

# THE BAROSSA COUNCIL

## COVID-19 RECOVERY – BUSINESS SUPPORT GRANT PROGRAM POLICY AND RULES



<b>1.</b>	<b>Purpose</b>
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1.1. The purpose of this Policy is to outline the general principles for The Barossa Council's ("Council's") assessment and approval of funding applications under the COVID-19 Recovery Plan – Business Support Grant Program (the Program).

<b>2.</b>	<b>Scope</b>
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2.1 This Policy applies to Council's Elected Members, working committees and its employees.

2.2 This Policy applies to all grant funding applications made under the Program and as distinct from Council's base, continuing Community Assistance Scheme Grant program (CASC).

2.3 The Policy sets the general aims and assessment of the Program.

2.4 The Program will only be provided for as long as the COVID-19 Recovery Plan remains relevant and endorsed as a component of that Plan.

<b>3.</b>	<b>Policy Statement</b>
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<b>4.1</b>	<b>Program Targets</b>
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4.1.1 Council is committed to working in partnership with its community to encourage and support Businesses to recover from the impacts of COVID-19.

4.1.2 The Program is aimed to provide support to Micro and Small Businesses and assist with minor costs to meet COVID-19 Safe Plans and or continued operation of their business in a safe manner.

4.1.3 The Program is for those Businesses which have been impacted by enforced closures and reduced operating capacity through State Directions, these are specifically Hospitality and Tourism sectors but not necessary limited to these sectors.

4.1.4 Council recognises that it is accountable to the community for the management and disbursement of funds and that this must be done in a manner that optimises the benefits to the community. This process must be, and must be seen to be responsible, transparent and equitable and will require the disclosure of information in public.

## 4.2 Application and Guidelines

- 4.2.1 Applications will be invited in August 2020, in the first instance. Further rounds will be subject to funding availability.
- 4.2.2 Applicants cannot apply to both the COVID-19 Recovery – Business Assistance Grant Program and the ongoing Community Assistance Scheme Grant Program.
- 4.2.3 Applicants shall provide the information requested on the Application Form including any attachments.
- 4.2.4 The fund is to support businesses, among other things, to:
- Offset minor costs associated with setting up and buying materials to support COVID Safe Plans or support the safe management of operating the business;
  - Assist in matching funds for other grant applications made by the business;
  - Obtain necessary business advice or support that is beyond the Regional Development Australia Barossa Gawler Light and Adelaide Plain Business to Business service.
  - Undertake and support any marketing and promotion activity;
  - Assist in seeking assistance to develop a new business plan to re-establish the business and obtain commercial funding; and
  - Any other ideas presented that support a business to be sustainable during the COVID-19 pandemic.
- 4.2.5 The fund will not support a business's ongoing operating costs.
- 4.2.6 Expenditure already incurred will be considered due to the timing of the first round of grant applications, however future rounds, should they occur will only be for future expenditure not yet incurred.
- 4.2.7 Grants are targeted for between \$1,000 and \$3,000 ex GST each. Larger grants up to \$5,000 ex GST will be considered depending on the strength, need and outcomes of the application. The Council may offer a lesser amount to that being sought. There must be at least 33% matched funding.
- 4.2.8 Community groups, not for profit and other volunteer groups are not eligible for funding from this program. A separate community program is available.
- 4.2.9 Multiple businesses sharing locations or other arrangements can apply as a group where they meet the conditions, collectively, as outlined in Clause 4.1.2 and 4.1.3.
- 4.2.10 The applicant will need to provide the following mandatory information in its application:

- Confirmation that it is a business registered with an ABN and for GST or willing to provide a supplier statement in accordance with GST law (in this case the grant will not be grossed up);
- Name address and other relevant details;
- Confirmation that it has incurred a reasonable loss of profit as a result of COVID-19;
- Detail regarding how it will utilise grant funds relevant to 4.2.4 above;
- The amount of the grant being sought;
- Turnover of the business over the past 2 financial years;
- Is the business receiving State or Commonwealth payments through JobKeeper, small business grants or other assistance;
- The number of employees employed at the business;
- The impact on turnover due to COVID-19 restrictions since March 2020;
- Date the grant will be spent by (if the application is for funds already spent then that should be stated on the application form)
- Acknowledgement that application details may be made public and applications will be reproduced in full through reporting to the Council, except commercial in confidence information such as turnover;
- Acknowledgement that Council may seek further information to inform itself of the merit of the application.

### 4.3 Determination of Applications

4.3.1 To assist the application assessment process the COVID-19 Working Party will review applications against the Program criteria and make recommendations to full Council.

### 4.4 Payment of Grants

4.4.1 Grants for all but those identified in item 4.4.2 are paid on receipt of a tax invoice from the applicant after being informed of receiving a successful grant.

4.4.2 If the Council grant is linked to obtaining third party funding such as another grant or commercial loan or other funding sources then the grant will be paid on evidence of receiving those funds and the presentation of a tax invoice. Council will provide letters of support in this case prior to releasing funding.

4.4.3 Only grants for those registered for GST will be grossed up.

### 4.5 Expenditure of Funds and Acquittal Requirements

4.5.1 A grantee will provide Council an acquittal of funds and reconciliation report consistent with the grant provision within three months of completing the project or incurring the relevant expenditure as outlined in the application.

- 4.5.2 Acquittal reports maybe subject to Council review, an audit by Councils' independent auditor, a review by an Oversight or Other Regulatory Body or the Minister.
- 4.5.3 Grant recipients who do not provide a report will be ineligible for funding in any future grant rounds or other Council assistance until the report is received.
- 4.5.4 Grant recipients who do not provide a report within 12 months of the initial due date will be required to repay the grant or seek a time extension from Council.

