

ON BUSINESS PARTNER PROGRAM

ON Business Grants Guidelines

ONKAPARINGA GRANTS

As a part of our Community Plan 2030, we are committed to a shared vision for the City of Onkaparinga. This includes supporting the many community groups, businesses and individuals who make our community a vibrant place to live, work and play. One way which we can do this is through our Grants Program.

BEFORE YOU GET STARTED

Before applying, we strongly encourage you to discuss your proposal with the grants program officer.

Grants program officer – Economic Growth & Tourism Team

Phone (08) 8384 0666

Email ONbusiness@onkaparinga.sa.gov.au

APPLICATIONS

To be successful, applications need to meet the requirements in these guidelines.

To apply visit:

www.onbusinesspartnerprogram/grants

Please note we are only accepting applications via our online application system.

Applications close

Friday 3 September 2021, 12pm

MORE INFORMATION

www.onbusinesspartnerprogram.com/ON-services/Grants

Frequently asked questions

Please refer to the Grants page on our website for frequently asked questions (FAQs).

Definitions

Please refer to the [Grants Policy](#) on our website for up to date definitions.

Onkaparinga Grants **BRING YOUR IDEAS TO LIFE.**

CITY OF ONKAPARINGA

APPLY NOW

FUNDING INFORMATION

Grants of up to \$5000 in matched funding are available per application.

Purpose

As a part of our [Community Plan 2030](#), we are committed to a shared vision for the City of Onkaparinga. This includes supporting the many community groups, businesses and individuals who make our community a vibrant place to live, work, and play. One way which we can do this is through our Grants Program. Please visit our website for further details of our Grants Program and [Grants Policy](#).

The ON Business Grants delivered as part of our ON Business Partner Program contribute to the outcomes of the Community Plan 2030, Tourism Strategic Plan 2019–2023 and council's economic growth and investment attraction initiatives and opportunities.

The ON Business Grants aim to provide funding to assist local businesses to:

- unlock new business opportunities
- build capacity and capability
- build sustainability/resilience
- develop new or enhanced destination experiences supported by market demand
- grow new audiences/patronage to build business sustainability
- innovate
- undertake strategic business upgrades/improvements.

Objectives

The objectives of the ON Business Grants are to contribute to:

- supporting local businesses of all sizes to thrive and grow
- supporting local jobs growth
- building a resilient, innovative local economy
- growing the capacity and capability of local businesses
- increasing business to business partnership, collaboration and supply
- increasing economic benefits to our city (local/visitor spend)

- improving council's commercial, tourism and industrial precincts
- supporting business sustainability and growth
- building our city's reputation as the best place in South Australia to live, work, invest and visit
- building trust with our business community, improving public perception of council
- achieving our Community Plan 2030 prosperity outcomes and other strategic economic and tourism growth priorities.

Funding conditions

- Applicants must contribute a minimum of 50 per cent cash toward the total project cost excluding GST.
- Applicants must have and attach to their application an up-to-date business plan.
- The project must be completed, and funds acquitted in accordance with agreed terms and conditions.
- Very few, if any, projects can be funded to the full amount requested due to the number of applications received. Applicants should determine whether their project will still be able to proceed without the full funding amount requested and reconsider their application if not.
- Applicants who have submitted multiple applications across different grant programs must rank their applications in order of preference (i.e. if not all applications are able to be funded, please let us know which is the most important to you) and this will be considered during the assessment process to each grant.
- Council may prioritise applications that align best with our Community Plan 2030 and other strategic plans.
- Applicants should be aware of their responsibilities to comply with federal government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number contact the Australian Taxation Office info line on 132 866 or visit their website at www.ato.gov.au.

ELIGIBILITY CRITERIA

Who can apply

This grant program is only open to ON Business Partner Program members. Membership is free, and businesses can register via the website:

www.onbusinesspartnerprogram.com

To be eligible for funding, an applicant:

- must be located within the City of Onkaparinga
- must be a for profit, registered business (must have an ABN and a current business plan)
- must have current Public Liability Insurance (minimum of \$20 million) that covers the program/activity being undertaken (this can be purchased as a 'once off' cover for an event/workshop/program). Successful applicants will be required to produce a copy of the certificate of currency when submitting their application. Successful applicants without Public Liability Insurance will need to obtain a minimum \$20 million of cover prior to the release of grant funds. Contact your insurance broker for further advice/assistance.
- must not have received a grant across any category through the ON Business Partner Program previously.
- organisations that have had unsatisfactory dealings with council may be also be precluded from receiving funding. Please refer to our [Grants Policy](#) for further information.

Who is not eligible

- Schools
- Elected members and employees of the City of Onkaparinga must not be involved in the development of a grant application and are not eligible to sign or be listed on any grant application. Refer to the [Grants Policy](#) for more information.

