

Process





1. Organisations are encouraged to contact the Community Development Officer to discuss the eligibility of their application for the Business Assistance Grant.
2. Complete the Business Assistance Grant Application Form available on the Shire of Boddington's website.
3. Completed Application Forms are to be submitted to shire@boddington.wa.gov.au
4. Notification of the application outcome will be sent within one week of the next Ordinary Council Meeting.
5. Deliver the project outlined in grant application within 12 months of receiving the funding.
6. Submit evidence of the project being delivered and an invoice to enable payment of the grant funds.
7. Complete the Acquittal Form within 30 days of the conclusion of the project.



Shire of Boddington Business Assistance Grant Guidelines

The Business Assistance Grant provides financial assistance for local businesses to deliver projects that will result in economic benefit for their business.



 (08) 9883 4999
 www.boddington.wa.gov.au
 39 Bannister Road, Boddington
 @SOBoddington

Funding Rounds 2023-24

Applications Open	Ongoing
Applications Close	Ongoing
Notification of Outcome	Within one week following a Council Meeting

Who can apply?

Businesses based primarily in Boddington Shire with an ABN.

Ineligible organisations include:

- individuals;
- not-for-profit organisations;
- government agencies; or
- businesses with outstanding acquittals from other Shire-facilitated funding programs.

What can I apply for?

Applications must be from an eligible organisation and be up to \$500 for business improvement initiatives, or \$1,500 for shop front enhancement initiatives, in any single financial year. The funding will support up to 50% of total project costs. Successful projects will have a clearly identified and evidenced need for the project.

Eligible project costs include:

- training in social media,
- website design or enhancement,
- customer service training,
- business coaching or mentoring,
- seminars, or
- shop front enhancement

Ineligible project costs include:

- salaries;
- consumables;
- disposable items; or
- retrospective funding

How are applications assessed?

Applications will be assessed according to:

- the level of improvement to business prospects;
- capacity to fund 50% of the eligible funding amount;
- the project's potential to proceed if less than the requested amount is granted;
- the level of support by the business for community projects and/or events;
- alignment with eligible project costs; and
- previous capacity to acquit funding.

Where projects are evidenced to support additional outcomes identified within the Shire's Strategic Plan, the project will be highly regarded.

Submitting

For applications to proceed to assessment they must:

- be lodged on time;
- be submitted on the appropriate form;
- include the required information, including insurance and financial details;
- include agreement from the applicant to acknowledge the Shire if funding is successful;
- ensure the applicant demonstrates its ability to manage the project;
- not be due to commence until after the notification date.

Acquittal

As part of the acquittal process grant recipients will be required to provide supporting documentation (receipts or invoices) and a brief evaluation report to the Shire of Boddington, within 30 days of project completion. Failure to complete the acquittal will disqualify the applicant from future funding.