

Guidelines

Surf Coast Shire Council's Business Collaboration Grants support a thriving, connected business community.

Funds available

Grants of up to \$2,000 are available in this program. Applicants are required to match funds 1:1 with either cash or in-kind contributions.

Two rounds of Business Collaboration Grants are offered each year, with applications open for the months of March and September.

Grant purpose

Council is committed to growing a prosperous economy through fostering an environment where business people can connect and thrive. Creating thriving and connected businesses will ensure that Surf Coast Shire is a place which is resilient, sustainable and inspires innovation.

This will enable people to run successful local businesses that grow and create jobs and foster businesses that reflect local character and values including ethical, social and sustainable principles.

The purpose of the grant is to:

- Support the creation of new business networks, or further develop existing business networks leading to better collaboration and skills development.
- Improve the capacity and capability of businesses to thrive.

Before you get started

Before applying:

1. Read these Guidelines and check your eligibility.
2. Call our Grants Team or Economic Development Team on 5261 0600 to discuss your idea and ask any questions.

NOTE: Council staff can assist with the application process but are not able to review draft applications.

We also recommend you read our [Economic Development Strategy 2021-2031](#) and the [Surf Coast Shire Council Plan](#) to understand the ways in which we can all work to create a more prosperous economy.

To apply

Applications must be submitted online at www.surfcoast.vic.gov.au/Grants.

Please contact our Grants Team on 5261 0600 if you require an alternative.

Key dates:

Applications are open 1-31 March and 1-31 September annually, with assessments and notification of outcomes occurring the following month.

Business Collaboration Grants

Assessment criteria

All applications for Business Collaboration Grants are assessed on their merit using these criteria:

Criteria	Weighting
<p>Alignment with Grant Objectives:</p> <p>Please communicate how your initiative aligns with one or more of these Council objectives:</p> <ul style="list-style-type: none">• Creation of a thriving and connected business network.• Support businesses setting new standards in social, ethical, corporate and environmental responsibility.• Grow our reputation as a creative, entrepreneurial and innovative region.• Support business expansion and job creation in the Surf Coast. <p>For more ideas or information on our strategic objectives please refer to Council's Economic Development Strategy 2021-2031.</p>	30%
<p>Identified Need:</p> <p>The application clearly identifies a local need and demonstrated demand for the project or activity.</p> <p>Evidence to support the proposal can include but is not limited to: letters of support, research, survey data, requests from local businesses and the number of local businesses already involved.</p>	30%
<p>Clear Plan for Delivery:</p> <p>The application outlines how the project will be delivered and how it will address the identified need.</p> <p>This should include information such as: a project plan, a clear objective, the people or groups involved in delivery, the method, key dates, approvals (if relevant), key immediate and long term outcomes expected.</p>	25%
<p>Budget</p> <p>The budget is fully detailed, costed with quotes and includes matched funding.</p>	10%
<p>Marketing and Promotion Plan</p> <p>The application includes a communications and engagement plan outlining how the proposal will engage with the target audience.</p>	5%

Read more about assessment in the Grant Process section of these Guidelines.

Note

Council typically receives greater demand for project funding than is available through the annual grants budget.

If applications have equal merit, a lower priority may be assigned to projects/initiatives that:

- Received Council grant funds in the same or previous financial year
- Are recommended/are likely to be recommended for funding through other Council grants
- Receive their core funding from State or Federal governments
- Have greater access to funding from sources other than this grant.

Business Collaboration Grants

Who can apply?

Can apply	
✓	Surf Coast Shire-based professional association.
✓	Surf Coast Shire-based business networks.
✓	Surf Coast Shire-based individual business.
✓	Groups of individual businesses who join together as a collective (note: these must be legally constituted or nominate either an individual business or an auspicating body to apply, and take legal financial responsibility for the grant).
Cannot apply	
✗	Businesses/Business Networks that have received Council funding for the same project.
✗	Businesses/Business Networks that have received a Council COVID Recovery Assistance Grant (2020-2022).
✗	Businesses/Business Networks that have an overdue Acquittal Report for previous funding received from Council.
✗	Elected members and employees of Council must not be involved in the development of an application and are not eligible to sign or be listed on any grant.
✗	Non- Surf Coast Shire businesses or collectives.

