



Business Grant Guidelines

2024-25

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Acknowledgement of Country

Frankston City Council acknowledges the Bunurong people of the Kulin Nation as the Traditional Custodians of the lands and waters in and around Frankston City, and value and recognise local Aboriginal and Torres Strait Islander cultures, heritage and connection to land as a proud part of a shared identity for Frankston City.

Frankston City Council pays respect to Elders past and present and recognises their importance in maintaining knowledge, traditions and culture in our community.

Frankston City Council also respectfully acknowledges the Bunurong Land Council as the Registered Aboriginal Party responsible for managing the Aboriginal cultural heritage of the land and waters where Frankston City Council is situated.





Introduction

Frankston City Council is committed to supporting a thriving local economy by encouraging and supporting innovation, creation, growth and opportunity.

Frankston City Council are offering Business Grants in 2024-25 on a reimbursement model, aimed at supporting business growth, employment growth, relocation and innovation throughout the City's retail, commercial and industrial precincts.

Grants are open to businesses in the manufacturing, retail, health, professional services and hospitality sectors.

A total pool of up to \$150,000 is available and businesses can apply for between \$5,000 and \$20,000.

The Business Grants are designed to encourage economic growth and employment opportunities within the municipality.

Grant Categories

Frankston City Business Grants are available to businesses to apply for to support economic and/or employment growth. Applicants can apply for funding under one of the following grant categories.

Business Expansion

Support for existing Frankston City manufacturing, retail, health, professional services and hospitality businesses to move into larger premises, expand operations, increase their product/service offering and/or increase employment opportunities. Not available to home-based businesses.

Relocation to Frankston City

Support for existing manufacturing, retail, health, professional services and hospitality businesses, currently operating in another local government area, expand into or relocate to commercial/industrial premise in Frankston City to take advantage of Frankston City's rapid growth and development.

Taking the Next Step

An existing home-based business or mobile operation wanting to take the next step into a vacant industrial or retail space in Frankston City.

Eligibility

Frankston Business Grants are designed to financially assist the growth of small to medium-sized businesses and support the Frankston City economy. To be eligible for funding, applicants must:

1. Have an active Australian Business Number (ABN).
2. Must be located in, or relocating to, Frankston City Council.
3. Provide evidence of a minimum of 2 years trading (or 1 year for Home-based or mobile traders) (through the financial documentation).
4. Have had a total business turnover of less than \$2 million in the previous financial year (exceptions may apply if the grant application demonstrates a significant employment outcome).
5. Be the owner or tenant named on an existing or pending lease agreement. Not subletting space from another business. Applicants must be able to clearly demonstrate that their project will support economic growth and/or employment growth.
6. Applicants must hold current public liability insurance.

Ineligibility

Frankston City Council Business Grants 2024-25 will not support applications from:

1. A grant recipient of the Frankston City Council 2022-23 and 2023-24 Frankston Business Grants program.
2. Council Staff, Councilors, current contractors and/or their immediate family members are not eligible to apply for the grant.
3. Sporting clubs, Charity organisations, political organisations or any organisation that exclude or offend parts of the community.
4. Applicants with an outstanding debt, infringement or compliance issue with Frankston City Council or have failed to comply with the terms and conditions of any previous funding agreement with Frankston City Council.

What will not be funded?

1. The Grant program will not fund general business expenses (i.e. rent, utilities, telecommunications, wages, staff training, insurance, etc).
2. Any cost associated with permits, licenses and rates paid to the local, state or federal government.
3. Any works carried out on Council land or facilities.
4. Expenses such as removalists, overseas documents fees, products purchased from overseas, preliminaries, engineering etc.
5. Purchase of machinery or equipment used to carry out existing business activities.
6. Any activity applied for without a supporting written quotation will not be considered.
7. Any works stipulated in the grant application must not be works that have been completed or have already been commenced prior to the outcomes of the applications being advised.

Please Note: Any building and/or planning permits must be obtained by the successful applicant prior to the commencement of any works. Costs associated with obtaining permits, license, etc applicable by Local, State or Federal government are not eligible for grant funding.

