

Purpose

The purpose of this Policy is to provide targeted financial assistance to existing businesses to deliver projects and programs that supports their growth or benefit the Shire of Boddington strategic direction.

Scope

This Policy applies to small and medium sized businesses within the Shire of Boddington (Shire).

Definitions

Term	Meaning
Policy	The Shire of Boddington policy titled "Business Assistance Grant".
ABN	An Australian Business Number is a unique eleven-digit number used to identify businesses. This issued by the Australian Business register abr.gov.au .
Application	The Business Assistance Grant Application and all its attachments.
Advertised Closing Date	The date by which the Shire of Boddington requires complete Applications to be received for an advertised funding round.
Eligible Organisation	A small or medium sized business based within the Shire of Boddington that does not have an outstanding acquittal.
Policy	This Shire of Boddington policy titled "Business Assistance Grant"
Regulatory Approval	An approval, licence or permit required by a government body, statutory authority or similar for the carrying out of works or activities, including but not limited to Development Approvals, Building Licences, Liquor Licences, Food Business Registration and Free Trade Area Permits.
Shire	Refers to the Shire of Boddington.
Small and Medium Sized Business	Any business with less than 20 employees, as well as an annual turnover less than \$2 million.
Standard Operating Expenses	Are expenses that are core to the basic operation of a business and not directly related to delivering a unique project, activity or program.

Policy Statement

Council is committed to providing support for business attraction, growth and investment consistent with the Shire's overall vision.

The Policy provides assistance for the following priority areas:

1. Shopfront improvements e.g. facades, lighting, landscaping, and accessibility
2. Crime Prevention e.g. CCTV installation; and
3. Place Activation e.g. events, art and entertainment.

Shopfront Improvements

To provide financial support to commercial property owners to undertake high-quality façade improvements to enhance the visual appearance and function of their building. This may increase street appeal and patronage, stimulate the economy, and improve uptake of commercial/industrial tenancies within appropriately zoned areas. Example projects may include facades, lighting, landscaping, and accessibility.

Crime Prevention

To provide funding to support community safety enhancement projects or programs, such as CCTV installation. This creates a safer and more secure environment by prioritising prevention as the root causes of crime, support public law enforcement, and foster a strong, resilient community.

Applications in the Crime Prevention priority area need to demonstrate footage should be available for Police.

Place Activation

To provide funding to support businesses to lead deliver projects and programs in public spaces or areas that are public facing. The aim is to activate pockets of the Shire for the benefit of residents and visitors, increase walkability, increase participation in community life and the space to the unique history of the community. Example projects may include events, art or entertainment.

Administration of the Business Assistance Grant

The Shire may administer the Business Assistance Grant to support economic goals outlined in the Council Plan.

The Business Assistance Grant is subject to a regular budget review process and availability of funding.

Applications may be accepted on an ongoing basis.

Applications should be from an eligible organisation and be for no more than \$5,000 in any single financial year. The funding supports up to 50% of total project costs.

Payment of funds are to be provided retrospectively, unless expressly agreed by the Shire.

Eligibility

Applicants agree to meet the following general conditions before an application is accepted and assessed:

- a. Be the property owner or have evidence of the property owner's consent to make the application
- b. Be a small or medium sized business
- c. Have no outstanding debt with the Shire
- d. Acknowledge that further information may be required to accept or assess an application
- e. Acknowledge that not all applications may be funded
- f. Acknowledge that applications are not guaranteed to receive the full amount of funding requested
- g. Acknowledge that the application is assessed against the Assessment Criteria
- h. Demonstrate compliance with the relevant Planning Scheme
- i. Be a business with an Australian Business Registration
- j. Hold Public Liability insurance of \$10 million and provide evidence with the Application
- k. Own or hold the appropriate permission to use any intellectual property associated with the proposed project or program

- l. The proposed project or program is located within the Shire; and
- m. Meet any additional eligibility criteria.

The following ineligibility criteria apply to all Applications administered under this Policy:

- a. The applicant has failed to submit a satisfactory acquittal for a previous Business Assistance Grant or Community Grant Program
- b. The location is based outside the Shire, unless there is an intention to establish or substantially operate within the Shire; and
- c. The applicant is linked in any way to a political party, political organisation, political agenda or lobbying activity.

The Business Assistance Grant does not support recurrent operational funding, including but not limited to, wages, salaries or administrative overheads.

Assessment Criteria

The following assessment criteria applies to all Business Grants:

- a. The proposed project or program aligns with at least one of the Shire's goals outlined in the Council Plan including
 - i. Shopfront improvements e.g. facades, lighting, landscaping, and accessibility
 - ii. Crime Prevention e.g. CCTV installation
 - iii. Place Activation e.g. events, art and entertainment.
- b. The applicant can demonstrate the feasibility of the proposed project or program and their capacity to successfully deliver it; and
- c. The proposed project or program is a discrete piece of work and is not, in the opinion of the Shire, a standard operational expense.

Approval Process

The Shire only assesses Applications that are:

- a. Received from applicants meeting the eligibility requirements laid out in this Policy; and
- b. Received by the advertised closing date.

The Shire only assesses Applications received by:

- a. Assessing against the requirements and Assessment Criteria set out in this Policy; and
- b. Provide recommendations for Applications which may be accepted or declined by Council.

It is the applicant's responsibility to demonstrate in their application how the proposed project or program meets the Assessment Criteria.

The Shire reserves the right to:

- a. Refuse a grant application, having regard for availability of funds and/or which applications best satisfy the Assessment Criteria
- b. Offer partial-funding of a grant application, having regard for availability of funds, match-funding, which applications best satisfy the Assessment Criteria, and ability of the applicant to deliver the proposal with partial-funding; and
- c. Not award any Business Assistance Grant funding where no applications received are considered to adequately satisfy the Assessment Criteria.

The Shire reserves the right to deny funding to any party should the proposed project or program conflict with the Shire's Vision or Values or bring the Shire's brand or reputation into disrepute at its discretion.

Where a proposed project or program requires a regulatory approval to commence, the Shire may, at its discretion, approve an application subject to the required regulatory approvals being obtained prior to the commencement of the proposed project or program, and within a timeframe to be specified by the Shire.

All applications which meet the eligibility criteria are determined by Council.

Acquittal

Recipients are required to acquit the funds within 90 days of the completion of the project or program.

Responsible Officer	Coordinator Community and Economic Development
History	Adopted 23 October 2018 (Resolution 108/18) Amended 23 March 2023 (Resolution 25/23) Amended 24 July 2024 (Resolution 113/24)
Delegation	
Relevant Legislation	
Related Documentation	Procedure: Business Assistance Grant Forms & Templates: Business Assistance Grant Application Form, and Business Assistance Grant Guidelines.