

# Frequently Asked Questions (FAQs)

## ONKAPARINGA GRANTS

As a part of our [Community Plan 2030](#), we are committed to a shared vision for the City of Onkaparinga. This includes supporting the many community groups, businesses and individuals who make our community a vibrant place to live, work and play. One way which we can do this is through our Onkaparinga Grants program.

## BEFORE YOU GET STARTED

Before applying for a grant, we strongly encourage you to discuss your proposal with the relevant grants program officer.

## GRANT WRITING WORKSHOPS

We hold free grant writing workshops.

Bookings are essential for all workshops as places are limited.

Please visit our [website](#) for further information.

## KEY DATES

Grant applications open	10 July 2023
Grants applications close	21 August 2023
Grant approval	October 2023
Project start date	1 November 2023
Project completion date	30 June 2024

## CONTACT

### BUSINESS ONKAPARINGA TEAM

Phone (08) 8384 0666

Email [business@onkaparinga.sa.gov.au](mailto:business@onkaparinga.sa.gov.au)

**Onkaparinga Grants** BRING YOUR IDEAS TO LIFE.

**CITY OF ONKAPARINGA**

APPLY NOW

## FREQUENTLY ASKED QUESTIONS

**Q: Do I need to register my business with council to be eligible to apply for a Business Onkaparinga Grant?**

A: We recommend subscribing to Business Onkaparinga by connecting with us [here](#). You will then be kept informed of local opportunities and receive business support news. This is not a requirement to apply for a Business Onkaparinga Grant but is a useful mechanism for supporting your business growth.

**Q: How will a Business Onkaparinga Grant help my business?**

A: Unlike a loan, you don't have to repay a grant. Small businesses and start-ups can find it difficult to fund their operations, and loans, while helpful, can create additional burdens on cash flow. A business grant can assist businesses get established and grow without mortgaging their future.

**Q: Is GST applicable to Grants?**

A: ATO have advised GST does not apply to grant payments, regardless of whether an organisation is registered for GST.

**Q: I'm representing a not-for-profit business or community group, am I eligible to apply?**

A: No. You must operate a for profit and registered business to be eligible to apply for a Business Onkaparinga Grant. For not-for-profit grant opportunities please refer to the information on Council's [website](#).

**Q: Can I apply for the full \$5,000 Business Onkaparinga Grant?**

A: Yes, if your project is more than \$10,000 (50/50 matched funding is required). However, not all initiatives can be funded to the full amount requested due to the high number of applications received. Applicants should determine whether their project will still be able to proceed without the full funding amount requested and reconsider their application if not.

**Q. Do I need to run my business full time to be eligible for funding?**

A: No, you do not need to run your business full time to be eligible for funding. You must have a sound, viable business concept, not just a small hobby. The 2023/24 Business Onkaparinga Grants require a minimum projected turnover. This can be demonstrated via financial projections of a self-employment turnover level (e.g., generate at least the 2023/24 Australia Fair Work minimum weekly wage currently at \$812.60 a week or \$21.38 per hour).

**Q: My business is no longer deemed a SME, so can I apply for a Business Onkaparinga Grant as a larger business entity?**

A: Businesses that can fund business improvements from their own capital or larger federal and state government grants available cannot apply for a Business Onkaparinga Grant e.g., Council has determined Business Onkaparinga Grant funding is only for Small to Medium Enterprises (SME) as defined by Australian Bureau of Statistics (ABS); as those with 20 Full Time Equivalent (FTE) employees or less.

**Q: Am I still eligible for funding if my business is new and I haven't started it yet?**

A: Yes, if the business is for profit and registered, new start-up businesses are eligible. Include your first-year business financial projections to prove you meet the minimum and maximum eligible business size. Please note successful applicants are required to spend the grant funding within the financial year of being awarded (e.g., for projects to be undertaken between November 2023 and June 2024).

**Q: I run two (or more) businesses. Can I apply for funding for multiple businesses?**

A: Yes if the businesses you are applying for funding are registered under different ABNs.

**Q: I am a landowner/property owner within the City of Onkaparinga, can both myself and my tenant (the business owner) apply for a grant for the same project/initiative?**

A: No. Landowners/property owners and business owners cannot apply for funding for the same project/initiative however, different projects are accepted.

**Q: I need some business advice before submitting my application, what assistance is available?**

A: The City of Onkaparinga offers a subsidised business advisory service through the [Southern Business Mentoring Program](#). One-hour sessions are available for free, and you can choose your advisor from several specialist streams and book an appointment at a time and location that suits you.