Timeline and Key dates

1. 2 September to 13 September - Stage 1 – Applications open
2. 16 September to 19 September - Eligibility Assessment – Stage 1 Applications
3. 20 September - Successful Stage 1 applicants invited to apply for Stage 2
4. 23 September to 11 October - Stage 2 – Applications open
5. 14 October to 1 November - Panel Assessment
6. December - Council endorsement
7. All applicants informed of outcome following Council endorsement.

Application and Assessment Process

SmartyGrants

All Frankston Business Grant applications must be submitted via the SmartyGrants online portal at <https://frankston.smartygrants.com.au> The SmartyGrants program requires applicants to first create a username and password. The applications can be saved, and edited, prior to submission. Incomplete and/or late applications will not be accepted. For assistance using the SmartyGrants online portal refer to Further information and support section. (page 12)

Stage 1 Application – Project Brief

Allows applicants to test their idea against grant eligibility criteria, without the requirement to submit a Full Project Plan and/or supporting documentation. Completed Stage 1 applications must be submitted via the SmartyGrants online portal no later than, Friday 5:00pm 13 September 2024.

Stage 1 Applications must include:

1. Business information

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| 1. Name, address and contact details | 4. Number of employees |
| 2. Main business activity and brief description of business | 5. Total annual turnover |
| 3. Australian Business Number (ABN) | 6. Tenancy status and duration |

2. Project Brief

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| 1. Project Name | 4. Project start and end date. (Project activities must not commence prior to outcomes being advised). |
| 2. Grant category | 5. Grant funding amount sought |
| 3. Project idea, concept or proposal overview | 6. Overview of how the grant funding will be used to support employment and business growth for Frankston City |

Stage 1 Applications will be assessed by Council Officers to ensure they meet grant eligibility and grant criteria. This will include a standard Australian Securities and Investments Commission (ASIC) 'Current and Historical Extract' business search being carried out. Successful Stage 1 applicants will then be invited to apply for Stage 2. Applicants need to ensure they allow suitable time to obtain quotes, so they are available to submit prior to the close of Stage 2.

Stage 2 Application – Full Project Plan and supporting documentation.

Stage 2 Applications are automatically populated with all information provided in the Stage 1 application.

To Complete Stage 2 – Full Project Plan and supporting documentation must be submitted via the SmartyGrants online portal no later than 4:00pm, Friday 11 October 2024.

Stage 2 applications must include:

1. Detailed Project Plan Including (information provided in the Stage 1 application is automatically populated):

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| 1. Project name | 5. Grant funding amount sought |
| 2. Grant application category | 6. Total Project Cost |
| 3. Project idea, concept or proposal overview | 7. Project idea, concept or proposal overview |
| 4. Project start and end date. (Project activities must not commence prior to outcomes being advised). | 8. If the total project cost is higher than the grant funding amount sought, how will you fund the balance of your project. |

2. Business practices and Project alignment with the assessment criteria:

1. Employment opportunities.
2. Environmentally friendly business practices relevant to your industry that your business is currently undertaking or will undertake if the grant application is successful.
3. A new or increased product or service that will be offered to the city.



3. Documentation requirements

a. Detailed quotations

1. Third-party quotations for each project activity. No screenshot from online store will be accepted. Quotes are preferred from local trades, services and suppliers (please note assessment criteria below). Quotations for goods/services cannot be from a business/company in which the applicant(s) or their immediate family members, own, operate or are in any way related to the business owner.

b. Evidence of business financial viability

1. Tax return for past two financial years.
2. Financial statements for past two financial years (Profit and Loss and Balance Sheet).
3. Current Australian Tax Office (ATO) balance.

c. Supporting documentation

1. Written evidence of insurance including certificate of currency (public liability, professional indemnity or any other relevant insurances).
2. Landlord's consent letter (if applicable).
3. Evidence of property ownership or commercial tenancy agreement, with a minimum of two years remaining, located in Frankston City (as applicable).

