

minty green house

BOTANICAL LIVING

OPEN

Think
Local



Facade Improvement Grants 2026–2027



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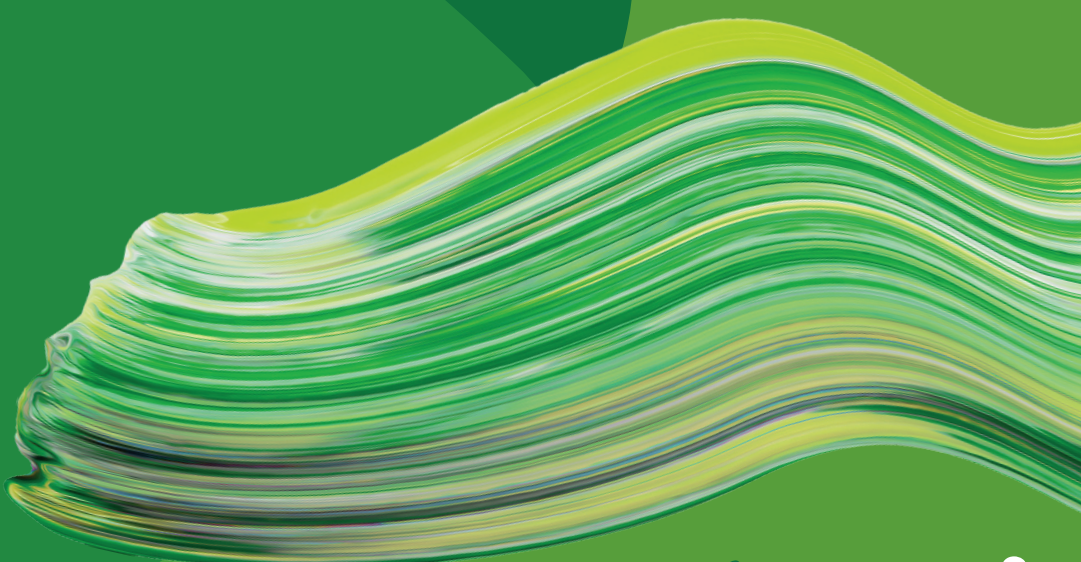
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Acknowledgement of Country

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 values and recognises 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.





Facade Improvement Grant

For the purpose of this grant program, a facade is the external face of a building that is directly visible from a public street, main road or laneway and contributes to the streetscape character.

Facade Improvement Grant applicants can apply for funding to improve the visual appearance of their business. Eligible activities can include (but are not limited to) the following:

- 1. Installation of fixed items such as signage, exterior artistic lighting or digital displays visible from the street.
- 2. Exterior painting, green walls or greenery on the exterior wall that can be seen from the street (real or imitation accepted).

- 3. External treatments that provide attractive or unique details such as texture, tiling, innovative or environmentally friendly materials.
- 4. Improvements to frontages that interact with the street, for example servery windows or bi-fold doors excluding security screens and doors.
- 5. Facade weather protection elements such as awnings.
- 6. Other external facade improvements that reflect the intent of the grant.

Please note: Any building and/or planning permits must be obtained by the applicant prior to the commencement of any works. Building and/or planning permit costs are not eligible for grant funding.

Introduction

Frankston City Council is committed to supporting a thriving local economy and to making our shopping and commercial precincts more attractive and inviting. By improving the visual presentation and visibility of businesses, the program aims to attract increased foot traffic, encourage customer engagement and contribute to a more vibrant city.

The program aligns with the Council and Wellbeing Plan 2025-29, Connected Places and Economy.

Frankston City Council is offering Facade Improvement Grants on a reimbursement model, aimed at supporting businesses to improve the visual appeal of their business frontage. Applications are open to bricks and mortar commercial premises located within Frankston municipality that are visible from a main road, street or laneway.

A total funding pool of up to \$150,000 is available, and applicants can apply for between \$5,000 and \$15,000.



Before



After

Non-funded Activities

- 1. General business expenses such as wages, rent, insurance, etc.
- 2. Security systems such as locks, CCTV, security doors, roller doors, etc.
- 3. Any work carried out inside the property that does not impact or interact with the street view
- 4. Non-fixed items such as A-frame signage, planters, tables, chairs, moveable lights, heaters, etc.
- 5. Any activity applied for without a supporting written quotation
- 6. Costs associated with permits, licences or any other similar expense payable to local, state or federal government bodies
- 7. Any works stipulated in the grant application must not be works that have been completed or have already commenced prior to the outcomes of the application being advised

Eligibility

Grants are designed to assist small to medium-sized businesses to enhance the visual appeal of their business frontage. To be eligible for funding, business/applicant must:

