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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 offering 2025-26
Small Business Grants to support economic growth and development across the city. These grants aim to support Frankston City's\* retail, commercial and industrial precincts. They do this by promoting business growth and expansion, increased employment opportunities and by encouraging successful businesses to relocate or expand to Frankston City as well as home-based businesses to take the next step to move into a commercial property.

Grants are funded via a reimbursement model and are open to small to medium sized businesses in the manufacturing, retail, health, professional services and hospitality sectors.

Grants are assessed via a competitive process against both mandatory and weighted criteria, outlined on page 8.

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

\*Located within the Frankston City municipality.



## Grant Categories

Small Business Grants are available to existing businesses to support business growth or expansion, relocation to Frankston City or taking the next step from a home-based business to a commercial property. Small Business Grant applicants can apply for funding under one of the following grant categories.

#### Business growth or 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. Not available to home-based businesses or mobile operators.

#### Relocation to Frankston City

Support for existing manufacturing, retail, health, professional services and hospitality businesses, currently operating in another local government area, to relocate or expand to Frankston City to take advantage of Frankston City's rapid growth and development.

#### Taking the next step

An existing home-based business or mobile operation wanting to take the next step into a commercial property in Frankston City.

Proposed project activities must align with the chosen category.

## Eligibility

Small Business Grants are designed to financially assist the growth of small to medium-sized businesses and support the Frankston City economy. To be eligible for funding, applicants must:

- 1. Have an active Australian Business Number (ABN) (and Australian Company Number (ACN) if applicable). Businesses operating under a trust ABN must submit their application using the relevant legal entity ABN (and ACN, if applicable), not the trust itself.
- 2. Must be located in, or relocating to, a commercial premises within Frankston City Council.
- 3. Provide evidence, through financial documentation, of a minimum of 2 financial years of trading (or 1 financial year for home-based or mobile traders).
- 4. Must have less than 200 employees.
- 5. 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)
- 6. Be the owner or tenant named on an existing or pending lease agreement (with a minimum of two years remaining preferred).
- 7. Applicants must be able to clearly demonstrate that their project will support economic growth and/or employment growth.
- 8. Must hold current Public Liability Insurance.
- 9. Have not been a grant recipient of the Frankston City Council 2023-24 or 2024-25 Business Grants program (Invest Frankston Business Grants or Frankston City Business Grants awarded between July 2023 June 2025 inclusive).
- 10. Not be a current Frankston City Council employee, contractor, Councillor and/or their immediate family members.

- 11. Not be an Australian Charity and/or Not for Profit (ACNC), political organisations or any organisation that exclude or offend parts of the community.
- 12. Not have an outstanding debt, infringement or compliance issue with Frankston City Council or have failed to comply with the terms and conditions of any previous funding agreement with Frankston City Council (assessed at Stage 2 of the application)

#### What will not be funded?

- 1. The Grant program will not fund general business expenses (i.e. rent, utilities, telecommunications, wages, staff training, insurance, etc).
- 2. Any cost associated with permits, licenses and rates paid to the local, state or federal government or any cost to fulfil regulatory requirements such as engineering report.
- 3. Any work that impacts or is carried out on Council land or facilities.
- 4. Expenses such as removalists, overseas documents fees, products purchased from overseas, preliminaries, engineering etc.
- 5. Any activity applied for without a supporting written quotation will not be considered.
- 6. Any works stipulated in the grant application must not be works that have been completed or have already been commenced prior to the outcomes of the applications being advised.
- 7. Seasonal projects, pop-ups and short-term projects are not eligible.

Please Note: Any building and/or planning permits must be obtained by the applicant prior to the commencement of any works. Costs associated with obtaining permits, licenses, etc as required by Local, State or Federal government are not eligible for grant funding.

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## Timeline and Key dates

- 11/8/25 22/8/25 Stage 1 Applications open
- 25/8/25 2/9/25 Eligibility Assessment Stage 1 Applications
- 3/9/25 Stage 1 outcomes
- 4/9/25 19/9/25 Stage 2 Applications open
- 22/9/25 17/10/25 Panel Assessment
- 17/11/25 Council endorsement
- 18/11/25 21/11/25 All applicants informed of outcome following Council endorsement.
- Projects can commence from December 2025.

#### Assessment Criteria

Each application will be assessed on both the mandatory and weighted criteria below.

#### Mandatory Criteria

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

#### Weighted Criteria

An increase in employment opportunities in Frankston City	30%
A new or increase in product/ service offering to Frankston City	30%
Use of local suppliers and/ or tradespeople (as per quotations provided)	30%
Ability to demonstrate sustainable and industry- relevant environmentally friendly business practices	10%

\*Sustainable and industry-relevant environmentally friendly practices are methods and processes that minimise waste, conserve resources to reduce negative environmental impacts while meeting current industry standards and needs.

#### Assessment Panel

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

- 2 X Independent External Members
- 2 X FCC Economic Development Officers
- 1 X FCC Finance Officer
- 1 X FCC Officer

### Application Process

#### SmartyGrants

All Small Business Grant applications must be submitted via the SmartyGrants online portal. SmartyGrants requires first time users to create a username and password. The 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 "Help with applying and contact details" section on page 14.

#### Stage 1 Application

Stage 1 allows applicants to test their idea against grant eligibility criteria and objectives, without the requirement to submit a Full Project Plan and/ or supporting documentation. Completed Stage 1 applications must be submitted via the SmartyGrants online portal no later than, Friday 5:00pm 22 August 2025. Stage 1 Applications must include:

#### 1. Applicant Information

Name and optional questions to support us to understand the diverse identities, and needs of our business community.

#### 2. Business Information

- 1. Business name, address, website and contact details.
- 2. Main business activity and brief description of business
- 3. Australian Business Number (ABN) (and Australian Company Number {ACN} if applicable)
- 4. Number of employees

- 5. Total annual turnover
- 6. Tenancy status and duration
- 6.1. Evidence of property ownership or commercial tenancy agreement, with a minimum of two years remaining, located in Frankston City (as applicable).

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#### 3. Proposed Project Brief

- 1. Project name
- 2. Grant category
- 3. Project overview
- Project start and end date.
   (Project activities must not commence prior to outcomes being advised which will be latest by 21 November 2025).
- 5. Grant funding amount sought.
- 6. Briefly outline how the grant funding will be used to be support employment and economic growth in Frankston City.

Stage 1 Applications will be assessed by Council Officer(s) to ensure they meet grant eligibility, grant criteria and the aim of the Small Business Grants. This will include a standard Australian Securities and Investments Commission (ASIC) 'Current and Historical Extract' business search being carried out. Eligible Stage 1 applicants will then be invited to apply for Stage 2. Applicants need to ensure they allow suitable time to obtain quotes, so they are ready to submit prior to the close of Stage 2.

#### Stage 2 Application

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

To Complete Stage 2 — A Full Project Plan and supporting documentation must be submitted via the SmartyGrants online portal no later than 5:00pm, Friday 19 September 2025.

Stage 2 applications must include:

#### 1. Full project plan

- 1. Detailed project plan and deliverables
- 2. Key project dates.

#### 2. Project aligntment with the assessment criteria

- 1. Employment opportunities
- 2. A new or increased product or service that will be offered to the city.
- 3. Environmentally friendly business practices relevant to your industry that your business is currently undertaking or will undertake if the grant application is successful.

#### 3. Documentation requirements

#### 1. Detailed quotations

Third-party quotations for each project activity. No screenshots from online stores will be accepted.

Quotes are preferred from local trades, services, and suppliers. Quotes from local businesses are scored higher during the assessment process as outlined in the assessment criteria.

Please note that quotations for goods or services must not be from a business and/or company in which the applicant(s) or their immediate family members, own, operate or are in any way related to the business owner.

- 2. Evidence of business financial viability
- a) Tax return for past two financial years.
- b) Financial statements for past two financial years (Profit and Loss and Balance Sheet).
- c) Current Australian Taxation Office (ATO) balance.
- 3. Supporting documentation.
- a) Written evidence of insurance including certificate of currency (public liability, professional indemnity or any other relevant insurances).
- b) Landlord's consent letter (if applicable project that impacts the physical premises must obtain consent from the landlord to carry out the project activities).



## 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. An application's progression will cease as soon as such issues are identified.
- 2. Incomplete/unsubmitted applications and/or applications not providing 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. A maximum of one grant may be awarded to a business that operates at the same address or shares common ownership.
- 5. Any application that does not align with the core intent of this grant program will not be considered for funding.
- 6. 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.
- 7. An applicant may withdraw their application at any stage prior to the reimbursement of funding. An application or a grant agreement once withdrawn, cannot be reinstated.
- 8. Applicants may only be awarded, one successful 2025-26 Frankston City Council Small Business Grant. Both successful and unsuccessful applicants are permitted to apply for other business grants streams, outside of the 2025-26 Frankston City Small Business Grants, as they become available.
- 9. Frankston City Council reserves the right to part fund the application. Grants are not guaranteed to be awarded.
- 10. All funding decisions are final.
- 11. Successful applicants will be required to sign a Grant Recipient Agreement.
- 12. All conditions noted in the grant recipient agreement must be adhered to.
- 13. Any special conditions noted in the grant recipient agreement must be fulfilled prior to claiming any grant funding amount.
- 14. Successful grant applicants must provide a progress report when requested and a final report no later than six months from receiving grant offer or upon project completion.

- 15. Successful grant recipients must provide trading and employment data annually.
- 16. Successful grant recipients must agree to be included (at no cost) in future Frankston City Council and Frankston promotional material, advertising and other marketing collateral such as social media, newsletters, eNewsletters, internal and external publications.
- 17. Successful grant recipient's business name, project names and funding amounts will be made public including but not restricted to publication on Council's website, media releases and other Council publications.
- 18. Grants are not transferable as they are awarded to the applicant/business owner that submitted the application.
- 19. Grant recipients must expend all grant funds no later than 31 May 2026. An application for extension to this date must be made in writing (the maximum extension period will not be more than six months).
- 20. Any grant monies not expended within the allocated timeframe, post one request for a 6-month extension, will be forfeited.
- 21. Council reserves the right to withdraw successful grant applications in the event that the Grant Recipient Agreement conditions are not met.

### Payment

- Grants are disbursed on a reimbursement model. To claim grant funding, grant recipients must provide:
- a. Evidence of supplier having been paid for the approved activities. This could be in form of a payment receipt, tax invoice and or bank transaction.
- b. An invoice from grant recipient's business to Frankston City Council.
- 2. GST is not applicable to grant payments from Frankston City Council; however, GST paid to the supplier can be included in the grant claim.
- 3. Grant recipients must expend all grant funds no later than 31 May 2026.

## Council permits

Applicants are responsible for ensuring all applicable building permits, planning permits and any other required approvals are obtained prior to commencing works. Council can assist with this process, please contact our Business Concierge via businessconcierge@frankston.vic.gov.au for more details.

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## Help with applying and contact details.

If you require assistance with your application, Frankston City Council's Economic Development team can be contacted at 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 or phone: 9320 6888. 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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