



# BUSINESS AND COMMUNITY COVID-19 SUPPORT GRANTS

## FUNDING GUIDELINES

UPDATE: 18 JANUARY 2021



**Horsham Rural City**  
Council urban rural balance

*Together  
we are  
stronger*

# BUSINESS AND COMMUNITY

## COVID-19 SUPPORT GRANTS

*“Support through the tough times and to develop a brighter future”*

### OBJECTIVE

Council is offering grants for individuals, businesses and community organisations to help prepare, respond and build resilience to face the challenging situations that have arisen during the COVID-19 pandemic.

Restrictions have had significant economic impact on local Arts, Events, Recreation, Hospitality, Tourism, Retail and Community groups. This Grants program will provide support to affected people and groups located in the Horsham municipality through the following streams:

- **Stronger Business**
- **Recreation and Community Recovery (FULLY ALLOCATED)**
- **Health and Wellbeing**
- **Business Front Upgrades**
- **Arts and Events Activation**



### ELIGIBILITY

To be eligible for funding the applicant must:

- have an Australian Business Number (ABN) or be auspiced by an incorporated organisation with an ABN;
- be located within the Horsham Rural City municipality;
- demonstrate how the grant will help support business or community respond to the impact of COVID-19;
- if successful, claim the grant and complete the project or activity by June 30th 2021 (noting that exemptions may be granted for larger projects/events);
- wherever possible use suppliers within the Horsham Rural City municipality;
- NOT be employed by Horsham Rural City Council;
- NOT have received funding for the same activity through Council's Community Grants Program in 2020/2021;
- NOT apply for any retrospective purchases or projects that commenced prior to 3 August 2020.

# FUNDING STREAMS

fully allocated

STRONGER BUSINESS	BUSINESS FRONT UPGRADES	RECREATION AND COMMUNITY RECOVERY	HEALTH AND WELLBEING	ARTS AND EVENTS ACTIVATION
<b>OBJECTIVE</b>				
Business assistance grants program to support innovation, operational improvements, marketing strategies, and business growth in response to the challenges of COVID-19	Business assistance grant program to support upgrade and improve the visual appeal in response to the challenges of COVID-19	Funding for clubs and groups to: <ul style="list-style-type: none"> <li>• support financial loss or membership/volunteer decline;</li> <li>• respond to COVID-19 hygiene requirements</li> <li>• support initiatives to reactivate participation in a COVID-19 safe manner</li> </ul>	Strengthen business and community response to health and wellbeing impacts	Strengthen community resilience and support innovation for groups and individuals in response to COVID-19
<b>EXAMPLES OF WHAT WILL BE FUNDED</b>				
<ul style="list-style-type: none"> <li>• Skills development</li> <li>• Business mentoring</li> <li>• Improved online presence</li> <li>• Infrastructure / equipment upgrades</li> <li>• Improved financial recording</li> <li>• Business planning</li> <li>• Marketing plans/strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Front entrance signage</li> <li>• Landscaping and beautification works</li> <li>• Blinds and awnings</li> <li>• Shop window merchandising displays</li> </ul>	<ul style="list-style-type: none"> <li>• Support to cover utilities, insurance and other fixed costs</li> <li>• Mini competition or 'round robin' to keep club members and volunteers connected</li> <li>• Social event at a hall to connect with local community</li> <li>• Purchase of sanitizing materials i.e. hand wash and surface cleaner</li> <li>• Minor equipment (&lt;\$500)</li> </ul>	<ul style="list-style-type: none"> <li>• Development and delivery of a new support service</li> <li>• Expansion of an existing service</li> <li>• Community resilience building activities</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Presence</li> <li>• Marketing</li> <li>• Arts/Creative Practitioner Fees</li> <li>• Production Costs</li> <li>• Minor Equipment Purchases</li> </ul>
<b>ORGANISATION TYPE</b>				
Businesses operating in hospitality, Retail, Tourism, Services, etc.	Businesses operating with a visual street front.	All not-for-profit sport/active recreation and community groups	Business or community operating in or intending to operate in the health and wellbeing field	Events, Arts organisations and individuals
<b>TOTAL FUNDING AVAILABLE</b>				
\$84,000 (subject to change in response to demand)	\$35,000 (Subject to change in response to demand)	\$75,000 (subject to change in response to demand)	\$30,000 (subject to change in response to demand)	\$75,000 (subject to change in response to demand)
<b>FUNDING LIMITS</b>				
\$1000 – \$5,000	Up to \$3,000	\$200- \$2000 <10 member \$200 <20 members \$500 <50 members \$1000 50+ members \$1500 Support new initiatives – additional \$500	Up to \$3,000	\$500- \$5000