- 1. Have an active Australian Business Number (ABN)
- 2. Have a physical commercial premises located within Frankston City that is visible from a public street, main road or laneway
- 3. Have been operating for at least 1 financial year (not necessarily from the same location)
- 4. Have a total annual gross business turnover of less than \$2 million in the previous financial year

- 5. Be the owner or tenant named on an existing lease agreement (with a minimum of two years remaining preferred). Please note that the applying business must be operating from the given premises
- 6. Must hold current public liability insurance for a minimum of \$10 million
- 7. Proposed works are not on or impacting public assets such as a nature strip, footpath, garden bed, etc. unless prior approval has been obtained from the relevant authorities
- 8. The facade improvement project must not commence prior to grant outcomes being announced
- 9. Have not been a grant recipient of the following:
 - a. Frankston City Facade Improvement Grants 2024-25
 - b. Investment Attraction Incentive Program
- 10. Not be a current Frankston City Council staff member (permanent, part-time, or casual), a current Councillor, or an immediate family member of either
- 11. Not be an Australian charity and/or not-for-profit (ACNC), political organisation, or any organisation that excludes or offends parts of the community
- 12. Not have any outstanding debt or compliance issue with Frankston City Council or have failed to comply with the terms and conditions of any previous grant funding agreement with Frankston City Council (assessed at Stage 2 Application)

Application Process

SmartyGrants

All Facade Improvement Grant applications must be submitted via the SmartyGrants online portal.

The SmartyGrants program requires applicants to create a username and password first, unless already have one. 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 the “Support” section on page 12

Stage 1 Application— Project Brief

Stage 1 allows applicants to test their idea against the grant eligibility criteria, without the requirement to submit a Full Project Plan.

Completed Stage 1 — Project Brief applications must be submitted via the SmartyGrants online portal no later than **5pm, 4 September 2026**.

Stage 1 application must include:

- 1. Applicant and business information
 - a. Information such as name, address, website, etc
 - b. Main business activity and description of core products

- c. Industry sector
- d. ABN and ACN
- e. Total annual turnover
- f. Evidence of property ownership or commercial tenancy agreement, with a minimum of two years remaining, located in Frankston City
- g. Certificate of Currency for public liability insurance for a minimum of \$10 million.
- 2. Project Brief
 - a. Project name
 - b. Photo(s) of existing facade
 - c. Overview of proposed works
 - d. Project start and end dates (must not commence prior to outcomes being announced)
 - e. Estimated project cost
 - f. Grant amount sought.

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

Timeline and key dates

Stage 2 Application — Full Project Plan

Completed Stage 2 Application — Full Project Plan must be submitted via the SmartyGrants online portal no later than 5pm, 2 October 2026. Please note that applications without current quotation(s) and the required financial documents will be considered incomplete and will not proceed to panel assessment.

Stage 2 applications must include:

1. Full project plan (Stage 1 information will be pre-populated in Stage 2) including:
 - a. Detailed design of the proposed improvement including sketches and renders in electronic/digital format.
 2. Timeline — key project dates
 3. Supporting documentation
 - a. Detailed third-party quotations from a local supplier*
- Quotation requirements
- Current third-party quotations must be from **local Frankston City** trades, services, and suppliers. Exceptions may apply where the applicant can demonstrate and reasonably justify the engagement of a supplier outside the Frankston municipality.

- Screenshots from online stores will **not** be accepted.
 - Quotes cannot be from a business or company in which the applicant(s) or their immediate family members own, operate or are in any way related to the business owner.
- b. Total project costs
 - c. Total grant amount requested.
 - d. Written consent from the property owner, if applicant is a tenant.
 - e. Evidence of additional industry specific insurance in the form of a certificate of currency (professional indemnity, or any other relevant insurances), if not provided in the Stage 1 application.
 - f. Evidence of business financial viability
 - Financial statements for the past two financial years
 - ATO notice for the past two financial years
 - Current ATO balances

*Local – located within Frankston municipality or have Frankston registered ABN.

- 24 August–4 September 2026
Stage 1 application
- 7–18 September 2026
Eligibility assessment
- 21 September 2026
Eligible Stage 1 applicants are invited to apply for Stage 2
- 21 September–2 October 2026
Stage 2 application
- 5 October to 31 October 2026
Panel assessments
- 7 December 2026
Council endorsement
- 8–11 December 2026
Outcome announced



Before



After

Assessment process

Stage 1 applications — Council officers will assess each application against the eligibility criteria. This will include but is not limited to a standard Australian Securities and Investments Commission (ASIC) ‘Current and Historical Extract’ business search being carried out.