Assessment Criteria

In addition to an ability to demonstrate business financial viability, each application will be assessed, relative to the business type and size, against how well it addresses each of the following criteria.

a.	Use of local suppliers and/or tradespeople (as per quotations provided)	30%
b.	An increase in employment opportunities in Frankston City	30%
c.	A new or increase in product/service offering to Frankston City	20%
d.	Ability to demonstrate industry-relevant environmentally friendly business practices	20%

Assessment Panel

The assessment panel may comprise of both Independent External members and Frankston City Council (FCC) officers, including:

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|---|---------------------------|
| 1. 2x Independent External Members | 3. 1x FCC Finance Officer |
| 2. 2x FCC Economic Development Officers | 4. 1x FCC Officer |

Important Notes, Terms and Conditions

1. During application process, the applicant may be requested for additional information if needed.
2. Incomplete/unsubmitted applications and/or applications not providing the required documentation will not be considered.
3. A maximum of one grant may be awarded to a business that operates at the same address or shares common ownership.
4. Frankston City Council reserves the right to part fund the application. Grants are not guaranteed to be awarded.
5. Successful applicants will be required to sign a Grant Recipient Agreement.
6. The supplier cannot be changed once the grant has been approved. Successful grant recipients may be able to change the supplier however, only after written approval from the Council Officers.
7. All funding decisions are final.
8. All conditions noted in the Grant Recipient Agreement must be adhered to.
9. Any special conditions noted in the grant recipient agreement must be fulfilled within 3 months of accepting the grant offer and prior to claiming any grant funding amount.
10. Successful grant applicants must provide a progress report no later than four months and a final report no later than six months from receiving grant approval.
11. Successful grant recipients must provide trading and employment data annually.
12. Successful grant applicants must agree to be included (at no cost) in future Frankston City Council and Frankston promotional material, advertising and other marketing collateral such as social media, newsletters, eNewsletters, internal and external publications.
13. Grants are nontransferable as they are awarded to the applicant/business owner that submitted the application.
14. Grant recipients must expend all grant funds no later than 30 June 2025. An application for extension to this date must be made in writing (the maximum extension period will not be more than six months).
15. Any grant monies not expended within the allocated timeframe, post one request for a 6- month extension, will be forfeited.
16. An applicant may withdraw their application at any stage prior to the reimbursement of funding. An application or a grant agreement once withdrawn, cannot be reinstated.
17. A business site visit may be undertaken by Council officers, if required, to verify that the business operates as indicated on the application. Any applicants where a business site visit is deemed necessary will be contacted prior to the visit to determine a suitable date and time.
18. Applicants may only be awarded, one successful 2024-25 Frankston City Council Business Grant. Both successful and unsuccessful applicants are permitted to apply for other business grants, outside of the 2024-25 Frankston Business Grants, as they become available.
19. Council reserves the right to withdraw successful grant applications in the event that the Grant Recipient Agreement conditions are not met.

Payment

1. Grants are disbursed on a reimbursement model. To claim grant funding, Grant recipients must provide
 1. A payment receipt as evidence that their supplier has been paid and
 2. An invoice from grant recipient's business to the Frankston City Council.
2. GST is not applicable to grant payments from Frankston City Council, however, GST amount paid to the supplier can be included in the grant claim.
3. Grant recipients must expend all grant funds no later than 30 June 2025.

Council Permits

Applicants are responsible for ensuring all applicable building permits, engineer reports and planning permits are obtained prior to commencing works (Council can assist with this process, please contact our Business Concierge via businessconciierge@frankston.vic.gov.au for more details).

Further Information and Support

Help with Applying and Contact Details

If you require assistance with your application, Frankston City Council's Economic Development team can be contacted at business@frankston.vic.gov.au or on phone: 1300 322 322.

For technical assistance with using the SmartyGrants online portal contact service@smartygrants.com.au or phone: 9320 6888.

<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Multilingual support: If you need the assistance of an interpreter Call 131 450 and state 'Frankston City Council as the organisation and quote our number 1300 322 322



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