



COMMUNITY GRANTS PROGRAM

BUSINESS INNOVATION GRANT GUIDELINES

2024/2025

The City of Rockingham invites applications for the Community Grants Program (CGP) from small businesses in Rockingham for funding to support business growth through adoption of innovative business ideas, digital tools, and skillset.

Director Endorsement Date:	21 October 2024	Amendment No.	1 – D24/8564
Amendment Dates:		Next Scheduled Review:	2 years post endorsement date



General Grant Guidelines

SCOPE

The City of Rockingham recognises that innovation and technology are essential for small businesses to stay competitive, adapt to change, and thrive in dynamic markets. These are also the key drivers for new product development, greater customer satisfaction, and long-term sustainability.

In order to support small local businesses to grow and prosper through adoption of innovative business ideas, digital tools, and skillset, the City has allocated a budget of up to \$50,000 per year, for a period of two years, commencing in the financial year 2024/2025.

Applicants can apply for matched funding of up to 50% of the total project cost, to the maximum grant value of \$2,000. The remaining project costs are to be self-funded by the applicant.

GRANT ROUNDS

Business Innovation Grants are open all year round. The grants require up to 30 working days to process from lodgement of application (as dated by the City’s Records Department) to the applicant being advised of outcome. If applications are incomplete or the applicant does not supply all supporting documentation, the application will be processed from the date that the application is received in full.

ELIGIBLE STREAMS

There are two eligible streams being made available under the Business Innovation Grants Program.

Below is a summary of projects and/or initiatives that may be supported under each relevant stream.

1. Technology and Digital Enhancement
 - Once off/ up-front costs associated with establishing online and e-commerce platforms (selling online and receiving payments)
 - Purchase or development of software, hardware and services that improve business operations and capability
 - Digital development and/or solutions (web pages, mobile apps, audio & visual media, sales and booking platforms)
 - Mentoring, training, and consulting on technology adoption and enhancement.

2. Business Innovation and Growth
 - Development or enhancement of any new programs, practices or products
 - Research/development of more sustainable or effective initiatives to improve business capability
 - Research/development of initiatives that expand business into new markets (i.e. export focussed initiatives)
 - Establishment of new and innovative business practices that increase the diversity and employment opportunities in the City’s business community
 - Development of programs and offerings which showcase Rockingham’s unique products and experiences, and increase out of region visitation during off-peak times.

Director Endorsement Date:	21 October 2024	Amendment No.	1 – D24/8564
Amendment Dates:		Next Scheduled Review:	2 years post endorsement date

ELIGIBILITY

Grants will only be considered if:

- ✓ The applicant meets the definition of a small business (i.e. less than 20 employees, less than \$10 million turnover per annum);
- ✓ The business or project is located in the City of Rockingham with valid ABN and minimum tenure of 12 months at the time of applying;
- ✓ The business owns or has a lease of premise(s) within Rockingham;
- ✓ The applicant has current public liability insurance at the time of the project;
- ✓ The applicant has supplied quotes for all purchases in accordance with the application guidelines (stated below);
- ✓ The business will remain in the City of Rockingham for a minimum of 24 months after acquittal;
- ✓ The applicant has consulted with a City staff member about this project prior to submitting the Grant application.

Grants will NOT be considered if:

- ☒ The business/applicant is operating outside of the City of Rockingham;
- ☒ The applicant is a Not For Profit (NFP) or incorporated association;
- ☒ The applicant is a school, government department or agency;
- ☒ The applicant is a Trust Fund, franchisee or subsidiary of larger companies;
- ☒ The applicant does not supply all supporting documentation, or the application is incomplete;
- ☒ The applicant is seeking funds for a project outside of those described in the eligibility streams;
- ☒ The applicant has already submitted a grant application within the current financial period and/or has failed to acquit any previous grants;
- ☒ The applicant is requesting funding for retrospective payments;
- ☒ Budget items listed include travel expenses, employee salaries/wages, or any other cost considered to be general operating costs for the business.

BUDGET

When preparing the budget breakdown, applicants must list all project expenditure items exclusive of GST. Where applicable, identify which items of expenditure will be funded by which funding sources. The items you identify in the City of Rockingham requested grant section, must be listed in order of priority.

QUOTES

The City encourages the use of local businesses for any quotes that may be sourced in relation to the supply of goods and services. The following table outlines the quotes required based on the value of each expenditure item (exclusive of GST):

Amount of Purchase	Minimum Requirements
Up to \$500	One verbal quote (documented in an email or table, including company, items and costs)
\$501 to \$3,000	One written quote

Director Endorsement Date:	21 October 2024	Amendment No.	1 – D24/8564
Amendment Dates:		Next Scheduled Review:	2 years post endorsement date

APPLICATION PROCESS

All Grant applicants are strongly encouraged to read the City's Community Grants Program Policy before applying. Applicants must complete all sections of the Business Innovation Grants application form, and attach all relevant supporting documents. The completed application must be submitted to the City for assessment through: Customer@rockingham.wa.gov.au

APPLICATION ASSESSMENT

All fully completed applications will be assessed by City Officers and all decisions made by the City are final and not subject to an appeals process.

Applicants will be notified of the outcome in writing within 30 working days of application lodgement. If successful, the applicant will receive a letter of success, outlining the awarded amount and any conditions that are associated with the grant. Funds will be electronically transferred to the incorporated organisation's main operating account, as stated in Step 5 of the application form.

APPROVAL CONDITIONS

If the application is successful, the applicant will be required to sign an agreement committing to compliance with all legislative and planning requirements, and any other conditions imposed on grant funding.

It is the responsibility of the applicant to determine which approval (if any) is required and submit the appropriate documentation. The applicant must not proceed with the project without formal approval received from the appropriate authority, including but not limited to the City's Planning and Development Department, Building Service and Health Services.

ACQUITTAL

Formal acquittal processes are mandatory. Successful applicants will be requested to submit a grant acquittal as a condition in the letter of success issued by the City. Please keep appropriate receipts and records accordingly. The successful applicant will have 60 working days from the end of the project to submit the acquittal. For the purposes of the acquittal, copies of receipts up to the total amount of the City's awarded grant (funded expenditure items only) must be provided.

FURTHER ENQUIRY

If you have questions or need clarification about the application process, please email the City's Economic Development and Tourism Team at EconomicDevelopment@rockingham.wa.gov.au. The City's officer is happy to provide further information and/or to discuss potential grant ideas before an application is formally submitted to ensure the project is aligned with the Business Innovation Grants Program priorities.

Director Endorsement Date:	21 October 2024	Amendment No.	1 – D24/8564
Amendment Dates:		Next Scheduled Review:	2 years post endorsement date