What we can fund

The following may be eligible for funding (but not limited to):

- initiatives that support new opportunities for local business, create employment and help build a resilient, innovative local economy
- significant upgrades and improvements to place of operation
- strategic marketing and promotions

- research and development
- new/enhanced tourism experience (that aligns to our destination strengths)
- new and innovative initiatives aligned to council's strategic economic and tourism growth objectives.

What we won't fund

- initiatives which are not located in the City of Onkaparinga
- payment of ongoing salaries. Once-off facilitator/trainer fees or initial insurance for the program/activity are however acceptable and should be included in the application budget
- recurring operational costs (e.g. telephone, utility costs, cleaning/maintenance, ongoing public liability insurance, stock purchase, rent etc.)
- finance arrangements (e.g. deposits for loans, leases etc.)
- problem resolution (e.g. payment of outstanding debts with suppliers etc.)
- retrospective activity including expenses already incurred.

Additional requirements/information

- Applications must be received by the deadline of the funding program through the SmartyGrants online system. Late applications will be deemed ineligible and will not be accepted.
- It is recommended to make an appointment with a business advisor from the Southern Business Mentoring Program to discuss your business plan and your intent to apply for a business grant as part of the ON Business Partner Program. These appointments are fully subsidised by the council. Visit www.onbusinesspartnerprogram.com/ON-services/Business-mentoring-program to choose your advisor and book an appointment.

APPLICATION AND ASSESSMENT

We are only accepting applications via our online application system which can be accessed through the ON Business Partner Program website: www.onbusinesspartnerprogram.com/ON-services/Grants

Applicants must upload with their online application:

- an up-to-date business plan
- a copy of their certificate of currency for Public Liability Insurance

Assessment process

Once an application has been received:

- receipt of application will be acknowledged via email
- applications will be checked for eligibility
- assessment of applications will be undertaken by a panel using the criteria in these Guidelines.

Assessment criteria

All applications will be assessed on their merit using the criteria outlined below

Criteria	% weighting
Quality of project proposal and application	30%
Impact on business and our region	40%
Sustainable business model	30%

Prioritisation

Where applications have equal merit, priority will be given to:

- applications with a sustainable business model
- applications that achieve the greatest benefit for our city and broader communities
- applications that will increase the geographic distribution of funding across our city.

Grant assessment panels will consider many factors, including an application's risks and opportunities, and an organisation's previous dealings with council. The panel is able to recommend funding allocations that may not align with the scoring process, however whether or not an organisation is funded is always at council's discretion.

CONDITIONS OF FUNDING

The funding provided must be used for the approved activities. Any changes to the funded activities detailed in the application may not be undertaken without prior written approval from council.

Applicants must:

- use local contractors/businesses to support the project/initiative where possible (please refer to our ON Business Partner Program Business Directory www.onbusinesspartnerprogram.com/Local-business-directory).
 - obtain any necessary approvals and meet any costs associated with those approvals, including – where applicable:
 - any required Food Business and Food Notification approvals
 - any required planning and building approvals. Please contact our Development Services team on 8384 0666
 - the required permits to trade/operate from a council controlled area. Please contact our Property Transactions team via mail@onkaparinga.sa.gov.au prior to commencing the project.
 - obtain all necessary insurances and acknowledge that the City of Onkaparinga will not be held liable for any matters arising out of this grant.
 - comply with recognised Australian Standards and observe all federal, state or local legislation, regulations and guidelines including any applicable public health and safety standards.
 - comply with community health advice to help prevent the spread of COVID-19. Please refer to [Information for Business & Industry COVID-19](#).
 - where required, ensure that the project complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, the *Child Safety (Prohibited Persons) Act 2016*, *Disability Discrimination Act* and *Work Health and Safety Act 2012*.
 - at the completion of funded activities an acquittal report including an expenditure statement must be provided in line with the agreed funding conditions.
- use our 'Supported by ON Business Partner Program' logo on all material relating to the funded activities and an appropriate acknowledgement of our funding must be given by the recipient in all promotional material, announcements and reports of the activities to the public.
 - promote the ON Business Partner Program via their social media platforms and/or website in the following ways:
 - include a social media post and/or blog post highlighting your grant funded project and mention the support of the ON Business Partner Program.
 - display the 'Supported by ON Business Partner Program' logo on your website.
 - ON Business Partner Program window decals are available for use on local business shopfronts and corporate vehicles. Decals are available for collection anytime during opening hours from council's Noarlunga office.
 - We also encourage businesses to participate in our #GoSouthGoLocal campaign. Visit www.gosouthgolocal.com.au for details.