Stage 2 applications — The Assessment Panel will assess business’s financial viability and proposed project against the weighted criteria as outlined in the guidelines. The Panel will then provide recommendations to Council for approval.

Assessment Criteria Weighted Criteria

Increase in the attractiveness and appeal of the business frontage	50%
Increase in the visual amenity of the street or shopping strip	25%
Project readiness and viability	25%

Assessment panel

The assessment panel may comprise of both Frankston City Council officers and External members.

- 2 x External members
- 1 x Frankston City Council Senior Officer
- 1 x Frankston City Council Finance Officer
- 2 x Frankston City Council Officer

Payment

Grant funding is offered on a reimbursement model. This means successful applicants must pay their suppliers first for approved project activities and then submit a claim to Council to be reimbursed for eligible expenses, up to the approved grant amount.

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

Mandatory Criteria

Ability to demonstrate financial viability through the provision of financial documentation.

1. Grant recipients must provide evidence that the supplier has been paid, together with a detailed invoice to Council for reimbursement, along with photographs of completed works through SmartyGrants.
2. GST is not applicable to grant payments from Frankston City Council.
3. All grant funding must only be used for the purpose outlined in the Grant Recipient Agreement and in line with submitted quotes.
4. Grant recipients must expend all grant funds no later than 30 June 2027.

Important notes, terms and conditions

1. Applicants with an outstanding debt, business related infringement or compliance issue with Frankston City Council or who have failed to comply with the terms and conditions of any previous funding agreement with Frankston City Council will not be considered for funding
2. Incomplete/unsubmitted applications and/or applications not providing the required documentation will not be considered
3. Assessments are conducted based on the information provided in the application, however, applicants may be contacted with a request for additional information if needed
4. Applications that do not align with the purpose or core intention of the program will not be considered for funding
5. Applicants may only be awarded one 2026-27 Frankston City Facade Improvement Grant. A maximum of one grant may be awarded if applications are submitted for different locations with common ownership.
6. Participation in this grant program does not create any partnership, joint venture, employment, agency, or other legal relationship between the applicant and Council. Successful applicants remain independent and are solely responsible for delivering their project and meeting all associated obligations.
7. Frankston City Council reserves the right to part fund the application. Grants are not guaranteed to be awarded.
8. All successful grant applicants are required to enter into a Facade Improvement Grant Recipient Agreement. All conditions noted in the Facade Improvement Grant Recipient Agreement must be met.
9. Successful grant recipients may be able to change the supplier only after receiving written approval from Council Officers
10. All funding decisions are final
11. Council reserves the right to apply special conditions to grant funding on a case-by-case basis. Any special conditions noted in the Facade Improvement Grant Recipient Agreement must be fulfilled prior to claiming any grant funding amount.
12. Successful grant recipients must provide a progress update and a final report when requested
13. Successful grant recipients must agree to be included (at no cost to them) in future Frankston City Council promotional material, advertising and other marketing collateral such as social media, newsletters, e-Newsletters, internal and external publications
14. Grants are nontransferable as they are awarded to the applicant/business owner that submitted the application
15. Grant recipients must expend all grant funds no later than 30 June 2027. An application for an extension to this date must be made in writing (the maximum extension period will not be more than six months). The grant extension will apply only after the applicant has received written approval of this from Council Officers.
16. Any grant monies not expended within the allocated timeframe will be forfeited
17. Council reserves the right to withdraw successful grant applications in the event that the Facade Improvement Grant Recipient Agreement conditions are not met. An applicant may withdraw their application at any stage prior to the reimbursement of funding. An application or grant agreement once withdrawn, cannot be reinstated.
18. Photos of completed works, evidence of supplier(s) have been paid and invoices as per the approved funded activities must be submitted to claim the reimbursement. Note: costs may be reimbursed as they are incurred during project delivery at the discretion of Council Officers.

Lobbying

Canvassing is prohibited. Applicants must not attempt to influence decisions by contacting Councillors, Council staff or assessment panel members.

Council permits

Applicants to obtain all relevant permits, licences and approvals from Council or other Responsible Authorities prior to undertaking the activities. If you are not sure whether a permit is required, contact our Business Concierge via businessconcierge@frankston.vic.gov.au for assistance.

Business site visit

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

Support

If you require assistance with your application, Frankston City Council's Economic Development team can be contacted at business@frankston.vic.gov.au or by phone on **1300 322 322**.

For technical assistance with using the SmartyGrants online portal, contact: service@smartygrants.com.au or phone **9320 6888**.

applicanthelp.smartygrants.com.au/help-guide-for-applicants/

Multilingual support: If you need the assistance of an interpreter, call **131 450** and state 'Frankston City Council' as the organisation, and quote our number **1300 322 322**.





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