FUNDING STREAM INFORMATION CONTINUED >>>

## SUPPORTING DOCUMENTATION REQUIRED

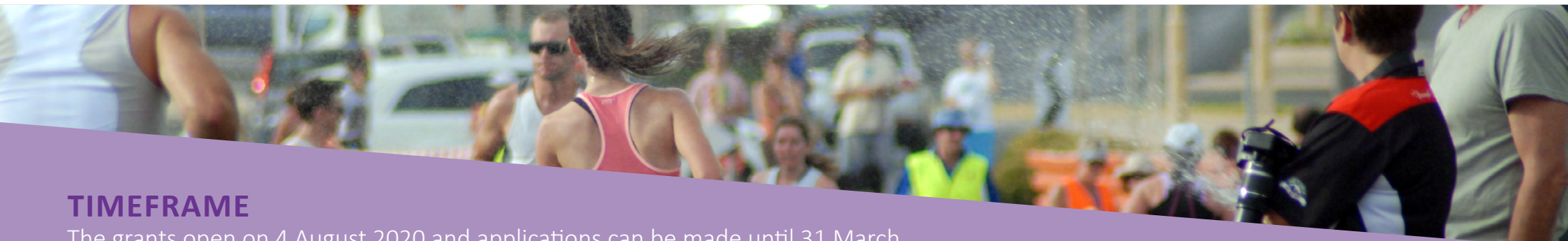
Quotations for expenditure items >\$1,000	Quotation for expenditure items >\$1,000	 NIL	Quotation for expenditure items >\$1,000	<ul style="list-style-type: none"> <li>• Project budget (template provided)</li> <li>• Project Plan (template provided)</li> <li>• Quotations for expenditure items &gt;\$1,000</li> <li>• 'Statement by Supplier' form if you do not have an ABN. (Form available from the ATO <a href="http://www.ato.gov.au/">http://www.ato.gov.au/</a>)</li> </ul>
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## ASSESSMENT CRITERIA

<ul style="list-style-type: none"> <li>• Your business has been negatively impacted as a result of the COVID-19 Pandemic</li> <li>• Your project will lead to business improvements             <ul style="list-style-type: none"> <li>• Use of local contractors</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Your business must have been negatively impacted as a result of the COVID-19 pandemic</li> <li>• Your project will lead to business front appeal             <ul style="list-style-type: none"> <li>• Use of local contractors</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Not-for-profit status             <ul style="list-style-type: none"> <li>• Incorporated</li> </ul> </li> <li>• Financial loss or hardship and/or membership decline due to COVID-19             <ul style="list-style-type: none"> <li>• Have additional COVID related expenditure</li> </ul> </li> <li>• Initiative to create community or club connections</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate that the project will help strengthen the community's ability to cope with the impacts on their health and wellbeing.</li> <li>• Capacity &amp; experience to deliver the project             <ul style="list-style-type: none"> <li>• Participation outcomes</li> <li>• Use of a local contractor</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate that the project will help to strengthen the community, community relationships, reduce isolation and encourage active participation in the community</li> <li>• Capacity &amp; experience to deliver Project             <ul style="list-style-type: none"> <li>• Extent of project planning</li> <li>• Participation outcomes</li> <li>• Use of local contractors</li> </ul> </li> </ul>
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## COUNCIL CONTACT

<b>Gloria McRae</b> Business support 0428 357 220 <a href="mailto:business@hrcc.vic.gov.au">business@hrcc.vic.gov.au</a>	<b>Gloria McRae</b> Business Support 0428 357 220 <a href="mailto:business@hrcc.vic.gov.au">business@hrcc.vic.gov.au</a>	<b>Mandy Kirsopp</b> Recreating Planning Officer 0408 826 727 <a href="mailto:active@hrcc.vic.gov.au">active@hrcc.vic.gov.au</a>	<b>Mandi Stewart</b> Manager Community Services & Emergency 0428 144 812 <a href="mailto:mandi.stewart@hrcc.vic.gov.au">mandi.stewart@hrcc.vic.gov.au</a>	<b>Shana Miatke</b> Co-ordinator Performance & Events 0419 008 433 <a href="mailto:artsevents@hrcc.vic.gov.au">artsevents@hrcc.vic.gov.au</a>
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## TIMEFRAME

The grants open on 4 August 2020 and applications can be made until 31 March 2021 (or until total funding has been allocated for each stream). Applications will be assessed and approved monthly throughout this period.

