

Business Onkaparinga Grants Guidelines

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 Grants Program.

BEFORE YOU GET STARTED

Before applying, we strongly encourage you to discuss your proposal with the grants officer.

Grants Officer – Economic Growth & Tourism Team

Phone (08) 8384 0666

Email business@onkaparinga.sa.gov.au

APPLICATIONS

To be successful, applications need to meet the requirements in these guidelines.

To apply visit: www.businessonkaparinga

Please note we are only accepting applications via our online application system. However, should this be a barrier for your organisation please contact the grants officer for support and assistance.

Applications close

21 August 2023, 12 midnight ACST (end of day)

MORE INFORMATION

www.onkaparingabusiness/grants

Frequently asked questions

Please refer to the Grants page on our website for frequently asked questions (FAQs).

Definitions

Please refer to the [Grants Policy](#) on our website for up to date definitions.

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



APPLY NOW

FUNDING INFORMATION

Grants of up to \$5000 in matched funding are available per application.

Purpose

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 Grants Program. Please visit our website for further details of our Grants Program and [Grants Policy](#).

The Onkaparinga Business Grants delivered as part of our Onkaparinga Grants Program contribute to the outcomes of the Community Plan 2030, Tourism Strategic Plan 2019–2023 and council's economic growth and investment attraction initiatives and opportunities.

The Onkaparinga Business Grants aim to provide funding to assist local businesses to:

- unlock new business opportunities
- build capacity and capability
- build sustainability/resilience
- develop new or enhanced destination experiences supported by market demand
- grow new audiences/patronage to build business sustainability
- innovate
- undertake strategic business upgrades/improvements.

Objectives

The objectives of the Onkaparinga Business Grants are to contribute to:

- supporting local businesses of all sizes to thrive and grow
- supporting local jobs growth
- building a resilient, innovative local economy
- growing the capacity and capability of local businesses
- increasing business to business partnership, collaboration and supply
- increasing economic benefits to our city (local/visitor spend)

- introduce circular economy mechanisms to improve business costs and efficiencies
- improving council's commercial, tourism and industrial precincts
- supporting business sustainability and growth
- building our city's reputation as the best place in South Australia to live, work, invest and visit
- building trust with our business community, improving public perception of council
- achieving our Community Plan 2030 prosperity outcomes and other strategic economic and tourism growth priorities.

Funding conditions

- Applicants must contribute a minimum of 50 per cent cash toward the total project cost excluding GST.
- All quotes must be loaded with application. Quotes and budgets must include full cost including GST.
- GST does not apply to grant payments, regardless of whether or not an organisation is registered for GST.
- Applicants must have and upload an up-to-date business plan to their application.
- Funded works cannot commence until after approval has been given (approximately October 2023.)
- Funded projects must be completed and acquitted by 31 December 2024.
- In line with the Conditions of Funding applicants may be asked to return funds if a project does not eventuate or comply with the funding conditions.

- Very few, if any, projects can be funded to the full amount requested due to the 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.
- Applicants who have submitted multiple applications across different grants must rank their applications in order of preference (i.e. if not all applications are able to be funded, please let us know which is the most important to you) and this will be considered during the assessment process to each grant.
- Council may prioritise applications that align best with our Community Plan 2030 and other strategic plans.
- 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 Australian Business Number contact the Australian Taxation Office info line on 132 866 or visit their website at www.ato.gov.au.

ELIGIBILITY CRITERIA

Who can apply

This grant program is only open to Onkaparinga based businesses. Further information can be found via the website

www.onkaparingabusiness/grants

To be eligible for funding, an applicant:

- must be located within the City of Onkaparinga
- must be a for profit, registered business (must have an ABN and a current business plan)
- must have a sound, viable business concept, not just a small hobby. This can be demonstrated via financial projections of a self-employment turnover level (e.g. generate at least the Australia Fair Work minimum weekly wage as projected to trend around \$812.60 a week or \$42,255 per annum).
- must have current Public Liability Insurance (minimum of \$20 million) that covers the program/activity being undertaken (this can be purchased as a 'once off' cover for an event/workshop/program). Successful applicants will be required to produce a copy of the certificate of currency when submitting their application. Applicants without Public Liability Insurance will need to obtain a minimum \$20 million of cover prior to the release of grant funds. Contact your insurance broker for further advice/assistance.
- must not have received an Onkaparinga Business Grant previously.
- organisations that have had unsatisfactory dealings with council may be also be precluded from receiving funding. Please refer to our [Grants Policy](#) for further information.

Who is not eligible

- Schools
- Elected members and employees of the City of Onkaparinga must not be involved in the development of a grant application and are not eligible to sign or be listed on any grant application. Refer to the [Grants Policy](#) for more information.
- businesses that can fund business improvements from their own capital or larger federal or state government grants available e.g. Grant funding only for Small to Medium Enterprises as defined by Australian Bureau of Statistics (ABS) as those with 20 Full Time Employment (FTE) or less.
- Any applicant that has an unresolved matter with Council for example (but not limited to):
 - failed to comply with all applicable statutory requirements including but not limited to, all acts and activities that constitute development pursuant to the *Planning, Development and Infrastructure Act 2016*
 - are in litigation with council
 - have outstanding debts with council

What we can fund

The following may be eligible for funding (but not limited to):

- initiatives that support new opportunities for local business, create employment and help build a resilient, innovative local economy
- significant upgrades and improvements to place of operation
- growth initiatives to increase productivity, reach and impact
- developing the business through strategic marketing and communication activities
- research and development that will create innovative solutions or translate into industry or commercial outcomes
- new/enhanced tourism experience (that aligns to our destination strengths)
- new and innovative initiatives aligned to council's strategic economic and tourism growth objectives.

What we won't fund

- initiatives which are not located in the City of Onkaparinga
- domestic improvements to home based businesses premises (only commercial upgrades to the 'place of business' component will be eligible)
- payment of ongoing salaries. Once-off facilitator/trainer fees or initial insurance for the program/activity are however acceptable and should be included in the application budget
- recurring operational costs (e.g. telephone, utility costs, cleaning/maintenance, ongoing public liability insurance, stock purchase, rent etc.)
- initiatives that don't provide clear objectives, deliverables, timelines and measurable goals
- initiatives that don't align to council's strategic objectives
- purchases made or money already spent prior to funding being issued. Retrospective activity will not be considered (including contractual payment plans that have already commenced)
- finance arrangements (e.g. deposits for loans, leases, approval fees etc.)
- problem resolution (e.g. payment of outstanding debts with suppliers etc.)

Additional requirements/information

- Applications must be received by the deadline of the funding program through council's online grants system. Late applications will be deemed ineligible and will not be accepted.
- It is recommended to make an appointment with a business advisor from the Southern Business Mentoring Program to discuss your business plan and your intent to apply for a business grant as part of the Onkaparinga Business Grants Program. These appointments are fully subsidised by the council. Visit <https://southernbusinessmentoring.com.au> to choose your advisor and book an appointment.

We are only accepting applications via our online application system which can be accessed via the website

www.onkapingabusiness/grants

Applicants must upload with their online application:

- an up-to-date business plan
- a copy of their certificate of currency for Public Liability Insurance

Assessment process

Once an application has been received:

- receipt of application will be acknowledged via email
- applications will be checked for eligibility
- assessment of applications will be undertaken by a panel using the criteria in these Guidelines.

Prioritisation

Where applications have equal merit, priority will be given to:

- support new opportunities for local business, create employment and help build a resilient, innovative local economy
- significantly upgrade and make improvements to a business' place of operation
- focus on growth initiatives
- focus on strategic marketing and communications
- focus on research and development
- provide new or enhanced tourism experiences (that align to our destination strengths)
- provide new and innovative initiatives aligned to council's [Community Plan 2030](#) and strategic Economic Growth and Tourism objectives
- Initiatives that utilise local products and services.

Grant assessment panels will consider many factors, including an application's risks and opportunities, and an organisation's previous dealings with council. The panel is able to recommend funding allocations that may not align with the scoring process, however whether or not an organisation is funded is always at council's discretion.

Assessment criteria

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

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

CONDITIONS OF FUNDING

The funding provided must be used for the approved activities. Any changes to the funded activities detailed in the application may not be undertaken without prior written approval from council.

Applicants must:

- use local contractors/businesses to support the project/initiative where possible
- obtain any necessary approvals before applying for the grant and meet any costs associated with those approvals, including where applicable:
 - any required wastewater works [approvals](#) or food business/event [notification](#) (please contact our Community Health team)
 - any required development approval (planning and building consents - please contact our Development Services team via 8384 0666)
 - any required permits to trade/operate from a council-controlled area. Please contact our Property Transactions team mail@onkaparinga.sa.gov.au prior to commencing the project.
- obtain all necessary insurances and acknowledge that the City of Onkaparinga will not be held liable for any matters arising out of this grant.
- comply with recognised Australian Standards and observe all federal, state or local legislation, regulations and guidelines including any applicable public health and safety standards.
- comply with community health advice to help prevent the spread of COVID-19. Please refer to [Information for Business & Industry COVID-19](#).
- where required, ensure that the project complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, the *Child Safety (Prohibited Persons) Act 2016*, *Disability Discrimination Act* and *Work Health and Safety Act 2012*.
- at the completion of funded activities an acquittal report including an expenditure statement must be provided in line with the agreed funding conditions.
- use the City of Onkaparinga logo on all material relating to the funded activities and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the activities to the public.

- promote the Onkaparinga Business Grants via their social media platforms and/or website in the following ways:
 - include a social media post and/or blog post highlighting your grant funded project and mention the support of the City of Onkaparinga Grant Program.
 - display the City of Onkaparinga logo on your website.
- We also encourage businesses to participate in our #GoSouthGoLocal campaign. Visit www.gosouthgolocal.com.au for details.
- Go South Go Local window decals are available for use on local business shopfronts and corporate vehicles. Decals are available for collection anytime during opening hours from council's Noarlunga office.

Payment terms

Successful grants are anticipated to be awarded in October 2023 for projects undertaken between January and December 2024.

Acquittal

- All acquittal reports with all receipts uploaded and pictures must be completed online through council's grants system.
- Failure to successfully complete the online acquittal in accordance with agreed terms and conditions may jeopardise future funding applications and funding may be asked to be returned to council.