

Small Business Grants Guidelines

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Our goal

The City of West Torrens is committed to helping support and strengthen community life. As such, we have adopted a [Community Plan](#), which outlines various aspirations for our local community. One of our aspirations focusses on City Prosperity; to ensure that we have a vibrant city and a thriving business environment.

We are committed to supporting our local business community by providing small business grant funding to local businesses to provide help where it is most needed.

Purpose of the grants

The Small Business Grants comprise 2 categories, aimed at providing support to businesses within our city. The grants help our businesses support themselves, thereby generating resilience, growth and employment.

Funding available

The 2 funding streams available:

- [Capital works grants](#) - by investing in capital works businesses can position their operations to strongly benefit from economic recovery.
- [Online and e-commerce grants](#) - by developing their online and e-commerce capabilities, businesses can operate more effectively in the online environment.

Eligibility/criteria

Before applying, we encourage you to contact [Adriana Christopoulos](#) on 8416 6227 to discuss your proposal or if you need assistance to complete the application.

Only online applications will be considered.

To apply, visit our Grants and Sponsorship [page](#) on our website. All applications are assessed by staff and peer reviewed.

To be eligible for funding, applicants must:

- Have an Australian Business Number (ABN).
- Employ fewer than 20 employees (full-time, part-time, casual) at the time of application or be a sole trader or part of a business partnership.
- Be located within West Torrens.
- Have been in business for more than 12 months.
- Have the appropriate Public Liability Insurance (minimum of \$20 million) that covers the activity being undertaken.
- Have the appropriate permits and licenses for business operation.
- Demonstrate how the grant funds will help address the challenges faced by businesses as they continue to deliver services.
- Once-off facilitator/trainer fees or initial insurance for the program/activity are acceptable.

Businesses and conditions that are not eligible for funding.

The program will not support:

- businesses located outside of West Torrens,
- businesses who were successful in the previous year of City of West Torrens Small Business Resilience Grant applications,
- political organisations,
- traders associations and owners corporations (strata and company owned),
- branches, franchisees or subsidiaries of larger companies,
- employees of Australian, State and Local Government agencies and bodies, foundation or grant making bodies or those that have a primary focus on fundraising,
- retrospective spending,
- payment of ongoing salaries,
- recurrent operational costs (e.g. telephone, electricity, cleaning/maintenance, ongoing Public Liability Insurance).

Elected Members and Council employees are not eligible to authorise or be listed on any grant application.

Only one application per business will be accepted.

Funding available

You must provide a quote for all items, services, activities or fees that your application is for.

Applicants should be aware of their responsibilities to comply with Federal Government taxation requirements. For information or advice on whether you should be registered for GST or need an ABN, contact the Australian Taxation Office info line on 132 866 or visit their website at www.ato.gov.au

Funding is available in 2 categories:

Capital works grants:

- Up to \$5,000 (excluding GST) on a matching dollar for dollar basis OR
- Up to \$2,500 (excluding GST) with no matching contribution.

Online and e-commerce grants:

- Up to \$2,500 (excluding GST) with no matching contribution.

Eligibility

Only one grant application can be submitted in either category; it is important that businesses choose the grant category that best suits their project or need.

1. Capital works grants	This grant will assist with costs which are associated with capital works used to produce income, including in any of the following areas: <ul style="list-style-type: none">• equipment, including catering, processing and production equipment,• business fittings, including retail, wholesale, and hospitality shop fittings,• physical alterations, including remodelling of premises.
2. Online and e-commerce grants	This grant will assist with costs associated with online and e-commerce activities, including the purchase of hardware, software and services in any of the following areas: <ul style="list-style-type: none">• website design and development,• e-commerce platforms (selling online and receiving payments),• online content development (web pages, mobile apps, audio and visual media),• digital marketing and promotion.

Assessment of applications

All applications will be assessed on their merit using the criteria outlined below.

Criteria	Weighting %
Reach the greatest number of individuals and delivers the greatest benefits.	30
Supply services to the West Torrens' community.	10
Fully detailed, costed and balanced budget, with quotes and realistic pricing.	30
Service or activities are ready to begin quickly.	10
Procure products and services from local suppliers in West Torrens.	10
Assist to differentiate their business from competitors.	10
TOTAL	100

All applications will be assessed by Council staff after the deadline and peer reviewed against the eligibility criteria.

Conditions of funding

Funds provided must be used for the approved grant, with monies spent by the end of the financial year for when funds were allocated.

Any changes that would result in funding being expended other than as detailed in the application may not be undertaken without written approval from the City of West Torrens.

Applicants must obtain any necessary approvals and meet any costs associated with those approvals.

Where appropriate the applicant will ensure that the project complies with all the relevant acts, codes, standards and applicable legislation.

Appropriate acknowledgement of City of West Torrens' funding must be given by the recipient in promotional material, announcements and reports of the specific project.

All successful applicants will be required to provide a detailed written report on outcomes of the project funded by Council in the form of an acquittal report document.

Acquittal reports will be required within six weeks from the conclusion of each project.

The acquittal report must include any relevant receipts and a short report on the effectiveness of the program/event/equipment in achieving the stated outcomes in the application.

Expenditure statements must be signed by the applicant where applicable. Failure to fulfil this requirement will prejudice any future funding applications.

GST requirements

Grants are subject to GST legislation. If your application is successful and your organisation is registered for GST, Council will require a valid tax invoice before the grant can be processed. Funding awarded is excluded of GST.

Assessment process

After Council receives the signed Conditions of Funding (contract) and any other required documentation, funds will be transferred electronically as soon as possible.

General requirements

Financial acquittal forms must be completed online within 6 weeks of the activity being completed, unless otherwise negotiated.

Applicants must hold the appropriate insurances for the implementation of their grant funded project.

Applications must be completed in full, or they will not be accepted.

Council will not be responsible for any expenses incurred by an applicant in preparing their application, or as a result of an applicant anticipating approval of their application.

The City of West Torrens logo may to be used on promotional material to acknowledge sponsorship. Applications for logo usage must be submitted to the [Team Leader, Creative Services](#). The logo must not be acquired for use from elsewhere (i.e. downloaded from website, scanned/photographed from a document etc). The logo is to be used in relation to the grant funding project only.

In the event that the activity does not occur, grant funding must be returned to City of West Torrens. In the event that all grant money is not expended, any unspent portion must also be returned to the City of West Torrens.

Frequently Asked Questions (FAQs)

How do I apply?

Only applications submitted through the online application portal will be accepted, westtorrens.sa.gov.au/grants

You will receive an acknowledgement email confirming the submission of your application; however this does not mean that your grant has been approved.

Can we submit more than one application?

No, you can submit only one application.

Do I need a quote for all individual items?

Yes.

What is considered as an acceptable quote?

A formal quote is preferred, however if this is not possible/practical, a photograph/screen shot of an online shopping cart which clearly describes the item and cost is acceptable.

Will late applications be accepted?

Late applications will not be considered.

What other help is available?

The Western Alliance of Councils assists local businesses with access to the Adelaide Business Hub to assist them with how they operate and identify areas of improvement. Contact Council on 8416 6333 to find out more information.

The City of West Torrens Grant Finder is a grant sourcing service and can be found at westtorrens.grantguru.com.au