

INNOVATION & ENTREPRENEUR PROGRAM

APPLICATION GUIDELINES



CORANGAMITE
SHIRE

INTRODUCTION

The Innovation and Entrepreneur Program (IEP) aims to encourage businesses, both new and existing, in the Corangamite Shire to undertake innovative works to their business.

The program provides grants of up to \$5,000 from Council on a \$1:\$1 basis to see businesses undertake innovative and/or entrepreneurial projects that will have a positive impact on both the business and broadly economic activity in the Shire.

SCOPE

All small businesses who meet the following criteria are eligible to apply:

- Have an Australian Business Number (ABN).
- Be located within the Corangamite Shire or planning to re-locate to the municipality within three months of applying for the grant.
- Have 20 or fewer full-time equivalent employees.
- Have no outstanding debts with the Corangamite Shire.

TYPES OF PROJECTS

Any project that is considered innovative or entrepreneurial for a small business in the Shire is able to apply for funding through this program.

Priority will be given to projects that look at new and innovative ways to do business. However all small businesses looking to complete an upgrade or looking at ways to improve/upgrade how they do business are encouraged to apply.

HOW DO I APPLY?

To apply businesses need to complete the online application form on Council's website, including answering a variety of questions about the project and supplying relevant documentation where asked.

DOCUMENTATION

The following information needs to be supplied as part of the application:

- Complete answers to all of the questions listed in the online application form.
- A detailed description of the type of project proposed.
- Quotes for all purchases to be completed as part of the project.
- Where the project requires planning and/or building permits, completed permit application forms.
- Any relevant business plans/detail project plans.
- Photographs of planned upgrades/changes before works are completed.

APPLICATION DETAILS

To apply for funding as part of the program, businesses would need to consider the following:

- Council will not grant funds for the program retrospectively.
- Council will not provide funds for ongoing or administrative costs not directly related to the project including the funding of staff.
- Council will not provide funds for purchasing of temporary equipment (e.g. ladders, gurneys, scaffolding, and safety barriers.) Hiring of equipment is permitted when related directly to the project.
- Applicants must be able to fund the cost of the works upfront and then Council will pay its contribution following the completion of works through an acquittal process.
- Council will not grant funds for works where a planning/building permit has been refused.
- Council will not grant funds for external façade improvements.

ASSESSMENT OF APPLICATIONS

Applications will need to be submitted to Council by Friday 8 November.

The applications will then be presented for a decision by Councillors at the December Council Meeting.

LEVELS OF FUNDING AVAILABLE

Businesses can apply on a \$1:\$1 basis to complete improvements with the amount capped at \$5,000 (exc. GST) per business.

An example of a business applying to the program would be:

- Business - \$5,000 (exc. GST)
- Council - \$5,000 (exc. GST)
- Total cost - \$10,000 (exc. GST)

Businesses will be able to contribute over the \$5,000 amount if they want to complete a more significant project but would still only be eligible for \$5,000 (exc. GST) from Council.

If a business only wanted to complete a minor project, they could apply to the fund for an amount under \$5,000. An example of this would be:

- Business - \$2,500 (exc. GST)
- Council - \$2,500 (exc. GST)
- Total cost - \$5,000 (exc. GST)

TIMING OF PROJECT

Once Council has made a decision regarding the successful applicants to the program, the works will need to be completed by June 2020 so that funding can be provided to the applicant in the 2019-2020 financial year.

HOW DO I FIND OUT IF MY APPLICATION HAS BEEN SUCCESSFUL?

Applicants will be notified whether their application is successful or unsuccessful following the decision at the December Council Meeting.

HOW DO I RECEIVE FUNDING AS PART OF THE PROGRAM?

Business have until 30 June 2020 to complete the project and would need to forward all associated documentation, including relevant invoices and proof of works so that Council can reimburse agreed expenses. All claims must be submitted the end of June so that the so the grant can be acquitted in the current financial year.

COUNCIL CONTACT

For further information on the Corangamite Shire Innovation and Entrepreneur Program contact Council's Manager Growth and Engagement Rory Neeson on 5593 7100.

