



FACADE IMPROVEMENT GRANTS GUIDELINES 2023–2024

IF a fresh new look 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 and to making our shopping and commercial precincts more attractive and inviting.

Frankston City Council are again offering Facade Improvement Grants in 2023–2024, aimed at supporting businesses to improve the interest and visual appeal of

their shop or business frontage. Grants are open to bricks and mortar businesses throughout the entire municipality, in the manufacturing, retail, health, professional services and hospitality sectors. A total funding pool of \$150,000 is available, and businesses can apply for between \$5,000 and \$20,000.



FACADE IMPROVEMENTS GRANTS

Invest Frankston Facade Improvement Grant applicants can apply for funding to improve the visual appearance of their business or building. Approved facade improvements may include the following:

- Repainting of external shop frontage
- Improvements to signage as a part of a broader shopfront enhancement project
- Green walls, roofs, window boxes or

- greenery that can be seen from the street (real or imitation accepted)
- External treatments that provide attractive or unique detail such as texture, tiling or innovative materials
- Improvements to frontages that interact with the street, for example server windows, bi-fold doors or large windows
- The introduction or upgrade of structural facade weather protection elements such as awnings

- Provision for night trading such as lighting and fluorescent signage
 - Other external facade improvements that reflects the intent of the grant
- Please Note:** Any building and/or planning permits must be obtained by the successful applicant prior to the commencement of any works. Building and/or planning permit costs are not eligible for grant funding.



APPLICATION AND ASSESSMENT PROCESS

Eligibility

Invest Frankston Facade Improvement 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
- Have 200 employees or less
- Be the owner of a commercial property or tenant named on an existing 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 2022–2023 Invest Frankston Facade Improvement Grants program

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

SmartyGrants

All Invest Frankston Facade Improvement Grant applications must be submitted via the SmartyGrants online portal at: 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 13 October 2023.

Stage 1 Applications must include:

- **Business information**
 - Name, address and contact details
 - Main business activity
 - Australian Business Number (ABN) (if applicable)
- **Project Brief**
 - Photo(s) of existing shopfront/ facade
 - Number of employees (if applicable)
 - Evidence of property ownership or commercial tenancy agreement, with a minimum of two years remaining, located in Frankston City (as applicable).
 - Overview of proposed works
 - Approximate total cost of proposed works

Stage 1 applications will be assessed by Council Officers to ensure they meet grant eligibility. 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 9 November 2023.

Stage 2 applications must include:

- **Detailed project plan including:**
 - Project name
 - Detailed design of proposed facade improvement including sketches and renders in electronic/digital format.
 - Timeline — key project dates
 - Costs — key project costs including detailed third party quotations

- Written consent from the property owner (if the applicant is a current tenant)
- **Evidence of business financial viability:**
 - Profit and Loss Statement for financial year ending 30 June 2023
 - 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 the current facade and/or 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.

2023–2024 Timelines and key dates

- 2–13 October — Stage 1 — Project Brief — Applications open
- 16–20 October — Eligibility Assessment — Stage 1 — Applications
- 23 October — Eligible Stage 1 — Applicants invited to apply for Stage 2.
- 24 Oct– 9 Nov — Stage 2 — Full Project Plan — Applications open
- 10–22 November — Panel assessments
- 12 December — All applicants informed of outcome

Assessment criteria

Each application will be assessed, against how well it meets the objective of the program and against the following criteria.

a.	Ability to demonstrate business financial viability	35%
b.	Increase in the visual amenity of the street or shopping strip	25%
c.	Use of local suppliers and/or tradespeople to deliver proposed works (as per quotations provided)	20%
d.	Uplift of shop frontage to support other Council works or improvements	10%
e.	Increase in the attractiveness and appeal of the business to customers or potential business tenants	10%

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

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 or routine maintenance)
- Use of funding to pay for internal shop fittings, activities or improvements already commenced, building permits, engineering reports or infrastructure such as plumbing and irrigation is not permitted

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 June 2024
- An application for extension to this date must be made in writing prior to 30 June 2024 (the maximum extension period will not be more than six months)
- Any grant monies not expended within the allocated time-frame, post one request for a 6 month extension, will be forfeited
- Grants are not transferable as they are awarded to the applicant/ business owner that submitted the application





APPLICATION REQUIREMENTS

- Service providers cannot be immediate family members
- Quotes are preferred from local trades, services and suppliers
- Quotes from local business to be included in assessment criteria
- Quotes cannot be from a business/ company in which the applicant(s) own, operate or are in any way related to the business owner
- Public Liability Insurance — businesses must hold own Public Liability Insurance. Public Liability Insurance held by the property owner is not acceptable
- Any works stipulated in the application must not be works that have been completed or have already been commenced
- All conditions noted in the grant agreement must be addressed

CONDITIONS

Funding agreement

All successful grant applicants are required to sign an Invest Frankston Facade Improvement Grant Funding Agreement including the following:

- Business name
- Commercial property address
- 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 at Officer's discretion
- 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 2023–2024 Invest Frankston Facade Improvement Grant.

Both successful and unsuccessful applicants are permitted to apply for other business grants, outside of the

2023–2024 Invest Frankston Facade Improvement 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.

If a withdrawal from a grant is made, the grant will not be reinstated.

Council permits

Applicants are responsible for ensuring all applicable building permits, engineer reports and planning permits are obtained prior to commencing works (Council can assist with this process, please contact our Business Concierge via businessconciierge@frankston.vic.gov.au for more details).

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 or on phone: 1300 322 322.

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



**FRANKSTON
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