

Community Support Package Business Relief & Rebuild Grants Fund 2020 Guidelines

Guidelines

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1. Introduction

a) Grant purpose

This grant program will assist with business relief and rebuild in the readiness phase of the response to COVID-19 related challenges. It is to support businesses who may not be eligible for funding from other resources, plugging the funding gaps where businesses require relief to help them continue with essential projects that will support the recovery of their business.

This grant is aimed at supporting local businesses so they can recover and emerge from the COVID-19 pandemic with the ability to rebuild and grow their businesses, supporting the Singleton LGA economy and local jobs. It is intended to assist with:

- Defined projects that will help to support the survival and recovery of the business supporting areas including:
 - i. Business development.
 - ii. Marketing projects.
 - iii. Technologies and systems to support customers or sales.
 - iv. Projects that support operations, production capability and capacity.
 - v. Provision for essential suppliers to continue to business.
 - vi. Staffing support for key projects that will support the recovery of the business.
 - vii. Collaboration with other organisations to rebuild sales or production.
 - viii. Creative solutions that will allow the business to survive and continue to contribute to the Singleton Local Economy.

2. Timeframes

- a) The Relief and Rebuild Business Grant will open on 15 June 2020 and close on 31 July 2020.

3. Eligibility Criteria

a) Applicants must comply with the following eligibility criteria:

- i. Applicants are local businesses who can demonstrate a project that will help their organisation rebuild and recover and who have not been eligible for other government funding.
- ii. The registered office / branch / entity is physically located in the Singleton LGA.
- iii. The proposed project must directly benefit the Singleton economy and community.
- iv. The business and proposed project must comply with all COVID-19 government and health requirements, advice and guidelines. Please refer to NSW Health and Federal Government Health COVID-19 web sites for current advice.
- v. Business must explain in their application, how the grant will help directly support the recovery of their business and the Singleton Economy.
- vi. Projects must be started within 1 month of funding approval and completed by 28 February 2021.
- vii. Businesses must have current ABN and relevant insurances and if requested, can supply certificates on request.



- viii. Business must have satisfactorily complied with conditions of any previous support or sponsorship received from Singleton Council.
 - ix. Applicants must lodge a completed application using Singleton Council's Application Form in accordance with the Guidelines.
 - x. Business can demonstrate the capacity to continue trading and has not started insolvency procedures. Applicants must provide current financials up to 30 April 2020 if requested by Singleton Council.
 - xi. The project/service/activity must be consistent with the community values defined in the [Singleton 2027 Community Strategic Plan](#).
- b) The following are ineligible for funding:
- i. Late or incomplete applications.
 - ii. Applications seeking duplicate support (funding or in-kind) for any expense, service or item which has been previously funded and /or supplied by Singleton Council to the same organisation, for the same service, project or activity in the same location.
 - iii. Applications who have received funding from other Government Stimulus packages including JobKeeper, Small Business Grant funding related to bushfires and COVID, and primary production/agricultural funding.
 - iv. Activities which require a Development Application.
 - v. Activities that do not contribute to the business recovery during 2020.
 - vi. Applications seeking grant funding for more than 20% of the total requested grant amount for administration costs, (including wages).
 - vii. Applications seeking funds for any personal expense or benefit for employees. This does not include the funding of staff member to support a key project that will aid the recovery of the business.
 - viii. Activities which have been assessed by Singleton Council as presenting an unacceptable risk and do not comply with current COVID-19 health and government requirements, advice and guidelines.
 - ix. Businesses who do not support local procurement, where possible to do so. Note, Singleton Council recognises that local procurement may not always be possible and asks applicants to provide reasons for sourcing elsewhere in the application.
 - x. Applicants who have an outstanding debt(s) to Singleton Council.
 - xi. Applications seeking funds for prize money, gifts or awards or general fundraising appeals.
 - xii. Projects which in the opinion of the assessors, are better funded via other sources.

