



CITY *of* PERTH

Small Business Grants 2011/12 Information Kit

What is the City of Perth Small Business Grants program?

The City of Perth is offering cash grants of between \$500 and \$2,000 to small businesses within the City of Perth for the 2011/12 financial year. The grants may be used to assist with business start-up or expansion, buying equipment or for other business-related projects.

What are the objectives of the program?

1. support and encourage small businesses;
2. encourage innovative and creative small business projects;
3. support businesses that demonstrate a notable benefit to the city's people and/or business communities.

What businesses are eligible to apply?

We are welcoming applications from any small business that is based or located within the City of Perth Local Government Area. To be considered for a Small Business Grant, the business **must**:

- Have a valid Australian Business Number (ABN)
- Have the appropriate insurances and authorities
- Have a lease agreement for a space within the City of Perth Local Government Area, which extends **at least** until the next financial year.
- Be defined as a small business as per the Australian Taxation Office's (ATO) definition (also [here](#)), which is:
An Individual, partnership, company or trust that:
 - Carries on a business for all or part of the income year, and
 - Has less than \$2 million aggregated turnover.

The City of Perth will **not** consider applications from:

- Government departments or agencies
- Unincorporated associations, branches, franchisees and subsidiaries of larger companies
- Any business which has received more than one (1) City of Perth Small Business Grant over the past five (5) years.
- Any business which has received a City of Perth Matched Funding Grant over the past five (5) years.

NB. Businesses that are receiving funding from the State and/or Federal Government are still eligible for this grants program. Successful applicants for this grants program are not restricted in any way when applying for other existing or future grants, sponsorship or donation programs (e.g. heritage).

However, businesses may **not** receive a City of Perth small business grant for the same business project on more than one occasion. For example, small business grants are not to be provided for annual business projects such as festivals, or recurring events or projects.

What are the criteria for selection?

Proposals will be assessed against the following:

1. The extent to which their application contributes to the program's objectives (above).
2. Additional consideration will be given to businesses:
 - that demonstrate business readiness and/or success
 - introducing a new or innovative product or activity to the city
 - that create partnerships with other businesses or organisations
 - involved in small-scale manufacturing or production within the City (e.g. Jewellers, designers, artists)
 - that do not have an adverse effect on public safety or the environment
 - activate underutilised space (e.g. laneways or upper floors), or
 - contribute positively in other ways to the City of Perth
3. A basic business/project plan including a financial assessment (to be submitted with the proposal and to be no more than 4 pages in length).

What do the businesses get from the City of Perth?

Successful applicants will receive:

- A cash grant between \$500 and \$2,000 to be used before 30 June 2012.
- Networking support from the City of Perth.

Examples of items that grants may be used for (but not limited to) include: website development; I.T. and design equipment; marketing; and product development.

The City of Perth will **not** provide grants for business operating costs (e.g. staff wages), or for money spent before approval of the business grant.

Payment terms

- Grant money will be provided as reimbursement for spending after approval of a Small Business Grant application by the City of Perth (not in advance).
- To claim reimbursement of approved spending, businesses must complete and submit a claim form (to be provided), a business invoice and proof of payment.



How do I apply?

Request an application kit from telephone number (08) 9461 3198 or download a kit from the City of Perth website (www.perth.wa.gov.au). Submit your completed application, marked 'confidential' to:

Economic Development Unit
City of Perth
G.P.O. Box C120, Perth
Western Australia 6839

NB. Businesses must also submit a copy of a basic business/project plan or proposal including financial assessment (max. 4 pages) with their application. For templates and business planning tools visit www.business.gov.au.

Application period

Applications open 1st July 2011 and are accepted until 1st June 2012.

Have a question or need some help?

Please call the City of Perth Economic Development Unit on (08) 9461 3414 or email ecodev@cityofperth.wa.gov.au