What will and won't be funded

Yes	No
✓ Delivery of marketing and promotion plan to promote project (excluding tourism).	✗ Recurrent operational costs.
✓ Events to support Network Development (e.g. facilitated sessions, capacity building activities).	✗ Events which do not support Network Development (e.g. Business Breakfasts with no capacity building elements).
✓ Equipment or activities that encourage and enable participation or connection.	✗ Prizes, awards, fundraising items or trophies.
✓ Business Workshops.	✗ Items/Activities to support political or lobbying activities.
✓ Activities that strengthen and improve local supply chains.	✗ Development opportunities which benefit only one business.
✓ Activities which enable businesses to move into new markets and become more sustainable.	✗ Capital developments, e.g. renovations or additions/changes to a structure or property.
✓ Activities that increase digital capabilities of business sector to connect with existing or new markets.	✗ Tourism Marketing campaign or social media campaign that duplicates existing efforts.
	✗ Infrastructure projects on public land.
	✗ The purchase of assets and equipment for an individual or the group.

Business Collaboration Grants: March and September rounds

Eligibility requirements

These are the grant essentials to tick off for your application.

Grant program requirements:

- Activities/projects must take place within the Surf Coast Shire.
- Activities/projects must demonstrate how they act upon the grant purpose described in these Guidelines.
- Activities/projects should demonstrate environmentally sustainable practices and must not have negative impacts on the natural environment.
- Completed applications must be received by the deadline of the funding round, through the SmartyGrants online system. Please contact our Grants Team before the closing date on 5261 0600 if you are unable to access this system and require an alternative format/method.
- Business Collaboration Grants require 1:1 matched funds from the applicant (either cash or in-kind).

Requirements of the applicant:

- The applicant must have a business with an ABN registered and located in the Surf Coast Shire.
- All projects must adhere to the most recent Government health advice**, e.g. Covid-19 restrictions provided at www.coronavirus.vic.gov.au.

Depending on what your project is, the following also need to be met:

- A certificate of currency for Public Liability Insurance** (proportionate to the risk associated with the activity being undertaken) must be provided. If you do not believe this applies to you seek clarification from an Economic Development grants officer at Council.
- Projects involving children** must comply with the Child Safe Standards www.dhhs.vic.gov.au/publications/child-safe-standards.
- Activities/materials must be accessible and inclusive of all abilities** – including physical access, as well as ensuring written materials are visually accessible.
- Where related to First Nations Peoples or Culture**, applicants must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation. We recommend reading local RAP Country Plans as a starting point, see links under 'More information' on the final page of this document.
- Any relevant risk assessments, permissions, permits and/or maintenance** if relevant must be obtained from the relevant authority prior to funding being distributed (e.g. permission from a facility or land manager to make changes).

Business Collaboration Grants: March and September rounds

Funding information

Funding details:

