

Community Grants Program
COVID-19
Business Support Grant
2019-2020



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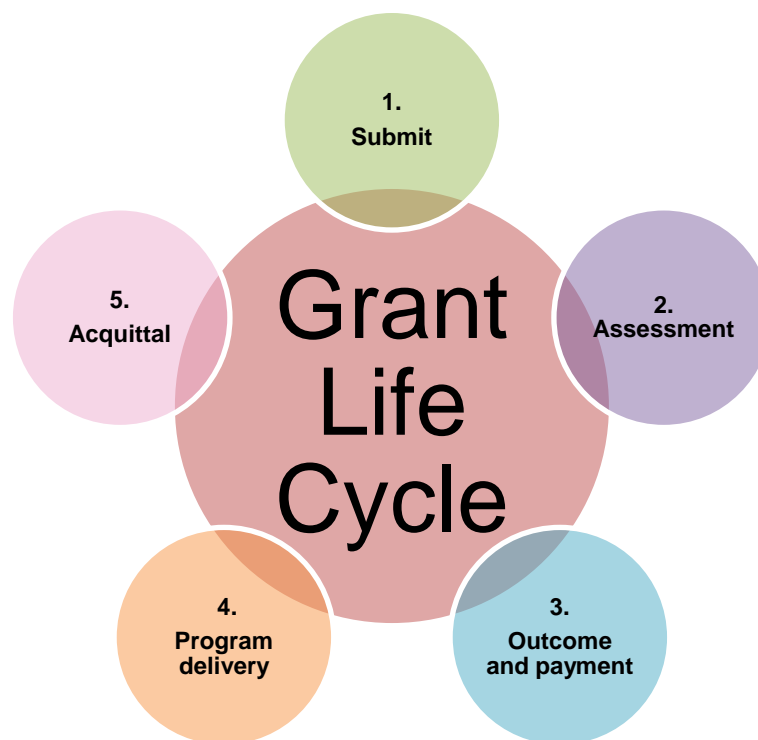
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1. About the program

The COVID-19 Business Support Grant is part of the program initiated by Council to assist the Redlands community impacted by COVID-19.

The objective of this grant is to provide support to local businesses who have been impacted by the COVID-19 pandemic where other existing support packages (state/federal/industry packages) are not available.

2. Grants life cycle



1. Make application	Submission of online application with supporting documentation.
2. Assessment	Assessment of applications conducted by a panel.
3. Outcome	Applicants advised of funding outcome
4. Payment	Funds provided to successful applicants.
5. Project Delivery	Program delivered within specified timeframe
6. Acquittal	Acquittal of funds required including receipts of expenditure.

3. Available funding

The COVID-19 Business Support Grant will provide up to \$1,000 (plus GST) funding for business advice services, or up to \$5,000 (plus GST) to support innovative business adjustment programs to Redlands Coast businesses in critical need of support due to the impact of the COVID-19 pandemic.

4. How does an applicant apply?

Applications are available on Council's website and applicants must apply through Council's online application portal, Smarty Grants. Before registering or applying, applicants must thoroughly read and understand these guidelines.

5. How often can an applicant apply?

An eligible applicant can submit one application.

Subsequent applications may be considered on a case by case basis, and the previous successful application must be acquitted.

6. Timing / Important Dates

The funding round will be open until the end of the 2019/2020 financial year or until allocated funds are exhausted.

Applicants will have three (3) months to complete the approved grants project.

7. Is your organisation eligible?

Eligible organisations	Ineligible organisations
<ul style="list-style-type: none">Registered Business or Sole TraderHave an active ABN or ACNBe operating and solventMust be based in the Redland City local government area	<ul style="list-style-type: none">Government or semi-government organisations i.e. hospitals and libraries.Public education institutions i.e. primary, secondary and tertiary institutionsParents and Citizens AssociationsPolitical parties and political lobby groups;Businesses that have an outstanding debt to Council or unresolved compliance matters

8. What can be funded

Products and services that provide support and relief to Redlands Coast businesses adversely impacted by the COVID-19 pandemic.

There are two eligible components of the COVID-19 Business Support Grant: Professional advice and Innovation support.

1. Professional advice services (offered by firms located within the Redland City Council Local Government Area) up to the value of \$1,000 to support Redlands Coast businesses impacted by the COVID-19 pandemic. Eligible services include:
 - Accounting
 - Financial planning
 - Business consultancy
 - Legal services
 - Human resource services
 - Other business specific advisers

The applicant must be able to demonstrate that the professional advice service they intend to engage has the necessary registration and professional indemnity insurances required under relevant legislation.

2. Innovation funding support, up to the value of \$5,000 to reengineer / restructure business operations to ensure viability and continued operations. This may include:
 - Use of technology
 - Research & Design
 - Innovative products, services, projects or collaborations

The intent of the innovation funding is to support businesses who are making significant and innovative changes to their services, products or processes to increase business viability. A significant change is more than enhancing an existing service.

For example these funds can be used develop a digital presence / e-commerce / social media platforms for businesses that do not have them, but cannot be used to enhance existing platforms.

Ineligible items to include:

- Renovations
- Funds for raw material or stock
- Vehicles

Businesses may only apply for one component at a time. If a business has successfully acquitted grant funding for one component they are then eligible to apply for the second component.

