

## HUME CITY SMALL TO MEDIUM BUSINESS QUICK RESPONSE SUPPORT GRANTS

### PROGRAM OVERVIEW

The Small to Medium Business Quick Response Support Grants provide immediate financial assistance to eligible small to medium businesses affected by COVID-19.

Grants for eligible businesses will include:

- Up to \$5,000 for businesses with up to 5 employees
- Up to \$10,000 for businesses with 6 to 10 employees
- Up to \$20,000 for businesses with 11 to 20 employees

The grants will be provided to businesses who show financial hardship and can demonstrate how the grant will assist them to retain current employees or support business sustainability.

### WHAT WILL BE FUNDED?

Costs associated with:

- Business fittings, including retail, wholesale and hospitality shop fittings, pop ups
- Digital strategy development, including IT and software
- Online and e-commerce platforms, including:
  - website design and development (web pages, mobile apps, audio and visual media);
  - mentoring and training in online e-commerce activities
- Digital marketing and promotion
- Online learning and webinars
- Staff participation online training courses, seminars, workshops where appropriate
- Recruitment and training
- Product development
- Supporting current permanent full-time or part-time employee leave entitlements
- Payment of utility bills.

**Please note: costs associated with rent, Business loans and bond WILL NOT be considered**

### ELIGIBILITY CRITERIA

To be eligible for funding, applications must:

- operate from commercial or industrial zoned premises within Hume City
- have a valid Australian Business Number (ABN)
- have 20 or fewer permanent FTE employees
- demonstrate how the grant will support the business in response to the impact of COVID-19.
- hold all appropriate permit and licences; this will include but not restricted to building and planning permits, liquor licence, health permits, bankruptcy and any other statutory permits or licences that are required for the business to be legal.

## GENERAL INELIGIBILITY

The Program **WILL NOT** support:

- businesses located outside the Hume City Council municipality
- businesses that are a political organisation or have a political purpose
- government departments of agencies, foundations or grant making bodies or those who have a primary focus of fundraising

- businesses who denigrate, exclude or offend parts of the community

*In addition, canvassing or lobbying of Councillors, Council employees or members of the Assessment Panel is strictly prohibited. Hume City Council reserves the right to reject any application that is ineligible or does not meet the eligibility criteria.*

## APPLICATION PROCESS

### KEY DATES

Applications **OPEN** 12pm Thursday 9 April 2020

Applications **CLOSE** 9pm Friday 17 April 2020

Applicants will be notified of the outcome of their application as soon as is practicable

### HOW TO APPLY

- Register, complete and submit your application online via the SmartyGrants portal
  - Once submitted, you will receive an email acknowledging receipt of your application from SmartyGrants including your application reference number
- Please note:** applications will not be accepted after the closing timeframe. It is recommended that you allow sufficient time to complete and submit your application, as unforeseen circumstances can and do occur.

### ASSESSMENT PROCESS

- Applications will be assessed by an Assessment Panel made up of Council and Industry representatives
- One application per business can be submitted
- Applicants will be notified of an outcome as soon as is practicable
- Hume City Council reserves the right to request further information in considering any application
- Any application that is ineligible or does not meet the eligibility criteria will be rejected
- Hume City Council reserves the right to part-fund applications
- All funding decisions are final

### TERMS AND CONDITIONS FOR SUCCESSFUL APPLICANTS

Successful applicants will need to:

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

*In addition, the successful applicant names and funding amounts will be publicly available, including but not restricted to publication on Hume City Council's website and in Council's media releases.*

### ASSESSMENT PROCESS

Any information that helps substantiate the business' application must be included. This may include, but is not limited to:

- The last two years Accountant Prepared Financial Statements (Profit & Loss and Balance Sheet)
- Year to date Financial Statement
- Forward Cash Flow projection
- Current ATO Portal Reports
- Payroll Report for the last two years
- Banking details
- Certificate of Incorporation
- Certificate of Registration of Business Name
- Current Certificate of Public Liability Insurance (minimum \$20 million)
- Any licenses or permits relevant for your business
- Quotes for items or services you intend to use the grant money for
- Evidence showing more than 30% downturn in turnover since 1 March 2020

For further information regarding the Hume City Small To Medium Business Quick Response Support Grants Program, please email [business@hume.vic.gov.au](mailto:business@hume.vic.gov.au)