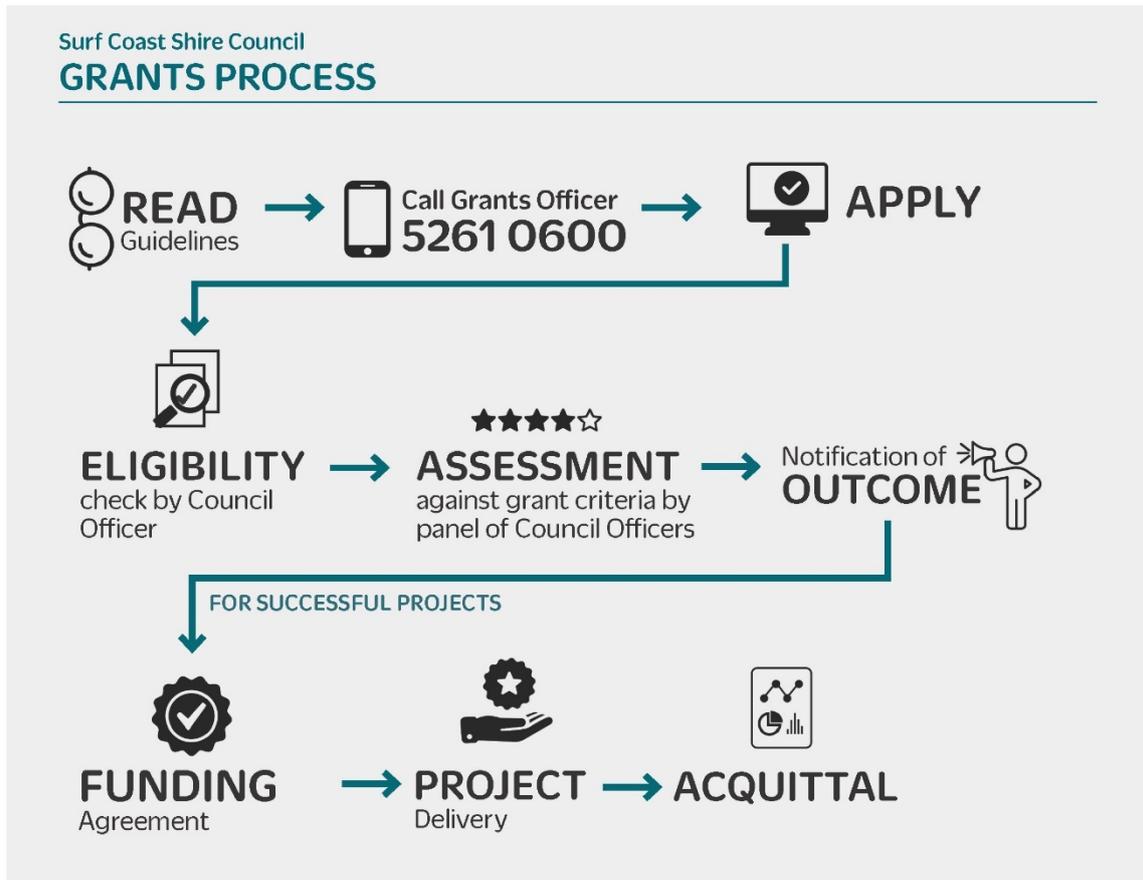
- Funds of up to \$2,000 are available with matched funding (applicant must match the funding with cash or in-kind contributions).
- Applicants are expected to provide a level of detail in their written application, support material and budget appropriate to the grant request and using professional industry rates to calculate in-kind contributions.
- Applicants may apply for funding in multiple Council grant streams if it is for different projects/purposes.
- When a grant is awarded, payment will be made to the organisation's nominated bank account after all relevant documentation is received by Council, including a signed Funding Agreement, invoice and evidence of Public Liability Insurance. If using an auspice, you will need to provide their banking details and an invoice issued by them.
- Council will not be responsible for costs over and above the grant amount awarded.
- Applicants should be aware of their responsibilities to comply with Federal Government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number, contact the Australian Tax Office information line on 132866 or visit www.ato.gov.au.

In accepting a Surf Coast Shire Council grant these are the things you are committing to:

- Sign a Funding Agreement prepared by Council, specific to your project/activity.
- The funding provided must be used for the approved activities/items. Any changes to budget items in the application may not be undertaken without prior written approval from Council.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- Where required, the applicant will ensure that the activity complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, Victoria's Child Wellbeing and Safety Act 2005, Disability Discrimination Act 1992, and Occupational Health and Safety Act 2004.
- An Acquittal Report, including an expenditure statement, must be provided in line with conditions outlined in the Funding Agreement.
- Council's logo shall be used on all material relating to the funded activities and an appropriate acknowledgement of funding must be given by the recipient in all promotional material, announcements and reports of the activities to the community.

Business Collaboration Grants: March and September rounds

Grant Process



More Information

About this grant

Online www.surfcoast.vic.gov.au/Grants

Phone 5261 0600

Resources

Depending on the nature of your project, these resources may be useful.

Access and inclusion surfcoast.vic.gov.au/Community/Access-for-all

Registered Aboriginal Parties

We recommend reading the Country Plans available here:

Eastern Maar Aboriginal Corporation

easternmaar.com.au

Wadawurrung Traditional Owners Aboriginal Corporation

wadawurrung.org.au