For example if a business has received business advice under the first component, after acquittal they can then apply for the innovation component subject to available funding.

9. What will NOT be funded

Project activities that are considered to be outside of the scope of the program objectives are the financial responsibility of the applicant.

The following activities are ineligible for funding under this program:

- Payment of debts to any entity including Council
- Items covered by other state and federal government funding packages
- Project costs incurred outside the funding period
- Day-to-day operational costs for an organisation, including staff wages, rent and insurances (unless there is evidence it is an additional expense incurred by the funded project)
- Funds paid to a “Related Party” as defined by the Australian Accounting Standards Board Standard AASB 124 Related Party Disclosures.

10. Grant Requirements

Applicants must be:

- A registered business or sole trader;
- Operating and not insolvent;
- Based in the Redland City Council local government area;
- Able to demonstrate financial hardship due to the COVID-19 pandemic;
- Able to demonstrate annual turnover is less than \$5M;
- Employing between 0-19 staff.

11. How is an application assessed?

Both your business and your project must be eligible for funding for the application to be considered.

Assessment Process

1. Applicants will submit an application through SmartyGrants; application link provided by the Community Grants team.
2. The COVID-19 Grants Panel will assess and decide approval based on eligibility and assessment criteria.
3. Group Manager – Community and Economic Development will approve and sign off on COVID-19 Grant Panel decisions

Assessment Criteria

Your project will be assessed on the quality of the information and how well it meets the eligibility criteria identified below:

- Demonstrated hardship
- For the Professional Advice component - demonstrated that the professional advice services have the necessary registration and professional indemnity insurances required under relevant legislation and is targeted
- For the Innovation component – demonstration that the proposed restructured/reengineered business operations are different to the existing business model
- Extent to which alternative and complementary funding sources have been explored or secured
- Budget is thorough and realistic and includes at least one quotes.

Council reserves the right to offer applicants a grant of a lesser amount than that requested.

12. Approval process

Applicants will receive an email acknowledging receipt of their application. This email will contain a unique reference number which should be quoted when making enquiries about your application.

Applicants that are successful in obtaining funding will be advised in writing and required to:

- Enter into a Grant Funding Agreement and agree to its terms and any special conditions;
- Provide an invoice before payment will be processed.

Note that payment may take up to a week and is dependent on Council receiving invoice from applicant. The list of successful applicants are published on Council's website

Unsuccessful applicants will have the opportunity to seek feedback.

13. Funding conditions

Project monitoring and reporting

Applicants must acquit funds that have been provided at the completion of the project or activity. This includes providing adequate receipts or evidence of approved expenses that at least equal the amount of the grant. For this purpose you are required to keep all receipts for items purchased.

Should an applicant not acquit grant funding, they will remain ineligible under future funding rounds until such time as the acquittal is provided and meets Council's satisfaction.

Repayment of grant

You must repay to us:

- (a) Within 30 days of our request or as otherwise agreed, any part of the grant spent on purposes not approved by the Grant Funding Agreement;
- (b) Any and all unexpended grant unless otherwise agreed, within 30 days or the earlier of:
 - i) the end date
 - ii) termination of the Grant Funding Agreement
- (c) Any difference between the actual project costs and the budget cost.

All repayments must reflect any associated GST component relating to the original payments.

Variations

Funding must be used in accordance with the Grant Funding Agreement. Any changes to the grant activities undertaken or the project duration must be approved by Council.

Please send an email or letter to the Community Grants Team with your request outlining the changes you are seeking to the funding agreement before the project end date, for example: changes to the nature/purpose of the project, the way in which the project is to be carried out and completed, the budget, and/or any extension to the funding period.

Approval must be sought and approved in writing before you undertake any changes. Variations cannot be sought after the Grant Funding Agreement end date.

14. Support and assistance

Council officers can provide information to applicants about the COVID-19 Business Support Grant and are available to assist with identifying the most suitable category for your requirements.

If you need any information about Council's COVID-19 Business Support Grant, visit our website www.redland.qld.gov.au or contact Council's Customer Contact Centre on 07 3829 8999.

15. Additional Information

Insurance

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability) with a reputable insurer, in relation to activities carried out by the applicant for the project, to guard against any claims for loss or damage to property and injury or death to persons.

The applicant is also responsible for ensuring a safe work environment in accordance with Workplace Health & Safety (WH&S) Act 2011 and its associated Regulation and Codes of Practice.

Where applicable, the applicant is to obtain and maintain workers compensation insurance in accordance with applicable legislation and where relevant, ensure appropriate Council approvals can be obtained to complete your project.

Australian Business Number (ABN)

All applicants must have an ABN.

Goods and Services Tax (GST)

Applicants must advise whether they are registered for GST. GST can affect your grant in the following ways:

- Total amount paid for goods and services purchased using the grant funding.
- Total grant funding approved.

If an application submitted by an organisation, which is registered for GST, is successful an additional 10% will be automatically added to the grant amount to cover the GST component. This will ensure no out of pocket expenses for organisations that are registered for GST. For advice on GST, contact your tax advisor, or the Australian Taxation Office on 13 24 78 or www.ato.gov.au.

16. Budget

- Ensure you include at least one quote for each grant expenditure item.
- Ensure you include the GST component (if applicable) in the total cost of each grant expenditure item.
- Local suppliers must be used unless items/services cannot be sourced locally