4. Assessment Criteria

- a. Applications that satisfy the Eligibility Criteria set out in Section 4 will be assessed against the following Assessment Criteria:
- xiii. Thorough understanding of COVID-19 challenges affecting their business and how the project will combat these.
 - xiv. How the project will provide an immediate and effective impact on the survival and recovery of your business.
 - xv. The business's demonstrated capacity and reliability in delivering quality projects that support business continuity and/or growth.



- xvi. Assessment may include other available information regarding the applicant, its services and activities including details of previous projects.
- xvii. Demonstrates how goods, equipment and / or services purchased from grant funding are required for delivery of the proposed project.
- xviii. The degree to which goods and services, including any labour resource is procured from the Singleton LGA. If not procuring locally, please provide reasons why. This will be demonstrated via notes in the expenditure table in the application form.
- xix. A balanced expenditure listing any income and expenditure by line item associated with the proposed project.

5. Assessment of Applications

- a) The Assessment Panel will conduct a preliminary assessment against the Eligibility Criteria set out in Section 4 of these Guidelines and present a recommendation on eligibility to the Assessment Team.
- b) The Assessment Panel is authorised to amend estimates and projections included in the application prior to assessment, based on information available to Singleton Council. Any significant changes shall be notified to the applicant with the reasoning documented.
- c) The Assessment Team will comprise of officers who have thorough knowledge of the business sector and local economy and understand COVID-19 challenges in the community.
- d) Each officer involved in the assessment and approval of applications under this section must comply with Singleton Council's Code of Conduct, in particular, the provisions for Conflicts of Interest.
- e) The Assessment Team may meet via an on-line meeting or conference call. The Team's assessment must be recorded and retained in Singleton Council's records management system.
- f) Even if an application meets all of the eligibility and assessment criteria, it may not be automatically supported. Assessment may consider other available information regarding the applicant, its services and activities including details of previous projects.
- g) Applicants will be informed of the outcome of their grant application within 10 working days of the closing date of the grant application.
- h) Unsuccessful applicants may re-apply for future grants, if funding available, considering any feedback from Singleton Council regarding eligibility / previous application.

6. Agreement, Payment and Acquittal

- a) A Letter of Agreement setting out terms of the grant payment and funded project, will be sent to successful applicants for consideration and signature of authorised person within the organisation. To allow for expedient release of funds, it is in the best interest of the applicant to sign and return the Letter of Agreement as soon as possible, including a Certificate of Currency for Public Liability (PL) for \$10M noting Singleton Council as an interested party.
- b) Payment will be made to the successful applicant via EFT, seven days from receipt of the signed Letter of Agreement and Certificate of Currency for Public Liability insurance noting Singleton Council as an interested party.
- c) Singleton Council will not be liable for any amounts over and above the funding amount as set out in the Letter of Agreement.
- d) On completion of the funded project, and within the timeframe specified in the Letter of Agreement, successful applicants must complete an acquittal document to show how the grant funds were expended and feedback on your project.



- e) The information may include:
 - i. An assessment of the success of the project - outcomes realised against the outcomes anticipated or estimated in the grant application form.
 - ii. Evidence of how Singleton Council was acknowledged during the project.
 - iii. Formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to Singleton Council).
 - iv. To be eligible for any future Singleton Council support or funding, the business must complete and submit the acquittal document. This will also assist council to share the success of your activity.
- f) Any funding received for approved applications must be expended by February 2021 or remaining funds are to be returned to Singleton Council.

7. Notifications

- a) Awarding of funding from Singleton Council via a Relief and Rebuild Business Grant in no way implies any ongoing funding commitment or obligation by Singleton Council including payments for works delivered outside of the financial year in which the activity is agreed to be completed.
- b) Awarding of grant funding does not imply that Singleton Council has given any other consent. Applicants should note that many activities require approvals and consents from Singleton Council, NSW Police and other state government agencies and that the organisations are wholly responsible for obtaining such approvals.
 - i. Organisations must also comply with all COVID-19 government and health requirements, advice and guidelines as per NSW Health COVID-19 and Federal Government Health COVID-19
 - ii. The failure to obtain approvals will void the Letter of Agreement and may result in funding being revoked.