**Q: What are my chances of being successful of a Business Onkaparinga Grant?**

A: Over the past five years the various Onkaparinga Business Grants program has been running, it has proven to be very popular and normally there are at least twice as many applications as funding available (e.g., giving you a 50/50 chance). If you miss out, feedback is available on request, which gives you the opportunity to try again with a stronger application for the next round in 2024/25. To maximise your chances, focus on the grant assessment criteria in the application. All applications will be assessed on their individual merit using the key criteria listed below:

Criteria	% weighting
• Impact on business and our region	40%
• Quality of project proposal and application	30%
• Sustainable business model	30%

**Q: \$5,000 is not enough to fund my project, what other grants are available?**

A: The City of Onkaparinga provides a free grant finding platform, the [Onkaparinga Funding Finder](#), through our partnership with the national organisation GrantGuru. It lists Federal, State and Corporate funding opportunities. The Business Onkaparinga Grant is structured so that local businesses can apply themselves. For larger State and Federal grants, we recommend engaging a grant writer. The Southern Business Mentoring Program has a grant writer on the panel that you can access [here](#).

**Q: I don't have a business plan, what should I do?**

A: We have provided a business plan template in the 'Supporting Documents' section on the Onkaparinga Business Grants page [here](#). If you need more support you can make an appointment with a business advisor from the [Southern Business Mentoring Program](#) to discuss developing a business plan for your intent to apply for an Onkaparinga Business Grant. A one-hour session is available for free, and you can choose your advisor and book an appointment at a time and location that suits you.

**Q: Are there any grant writing workshops available in Onkaparinga?**

A: Free grant writing workshops are offered to support organisations located in the City of Onkaparinga to prepare their grant application. These are promoted on our website and social media.

**Q: If I am successful in receiving a Business Onkaparinga Grant, how long do I have to spend the money?**

A: Successful applicants are required to spend the grant funding within the financial year of being awarded (e.g., for projects undertaken between November 2023 and June 2024). Successful applicants that are unable to achieve this must discuss this with a member from the Business Onkaparinga team.

**Q: My business operates using a trust structure, am I eligible to apply?**

A: Yes, if the business is for profit and registered.

**Q: I have already started my project or initiative. Can I be reimbursed for the work completed using the Business Onkaparinga Grant?**

A: No, the grant money cannot be paid retrospectively. If you are successful, only elements of your business project delivered after the approval date can be funded. The details will be covered in a Conditions of Funding document accompanying your Approval Letter should you be successful.

**Q: I previously won a Business Onkaparinga Grant under a different business name, am I eligible to reapply under my new business name?**

A: Yes, if the new business is registered under a different ABN.

**Q: I am a home-based business, am I eligible to apply?**

A: Yes, if the business is in the City of Onkaparinga and is a for profit and registered business. However domestic improvements to home based businesses premises cannot be funded (only commercial upgrades to the 'place of business production' component will be eligible).

**Q: I operate a mobile business, am I eligible to apply?**

A: Yes, if the business is in the City of Onkaparinga and is a for profit and registered business.

**Q: I have more than one project or initiative I would like funding support with, how do I decide which one to apply for funding for?**

A: It is recommended that you make an appointment with a business advisor from the [Southern Business Mentoring Program](#) to discuss your intent to apply for a Business Onkaparinga Grant.

A one-hour session is available for free, and you can choose your advisor and book an appointment at a time and location that suits you.

**Q: My business is physically located in the City of Onkaparinga however I reside outside of the region, am I eligible to apply?**

A: Yes.

**Q: My project or initiative requires Council, state or federal approval. I have lodged my application, but I haven't received my approval yet; am I eligible to apply for a Business Onkaparinga Grant?**

A: Yes, you can still submit your grant application, however, if your project or initiative requires any form of approval and you are a successful grant recipient, grant funding will not be awarded until we have received confirmation of the approval.

**Q: When will I be told if I am successful or not?**

A: Applicants will be notified of the outcome of their grant application about mid-October 2023.

**Q: If my application is unsuccessful, can I reapply in a future round of funding?**

A: Yes, feedback is available on request, to help increase your chances for next time.

**Q: What if my funded project cancels or cannot be finished in time?**

A: In line with the Conditions of Funding applicants may be asked to return funds provided if a project does not eventuate or comply with the funding conditions.

**Q: If I am successful, how and when will I receive the grant?**

A: Successful grant applicants will invoice Council for the grant amount awarded following approval notification and completion of grant initiation paperwork. Payment for the grant will be made direct into your nominated bank account within 14 business days of invoice. Following completion of your project or initiative an acquittal report is required. If any conditions were not met, part/full funding may need to be returned. Funded project must be completed by EOFY 30 June 2024).

**Q: I am having difficulty with the online SmartyGrants portal for completing my application, who can I contact?**

A: Email your questions to [business@onkaparinga.sa.gov.au](mailto:business@onkaparinga.sa.gov.au) and one of the Business Onkaparinga team members will be in contact with you to guide you through the SmartyGrants online application process. Staff cannot help with writing or submitting your application, however, can support you through the process. The Business Onkaparinga Grants Project Officer is the best point of contact.

All business, community, event and sporting grants under the Onkaparinga Grants Program require the applications to be submitted online via the SmartyGrants portal.

**Q: I have more questions that aren't answered in the Grant Guidelines or the Frequently Asked Questions and would like to speak with someone about my application, who can I contact?**

A: Email your questions to [business@onkaparinga.sa.gov.au](mailto:business@onkaparinga.sa.gov.au) and one of the Business Onkaparinga team members will be in contact with you.