

# QUICK RESPONSE BUSINESS GRANTS - FUNDING GUIDELINES

## PROGRAM OVERVIEW

### Objectives

The quick response business grants provide financial assistance to eligible businesses affected by COVID-19. Three programs are available to support businesses to:

1. invest in **capital works** during this challenging time and position their business to strongly benefit from the economic recovery when it happens.
2. develop their **online and e-commerce** capabilities;
3. undertake **training and professional development** to better prepare for return to business activities.

### What we fund

Program	What we fund	Funding available
<b>1. Capital works grants</b>	Costs associated with capital works used to produce income, including in any of the following areas: <ul style="list-style-type: none"><li>• equipment, including major catering, processing and production equipment;</li><li>• business fittings, including retail, wholesale, and hospitality shopfittings;</li><li>• physical alterations, including remodeling of premises;</li><li>• IT and software;</li></ul>	Up to \$10,000 (excluding GST) on a matching dollar for dollar basis.
<b>2. Online and e-commerce grants</b>	Costs associated with online and e-commerce activities, including the purchase of hardware, software and services in any of the following areas: <ul style="list-style-type: none"><li>• website design and development;</li><li>• e-commerce platforms (selling online and receiving payments);</li><li>• online content development (web pages, mobile apps, audio and visual media);</li><li>• digital marketing and promotion;</li><li>• mentoring and training in online and e-commerce activities.</li></ul>	Up to \$5,000 (excluding GST).
<b>3. Training and professional development</b>	Costs associated with increasing and enhancing worker capability to better prepare for return to business activities. Suitable professional development activities can include, but are not limited to: <ul style="list-style-type: none"><li>• online learning, webinars;</li><li>• attendance at training courses, seminars, workshops, forums or conferences;</li><li>• in-house courses delivered by an external provider or other training.</li></ul>	Up to \$2,000 (excluding GST).

### Eligibility criteria

#### Eligibility

To be eligible for funding applications must:

- have an Australian Business Number (ABN);
- employ fewer than 50 FTE employees at the time of application, in exceptional circumstances applications above this number of employees will be considered in the hospitality and tourism sectors;
- be located within the City of Melbourne municipality; and
- demonstrate how the grant will help support business in response to the impact of COVID-19.

Applicants that will be procuring from local suppliers in the City of Melbourne for their proposal will be favourably considered. It is expected the proposed activity will be completed within eight months and preference will be given to those that can be completed in shorter time frame.

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## General ineligibility

The program will not support:

- businesses located outside the City of Melbourne municipality
- organisations that are political organisations or that have a political purpose, government departments of agencies, foundations or grant making bodies, or have a primary focus on fundraising;
- Activity or organisations that denigrate, exclude or offend parts of the community;
- organisations that have an outstanding debt to the City of Melbourne or that have failed to comply with the terms and conditions of any previous funding agreement with City of Melbourne;
- current City of Melbourne employees, immediate families and their contractors.

In addition, canvassing or lobbying of Councillors or employees of the City of Melbourne in relation to any grant application is prohibited during the application process. The City of Melbourne reserves the right to reject any application that is ineligible or does not meet the eligibility criteria.

## APPLICATION PROCESS

### Key dates

- Applications open – 26 March 2020, 9.00am.
- Assessment - applications will be assessed on an ongoing basis and applicants will be notified of the outcome of their application as soon as practicable.

### How to apply

1. Register online at [SmartyGrants](#)
2. Complete and submit your application online via SmartyGrants. Submit one application only.
3. On submission, you will receive a submission acknowledgement receipt from SmartyGrants.

### Assessment process

- Applications are assessed by City of Melbourne staff and peer reviewed. The City of Melbourne reserves the right to request further information in considering any application.
- Applications are kept confidential and the application details will not be disclosed to any person outside the application and assessment process, however a short summary of the application activity will be utilised in briefings to Council and the list of successful applicants will be published on the City of Melbourne's website.
- All funding decisions are final.

### Terms and conditions for successful applicants

Successful applicants are required to comply with the following terms and conditions:

- sign a letter of agreement detailing the grant obligations;
- submit an acquittal report evidencing the invoices and receipts for the funding approved and demonstrate how the grant helped support the business in response to the impact of COVID-19.

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## Support and assistance

- **Immediate support for businesses:** for immediate assistance please contact our business concierge service on 9658 9658 (press 1 for Business Concierge) or visit [melbourne.vic.gov.au/business](http://melbourne.vic.gov.au/business) for more information on our economic activation package.
- **Contact us about the grant program:** Businesses are encouraged to contact a Council Officer to discuss any specific needs or additional support that may be required to complete and submit a grant application. Email [businessfunding@melbourne.vic.gov.au](mailto:businessfunding@melbourne.vic.gov.au) and an Officer will call you.
- **Technical support:** Refer to the Help Guide or contact the SmartyGrants support desk 9am - 5pm Monday to Friday on 03 9320 6888 or by email [service@smartygrants.com.au](mailto:service@smartygrants.com.au)
- **Translation services:** Our multilingual information telephone service provides access to translators and information in different languages.
- **Accessibility for applicants with disability:** Applicants with disabilities are encouraged to contact the grants team to discuss any specific needs or additional support that may be required to complete and submit an application. If you are deaf, hearing-impaired, or speech-impaired, contact us via the National Relay Service 133 677.