

LOCAL SMALL BUSINESS RECOVERY GRANTS POLICY

Approved By: Council
Doc Controller: General Manager
File: 126

Document Code: DVC-POL-40
Version: 1
Approved Date: 22 April 2021
Next Review Date: 12 April 2023

1. PURPOSE

The purpose of this policy is to provide a framework for Council to allocate funds as part of the COVID-19 Support Package, under Section 77 of the *Local Government Act 1993*, in an equitable and accountable manner.

2. SCOPE

This policy applies to Derwent Valley Council's Local Small Business Recovery Grant Program, an initiative under the COVID-19 Community Support Package. It relates to applications for funding from entities that fulfil all the following criteria:-

- Small business, sole trader, partnership, company or trust;
- Employ less than 20 people (as per the definition of small business by the ABS);
- Based and operating in the Derwent Valley municipality, Tasmania;
- With a valid ABN, registered in Tasmania;
- Where trading on or had been trading up until COVID-19 restrictions and can prove intent to return to trade.

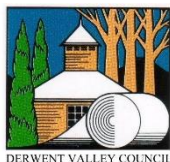
3. LEGISLATION

Local Government Act 1993

4. DEFINITIONS

For the purpose of this policy, the terms below are applicable:

Term	Meaning
Acquittal of a Grant	The process by which a recipient demonstrates in writing to the Council that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
Business	A non-government entity that carries on activities for the primary purpose of making profit.
Grant	A sum of money given to organisations or individuals for a specified purpose.
In-Kind Contribution	The provision of unpaid and volunteer labour, administrative support, hire-free facilities or donations of materials, equipment or services.



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5. POLICY

The Local Small Business Recovery Grants Program has been developed to provide support to eligible local businesses within the Derwent Valley municipality impacted by COVID-19.

5.1 Funding Allocation

In preparing its annual budget, the Council will determine the budget allocations for the Local Small Business Recovery Grant Program.

There is limited funding available and the total amount available in each round will be published on Council's website.

5.2 Eligibility

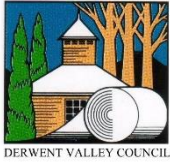
The Local Small Business Recovery Grant Program provides grants for small businesses, sole traders, partnerships, companies or trusts located in the Derwent Valley Municipality impacted by COVID-19.

Eligible applicants must:

- Be a registered business, sole trader, partnership, company or trust;
- Employ less than 20 people (as per the definition of small business by the ABS);
- Be based in and operating in the Derwent Valley municipality, Tasmania;
- Have a valid ABN, registered in Tasmania;
- Be trading on, or had been trading up until, COVID-19 restrictions and can prove a return to trade.

Eligible activities/projects include:

- Change business model/direction/delivery in order to continue operations in the changing COVID-19 environment;
- Purchase assets which help the business adapt to the changing COVID-19 environment;
- Explore new and innovative business models focused on sustainability the changing COVID-19 environment including but not limited to conversion to a digital environment or circular economy;
- Engage the professional assistance of qualified consultant/s to support/enhance business overcome issues created by COVID-19 (e.g. financial advice, legal, marketing, IT, strategic planning, managing risk etc.);
- Paid professional development and training to upskill business owners and their employees to help businesses overcome issues created by COVID-19 and that deliver a clear community outcome.



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Ineligible applicants include:

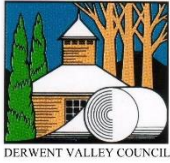
- Australian, state and local government entities (including Special Committees of Council);
- Registered not-for-profit organisations and unincorporated organisations;
- Businesses located outside the Derwent Valley municipality;
- Schools, tertiary institutions and other education providers;
- Applicants with outstanding debt to Derwent Valley Council;
- Current employees, contracted staff, or Councillors of the Derwent Valley Council;
- Applicants subject to any legal impediment, including bankruptcy or liquidation;
- Businesses that are listed for sale, either privately or publically;
- Businesses whose primary activity includes sale of alcohol, tobacco or gaming.

Ineligible projects/activities include, but are not limited to:

- The purchase of land;
- The development, upgrading or renovating of land not owned by the applicant without evidence of support from that owner;
- General fundraising appeals;
- Servicing creditors, including payment of personal and other debt;
- Assistance for money already spent;
- Political activities;
- Activities that are assessed by Council as posing unacceptable risk and/or do not comply with Council current policy or the Government's COVID-19 health advice;
- Contribution towards payment of rates;
- Work to meet council development approval conditions or requirements;
- Items for which funding has been provided or is requested through other grant bodies/rounds;
- Prizes, prize money and/or running competitions;
- Annual business tax or accounting services;
- General operating expenses (e.g. electricity, lease/rent payments, telephone, internet, uniforms etc.) and ongoing expenses;
- Franchise fees;
- Professional assistance and staff engagement on an 'in-kind' basis i.e. professional assistance and staff must be paid in full.

5.3 Conditions of Funding

There is a limit of one (1) grant allocation per business.



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Successful recipients must complete and submit an acquittal form to Council within six (6) weeks of their project/activity being delivered, and no more than fourteen (14) months from receipt of funding.

Successful recipients will be required to:

- Enter into a formal funding agreement with Council;
- Expend the grant monies only in the manner outlined in the application within twelve (12) months, unless otherwise negotiated and confirmed in writing;
- Keep complete financial records of all relevant expenditure;
- Inform Council of any significant issues or change in the project;
- Publicly acknowledge the grant received from the Derwent Valley Council;
- Invite the Mayor and Councillors to attend any relevant function or event associated with the funded project;
- Complete an acquittal form including a financial summary and project report within six (6) weeks of project completion date.

Provision of funds by Council in no way implies any ongoing funding commitment, obligation or endorsement by Derwent Valley Council.

5.4 Process

Application round and closing date are publically advertised.

All grant enquiries and application/acquittal submissions directed to Council's general enquiry email address, or delivered in hardcopy to Council's postal address or Customer Service Desk.

Applications are made via the specified Derwent Valley Council Grant Application Form available via the website or Customer Service desk.

Following closing date, applications are pre-assessed by a committee of Council staff.

All application material plus the Council staff recommendation are provided to the Community Grants Committee of Council for consideration.

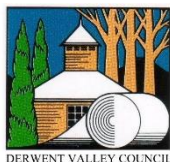
Selection is made by a majority vote of the Community Grants Committee.

A report is put to Council for endorsement of this selection.

All applicants advised of the outcome in writing following the decision of Council.

All decisions of Council are final. No negotiations will be entered into.

Council reserves the right to publish the names of all successful grant recipients and projects/activities.



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As per the requirements under the Local Government Act 1993 details of any grant, donation or benefit provided will be included in the Council's Annual Report.

5.5 Assessment Criteria

Eligible applications will be assessed on the following criteria:-

- The project/activity addresses a specific business change/challenge resulting from COVID-19;
- A comprehensive, accurate and realistic budget is provided that represents value for money;
- The applicant demonstrates capacity and reliability in delivering the project on time and budget;

Applications that consider the following strategies are encouraged where relevant to business operations. These are not essential criteria:

- Conversion to a digital environment;
- Conversion to a circular economy;
- Implementation of the Derwent Valley Community Brand.

5.6 Review

This policy will be reviewed at least once every 4 years or as deemed necessary by the General Manager.

6. RELATED DOCUMENTS

Council Policies
Council Fees and Charges Register
Council Budget