#### 4.6 Other Matters

##### 4.6.1 Publicity

4.6.1.1 Grant recipients agree to acknowledge the funding support from Council in any materials or displays relevant to the provision of the grant.

4.6.1.2 Grant recipients agree to assist Council in publicizing the grants received in Council publications or media.

##### 4.6.2 Grievance

4.6.2.1 All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

4.6.2.2 In accordance with Council's Internal Review of Council Decision Policy, applicants have the opportunity to request, in writing, an internal review of the decision by Council, if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

<b>5.</b>	<b>Supporting Documents</b>
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This Policy is supported by:

- COVID-19 Business Support Grant Program – Application Form
- COVID-19 Business Support Grant Program – Acquittal Report

<b>6.</b>	<b>Related Policies</b>
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- Code of Conduct for Elected Members
- Internal Review of Council Decision Policy

<b>7.</b>	<b>Legislation and References</b>
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7.1. Chapter 8 – Administrative and financial accountability – Local Government Act 1999

<b>8.</b>	<b>Review</b>
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This Policy shall be reviewed by the Council after round 1 of the program has been completed.


<b>9.</b>	<b>Further Information</b>
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9.1. This Policy is available on Council's website at [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au). It can also be viewed electronically at Council's principal office at 43-51 Tanunda

Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.

- 9.2. Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or [barossa@barossa.sa.gov.au](mailto:barossa@barossa.sa.gov.au) at first instance, who will refer you to the most appropriate officer according to Council's Customer Service Policy (see clause 8.1 above for availability).

## 10. Document Control

<b>Community Plan Link:</b>		5.1 Work closely with State Government, Federal Government and stakeholders to support economic growth, development and job creation.			
<b>Document Owner:</b>	Chief Executive Officer			<b>Document Control Officer:</b>	Chief Executive Officer
<b>Consultation Rating:</b>	N/a	<b>Audience:</b>	External	<b>Next Review Date:</b>	31 December 2020
Version history					
Version No.	Date			Description of Change	
1.0	DD/MM/YYYY			New Policy	

## 10. Definitions

Grant	A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's Community Plan.
Hospitality and Tourism Sector	Includes cellar doors for wine and food industries, restaurants, cafes, attractions, cultural, heritage and creative industry sectors, disability sector.
Micro and Small Business	Is any business employing up to 10 staff in The Barossa Council area and a turnover of less the \$1M per annum. If the business is operating distinct business components such as a retail offer but also a tourist or hospitality offer the applicant can determine to apply so long as the relevant business component meets this threshold test.  The business structure is not relevant as to eligibility be that a sole trader, partnership, company or any other legal arrangement.
Minister	Means the Minister for Local Government
Oversight or Regulatory Body	Means the Ombudsman, Office for Public Integrity, Independent Commission Against Corruption, SA Police, or the Auditor-General of South Australia

# THE BAROSSA COUNCIL

## COVID-19 RECOVERY - BUSINESS SUPPORT GRANT APPLICATION FORM



(Please read the Business Support Grant Program Policy and complete all sections of this form)

<b>Related Policy/Process</b>	<b>COVID-19 Recovery – Business Support Grant Program Policy and Rules</b>	<b>Form Number:</b>	
<b>Form Owner:</b>	CEO	<b>Last Revised Date:</b>	New
<b>Document Control:</b>	New	<b>TRIM Reference:</b>	
<b>Date Approved:</b>	New	<b>Next Review Date:</b>	

Date of Application:        /        /

### 1. BUSINESS DETAILS

Name of business: \_\_\_\_\_

Physical address of business: \_\_\_\_\_

Postal address of business: \_\_\_\_\_

### 2. CONTACT DETAILS FOR THIS BUSINESS

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Postal Address (for contact person): \_\_\_\_\_

Mobile: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Method of contact

Home Phone

Work Phone

Mobile

Email

**3. BUSINESS ABN & GST STATUS**

To be eligible, applicants must have an ABN and be Register for GST purposes.

ABN Number: \_\_\_\_\_

Registered for GST: Yes  No

If No will you provide a supplier statement: Yes  No

(Your application is not eligible if you answer 'No' to being register for GST and 'No' to providing a supplier statement)

**4. ABOUT YOUR BUSINESS – THIS WILL REMAIN CONFIDENTIAL**

How long has your business been established? \_\_\_\_\_ yrs \_\_\_\_\_ mths

Number of employees are employed at the business: \_\_\_\_\_

What is the Turnover amount of the business over the past 2 financial years?

2018/2019 \_\_\_\_\_

2019/2020 \_\_\_\_\_

**5. GRANT DETAILS**

Have COVID-19 restrictions had an impact on business turnover since March 2020?

Yes  (If yes – Provide details) No  (If no you are not eligible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of grant applied for: \$ \_\_\_\_\_

Amount of matching funds: \$ \_\_\_\_\_

For what purpose are you applying for the grant (refer 4.2.4 of the Policy and Rules of the grant program)?

(You should outline the estimated or actual costs incurred and what they are for, attached invoices if already incurred or estimates / quotes for other expenses.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this application for funds already spent? Yes  No

Date the grant will be spent by: / /

Any further information which may be relevant to this application

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The following declarations are completed by:

Name:

Position:

I acknowledge that by submitting this application, these matters will be public through reporting to the Council.

Yes  No

I acknowledge that by submitting this application, Council may seek further information to inform itself of the merit of the application

Yes  No

I acknowledge that should the application be successful in receiving a grant I shall submit the necessary invoice, acquittal documentation, return any and all surplus funds not required, or, if the funds have not been spent, or, the grant acquittal not completed Council will require the grant to be repaid.

Yes  No

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

POSITION \_\_\_\_\_

POSITION \_\_\_\_\_

DATE / / \_\_\_\_

DATE / /