**Grants opened**  
4 August 2020

**Applications assessed and announced**  
monthly

**Applications close**  
31 March 2021

**Projects completed**  
30 June 2021

It is expected that the grant will be claimed and any proposed activity will be completed within the financial year ended 30 June 2021. Where events/projects cannot be scheduled before this due to COVID-19, an exemption to this requirement may be granted.



## HOW TO APPLY

To apply, visit Council's website

[hrcc.vic.gov.au](https://hrcc.vic.gov.au)

Please read the Guidelines carefully prior to making an application. For any questions about these grants, please call Council on (03) 5382 9777 or make contact directly to coordinators for the individual funding streams (as above).

Applications can be submitted at any time until 31 March 2021 (or until funding streams are fully allocated)

Applications will be assessed and approved monthly.

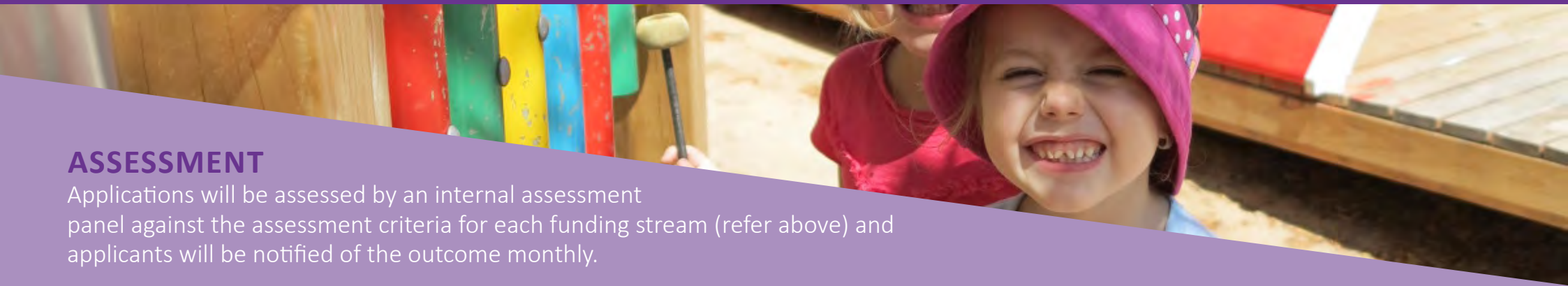
On-line applications are preferred however a paper or WORD copy of the application form can be obtained:

- by emailing [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)
- at Council reception

Paper/WORD applications can be:

- scanned and emailed to [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)
- posted to  
Business and Community COVID-19 Support Grants Program  
Horsham Rural City Council  
PO Box 511  
Horsham, VIC 3402
- hand delivered to the Civic Centre (marked Business and Community COVID-19 Support Grants Program)

Applications are kept confidential and the application details will not be disclosed to any person outside the application and assessment process, however a short summary of the application activity will be utilised in briefings to Council and the list of successful applicants will be published on the Council's website. All funding decisions will be final.



## ASSESSMENT

Applications will be assessed by an internal assessment panel against the assessment criteria for each funding stream (refer above) and applicants will be notified of the outcome monthly.

## OTHER INFORMATION

- Any permits and other authorisations including public liability insurance remain the responsibility of the applicant organisation and must be received by the relevant authorities prior to starting the project
- An offer of a grant by Council does not mean any ongoing funding commitment or obligation by Council
- HRCC assistance should be acknowledged on any promotional material or media coverage relating to the project (if applicable)
- Council may only allocate part funding for a project

## PAYMENT OF GRANT FUNDING

To claim the grant allocation, the organisation must provide Council with:

- An invoice from the organisation requesting payment of the grant

### • A Completion Report

This documentation can be completed on-line at [hrcc.vic.gov.au](http://hrcc.vic.gov.au) or emailed to [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)

## APPLY NOW LINKS

**STRONGER  
BUSINESS**

**BUSINESS FRONT  
UPGRADES**

fully  
allocated

**RECREATION  
AND COMMUNITY  
RECOVERY**

**HEALTH AND  
WELLBEING**

**ARTS AND EVENTS  
ACTIVATION**



*Together  
we are  
stronger*