PURPOSE: Council’s Annual Business Support Grants Program is a strategic tool developed to support and encourage the sustenance of existing business, the development of new business / industry and the use of innovative and bespoke business models.

GRANTS AVAILABLE: Council grant funding up to $5,000 (per application, per annum) is available to assist current or potential local businesses to sustain existing business, develop new business and / or pilot innovative business models. Two rounds per year – closing 30th April and 30th November.

# FUNDING CONDITIONS:

1. Applications must be based withing Shire of Quairading.
2. Applications must hold an Australian Business Number.
3. All successful project activities and events are to be completed within 12 months of the funding being awarded.
4. Applications must verify that the funded project could not be covered by insurance.
5. The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or have a primary focus on fundraising.
6. Requests for funding or support cannot be for a project / activity that has already occurred.
7. The grant will not fund any reoccurring business / operational costs.
8. The Applicant must have all insurances, permits and licences for business operation.
9. Organisations may not apply for funding under the Business Support Grant program if they have also received funding under the Shire Community Grants Program in the same year.

# SUBMISSION INFORMATION:

1. Contact the Shire’s Special Projects Officer, Chloe Nella on 9645 2400 or chloe.nella@quairading.wa.gov.au to discuss your project and eligibility.
2. Applications must be completed in full and signed by the Director / Manager of the Business.
3. Lodge your application form with the Shire’s Administration Office either in person or via email [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.
5. You will be notified in writing on the outcome of your application.

**Late applications will not be accepted.**

# APPLICANT DETAILS

|  |  |
| --- | --- |
| Name of Business | Click or tap here to enter text. |
| Contact Person | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Phone Number | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Postal Address | Click or tap here to enter text. |
| ABN: | Click or tap here to enter text. |
| Are you registered for GST? | Choose an item. |
| Please provide your Bank BSB and Account Number | Click or tap here to enter text. |

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.*

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide Employee numbers for the previous financial year. | | | |
| Part-Time |  | Full-Time |  |
| Casual |  | Volunteer |  |

|  |  |
| --- | --- |
| Have you received support from Council previously? | Choose an item. |
| Year: Click or tap here to enter text. | Amount: Click or tap here to enter text. |

# PROJECT DETAILS:

[Click Here to view  
the Shire’s Strategic Community Plan 2017-2027](https://www.quairading.wa.gov.au/documents/709/quairading-strategic-community-plan-2017-2027)

|  |
| --- |
| PROJECT TITLE: Click or tap here to enter text. |
| Please provide a description of the project or event for which you are seeking financial assistance.  You should also include:- |
| • The main services your business provides;  • Why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);  • How your business is going to manage and deliver your project;  • Attach any supporting documentation such as quotes, project plans, photos or diagrams to illustrate your request. |
|  |
| Describe how your event or project will deliver benefit to your business and the Quairading community. How does your proposal contribute to the betterment of quality of life of local residents/customers?  [Related image](https://www.quairading.wa.gov.au/documents/709/quairading-strategic-community-plan-2017-2027)The *Strategic Community Plan 2021-2031* provides long-term vision for the community, and the key strategies and outcomes Council and wider Quairading community will focus on. Include whether your project should complement one of the outcomes listed in the Plan *(starting on Page 15)*.  [Click Here to view the Shire’s Strategic Community Plan 2017-2027](https://www.quairading.wa.gov.au/my-council/strategies-policies/) |
|  |

# MILESTONES & TIMEFRAME:

*Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?*

|  |  |  |  |
| --- | --- | --- | --- |
| Item / Activity | Completed By Who? | Start Date | Completion Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# PROJECT BUDGET & COSTINGS:

*Please ensure all relevant quotes/plans are attached to your application. Employee costs may only be used as an ‘in-kind’ contribution if the project implementation requires an increase of employee hours or the employment of a new staff member. .*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item/Activity | Supplier | Council Funding  (ex GST) | Business Funding  (ex GST) | External Funding  (ex GST) |
|  |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
| Sub-Total Budget | | **$** | **$** | **$** |
| Total Budget | | **$** | | |

|  |  |
| --- | --- |
| External Funding – Grants / Loans / Donations  Please provide details of any other funding your group has applied for or received that will contribute to this project: | |
| Name of organisation/funding source/type | **Status**  (e.g. Received, pending) |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| BUDGET BREAKDOWN: | | |
| Description | **Funding amount**  **(ex GST)** | **Percentage**  **(%)** |
| Business | **$** |  |
| External Funding (Grants / Loans / Donations) | **$** |  |
| Council | **$** |  |
| Total | **$** | **100%** |

|  |  |
| --- | --- |
| How will you acknowledge the support received from the Shire of Quairading? | Click or tap here to enter text. |

# DECLARATION:

I acknowledge that:

* I am authorised to make this application on behalf of the organisation.
* The information provided is true and correct.
* I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name:

Signed:

Date: