

# BUSINESS GRANTS GUIDELINES 2023



**IF the future is calling...**

**INVEST  
FRANKSTON**





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## ACKNOWLEDGEMENT OF COUNTRY

Frankston City Council acknowledges the Bunurong people of the Kulin Nation as the Traditional Custodians of the lands and waters in and around Frankston City, and value and recognise local Aboriginal and Torres Strait Islander cultures, heritage and connection to land as a proud part of a shared identity for Frankston City.

Frankston City Council pays respect to Elders past and present and recognises their importance in maintaining knowledge, traditions and culture in our community.

Frankston City Council also respectfully acknowledges the Bunurong Land Council as the Registered Aboriginal Party responsible for managing the Aboriginal cultural heritage of the land and waters where Frankston City Council is situated.



# INTRODUCTION

Frankston City Council is committed to supporting a thriving local economy by encouraging and supporting innovation, creation, growth and opportunity.

Frankston City Council are offering a range of new Invest Frankston Business Grants in 2023, aimed at supporting business growth, relocation and innovation throughout the City's retail, commercial and industrial precincts.

Grants are open to businesses in the manufacturing, retail, health, professional services and hospitality sectors.

A total pool of \$180,000 is available and businesses can apply for between \$5,000 and \$20,000.



## GRANT CATEGORIES

**Invest Frankston Business Grant**  
applicants can apply for funding under one of the following grant categories.

### Business expansion

Support for existing Frankston City manufacturing, retail, health, professional services and hospitality businesses to move into larger premises, expand operations, increase their product/service offering and/or increase employment opportunities.

### Capital investment

Support for existing Frankston City manufacturing, retail, health, professional services and hospitality businesses to invest in capital machinery or improvements to expand operations, increase their product/service offering and/or increase employment opportunities.

### Relocation or expansion to Frankston City

Support for existing manufacturing, retail, health, professional services

and hospitality businesses, currently operating in another local government area, expand into or relocate to Frankston City to take advantage of Frankston City's rapid growth and development.

### Home-based business

Support for existing home-based or mobile businesses wanting to take the next step into a vacant commercial, industrial or retail space in Frankston City.





# APPLICATION AND ASSESSMENT PROCESS

### Eligibility

Invest Frankston Business Grants are designed to financially assist small to medium-sized businesses. To be eligible for funding, applicants must:

- Have an active Australian Business Number (ABN)
- Have had a total business turnover of less than \$2 million in the previous financial year (exceptions may apply if the grant application demonstrates a significant employment outcome)
- Have 200 employees or less
- Be the owner or tenant named on an existing or pending lease agreement (not subletting space from another business)
- Not have an outstanding debt to Frankston City Council or have failed to comply with the terms and conditions of any previous funding agreement with Frankston City Council
- Have not been a grant recipient of the Frankston City Council 2022 Invest Frankston Business Grants program

### SmartyGrants

All Invest Frankston Business Grant applications must be submitted via the SmartyGrants online portal at: [investfrankston.com/businessgrants](https://investfrankston.com/businessgrants)

The SmartyGrants program requires applicants to first create a username and password and applications can be saved, and edited, prior to submission.

Incomplete and/or late applications will not be accepted.

For assistance using the SmartyGrants online portal refer to Further information and support pg.11.

### Stage 1 Application— Project Brief

Stage 1 Allows applicants to test their idea against grant eligibility criteria, without the requirement to submit a Full Project Plan and/or supporting documentation.

Completed Stage 1 — Project Brief applications must be submitted via the SmartyGrants online portal no later than 26 February 2023.

Stage 1 Applications must include:

- **Business information**
  - Name, address and contact details
  - Main business activity
  - Australian Business Number (ABN)
- **Project Brief**
  - Total annual turnover
  - Number of employees
  - Tenancy
  - Evidence of property ownership or commercial tenancy agreement, with a minimum of two years remaining, located in Frankston City (as applicable).
  - Grant application category
  - Business idea, concept or proposal overview
  - Grant funding amount sought
  - Overview of how the grant

funding will be used to support the business idea, concept or proposal

Stage 1 Applications will be assessed by Council Officers to ensure they meet grant eligibility and grant criteria. This will include a standard Australian Securities and Investments Commission (ASIC) ‘Current and Historical Extract’ business search being carried out.

Successful Stage 1 applicants will then be invited to apply for Stage 2.

### Stage 2 Application — Full Project Plan and supporting documentation

Stage 2 Applications are automatically populated with all information provided in the Stage 1 application.

Completed Stage 2 — Full Project Plan and supporting documentation applications must be submitted via the SmartyGrants online portal no later than 16 March 2023.

Stage 2 applications must include:

- **Detailed project plan including:**
  - Project name
  - Objectives — key project deliverables/outcomes
  - Timeline — key project dates
  - Costs — key project costs including detailed third party quotations

- **Evidence of business financial viability:**
  - Profit and Loss Statement for financial year ending 30 June 2022
  - The last 3 quarterly Business Activity Statements (BAS)
  - Last 3 months of Business Bank Account statements
  - Cash flow forecast (12 months)
- **Written evidence of insurance including certificate of currency (public liability, professional indemnity or any other relevant insurances).**

### Business site visit

A business site visit may be undertaken by Council officers, if required, to verify that the business operates as indicated on the application. Any applicants where a business site visit is deemed necessary will be contacted prior to the visit to determine a suitable date and time.

### 2023 Timelines and key dates

- 12–26 February — Stage 1 — Project Brief — Applications open
- 27–28 February — Eligibility Assessment — Stage 1 — Applications
- 1 March — Eligible Stage 1 — Applicants invited to apply for Stage 2.
- 2–16 March — Stage 2 — Full Project Plan — Applications open
- 17–23 March — Panel assessments
- 2–5 May — All applicants informed of outcome



Assessment criteria

Each application will be assessed, relative to the business type and size, against how well it addresses each of the following criteria.

Assessment panel

The assessment panel is comprised of both Frankston Business Collective members and Frankston City Council (FCC) officers, including:

- 1 X Frankston Business Collective Board Member
- 1 X Frankston Business Collective Member
- 2 X FCC Economic Development officers
- 1 X FCC Finance Officer
- 1 X FCC Officer

|    |  |     |
|----|--|-----|
| a. | Ability to demonstrate business financial viability                                  | 35% |
| b. | A new or increase in product/ service offering to Frankston City                     | 25% |
| c. | An increase in employment opportunities in Frankston City                            | 25% |
| d. | Ability to demonstrate industry-relevant environmentally friendly business practices | 15% |

PAYMENT

Eligible expenses

- All grant funding must only be used for the purpose outlined in the grant application and Grant Recipient Agreement.
- Use of funding to pay general business expenses is strictly prohibited (i.e. rent, utilities, telecommunications, wages, insurance).

Reimbursement

- Grant recipients must provide detailed paid invoices to Council for reimbursement.
- GST is not applicable to grant payments from Frankston City Council.
- Grant recipients must expend all grant funds no later than 30 December 2023.
- An application for extension to this date must be made in writing (the maximum extension period will not be more than six months).







## CONDITIONS

### Funding agreement

All successful grant applicants are required to sign an Invest Frankston Business Grant funding agreement including the following:

- Business name
- Applicant contact details
- Project name, objectives and timeline
- Total grant funding amount
- Agreement to provide written invoices as per the Full Project Plan submitted as a part of Stage 2 of the application process prior to reimbursement of costs. Note: costs may be reimbursed as they are incurred during project delivery
- Agreement to provide a written progress report no later than three months from receiving grant approval
- Agreement to provide a final report no later than six months from receiving grant approval
- Agreement to be included (at no cost) in future Frankston City Council and Invest Frankston promotional material, advertising and other marketing collateral such as social media, newsletters, eNewsletters, internal and external publications.

### Number of grants

Applicants may only be awarded, one successful 2023 Invest Frankston Business Grant.

Both successful and unsuccessful applicants are permitted to apply for other business grants, outside of the 2023 Invest Frankston Business Grants, as they become available.

### Withdrawal

Council reserves the right to withdraw successful grant applications in the event that the above Funding Agreement conditions are not met.

An applicant may withdraw their application at any stage prior to the reimbursement of funding.

## FURTHER INFORMATION AND SUPPORT

### Help with applying and contact details

If you require assistance with your application, Frankston City Council's Economy, Investment and Activation team can be contacted at [business@frankston.vic.gov.au](mailto:business@frankston.vic.gov.au) or on phone: 1300 322 322.

For technical assistance with using the SmartyGrants online portal contact [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or phone: 9320 6888.





**FRANKSTON  
CITY COUNCIL**

30 Davey Street  
Frankston VIC 3199  
Australia

PO Box 490  
Frankston VIC 3199

Phone: 1300 322 322

Email: [business@frankston.vic.gov.au](mailto:business@frankston.vic.gov.au)

[frankston.vic.gov.au/Business-and-Growth](http://frankston.vic.gov.au/Business-and-Growth)



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