments.

Allocated funds must be expended within 10 months of receiving the grant, unless otherwise negotiated.

Applicants will be sent a reminder in January 2022, if we do not receive a tax invoice by the end of March 2022, the grant offer will be automatically withdrawn.