8. Privacy

- a) We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.
- b) Singleton Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and policies.
 - iii. Purpose: Singleton Council will use your private information only to contact you in relation to your proposal and, if approved, to contact you in relation to the approved activity.
 - iv. Intended recipients: The information will be used by the Singleton Council who may need to contact you in relation to your activity.
 - v. Supply: Voluntary.
 - vi. Consequence of Non-Provision: We will not be able to process your grant application. Storage and security: Your proposal will be stored in an electronic records management system and will only be available to Singleton Council Officers.



9. Annexures

a) **Annexure A - Definitions**

- g) Singleton Council (SC) means Singleton Council.
- h) The Applicant means the business applying for the funds.
- i) Letter of Agreement (LoA) means the agreement entered into by Singleton Council and an applicant whose Grant application has been successful.
- j) The Grant means the Rebuild Business Grant Fund
- k) Assessment Team means:
 - 1. Manager Strategy and Engagement (or nominee)
 - 2. Senior Economic Development Officer.
 - 3. Board member of the Singleton Business Chamber
- l) Assessment Panel means the Singleton Council employee responsible for administering the Grant program.
- m) LGA means Local Government Area
- n) Local Business means an organisation that has either a branch or office physically located within the Singleton Local Government Area and provides goods or services that directly contribute to the local economy in the Singleton Local Government Area. The Head Office may be located within the Singleton Local Government Area or, outside of the LGA, but the business and project must be contributing to the development and rebuild of the local Singleton LGA economy.
- o) Local Area Procurement means purchased within the Singleton Local Government Area or an adjoining council Local Government Area. This may not be possible for some businesses and they should demonstrate the requirement to purchase outside the LGA.
- p) Ineligibility for other Government funds means that the business has not been able to apply for or achieve other grant funds including JobKeeper, Small Business Grants, primary production grants and any other grant fund provided by Local, State or Federal Government.
- q) Council means the Elected Council.
- r) Unless stated otherwise, a reference to a section or clause is a reference to a section or clause of these Guidelines.



b) Annexure B – Application Form

 <p>SINGLETON COUNCIL</p>	<p>12-14 Queen Street Singleton NSW 2330 T 02 6578 7290 E council@singleton.nsw.gov.au PO Box 314 Singleton NSW 2330 F 02 6572 4197 W singleton.nsw.gov.au ABN 52 877 492 396</p>	
<h2>SINGLETON COUNCIL APPLICATION BUSINESS RELIEF AND REBUILD GRANT FUND</h2>		
1. Information		
<p>Singleton Council have developed a Business Relief and Rebuild fund for local businesses who are not eligible for other government funding sources, which is kindly supported by BHP Vital Resources Funding. Relief and Rebuild funding will be considered from \$2,000 - \$10,000 for projects that provide support and relief during the recovery period for businesses who have been unable to secure other stimulus packages or Government funding.</p> <p>Completed applications must be returned by 31 July 2020, as specified in the guidelines.</p> <p>Applications can be send via email to council@singleton.nsw.gov.au or by post to Singleton Council Business Relief and Rebuild Grant Fund, PO Box 314, Singleton NSW 2330 or deliver to the Singleton Council Administration building, Cnr Queen Street and Civic Avenue, Singleton. Late applications will not be considered.</p>		
2. Business Details		
Name of Business		ABN/ACN
Contact Name	Position	
Address		
Suburb	State	Post code
Contact number	Email address	
Business Headquarters or Location		
<input type="checkbox"/> Singleton LGA <input type="checkbox"/> Other, but project delivered in Singleton		
Describe the Business (services and activities)		
How many staff do you employ?		
<input type="checkbox"/> Self Employed <input type="checkbox"/> 1-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 100 or more		
3. How Has COVID-19 Impacted your Business?		
Decrease in sales	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease in productivity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of business / customer accounts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of staff	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Challenges to distribution and supply chain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reduced operational capability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Forced to close down permanently	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Forced to close down temporarily	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Changing processes and procedures – E.G. HR, Hygiene, Safety, Remote Working.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other, please provide further detail below	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Further Details:		
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