

# ECONOMIC DEVELOPMENT GRANT

## Guidelines



### OVERVIEW

The Shire of Dandaragan seeks to improve the Shire's prosperity by attracting more visitors, creating more local jobs, building the capacity of local businesses, attracting local investment, and enticing more people to become residents of communities within the Shire.

### STRATEGIC ECONOMIC DEVELOPMENT PRIORITY AREAS

Through the Economic Development Grant, the Shire aims to attract and support projects that align with its key strategic economic development priority areas of:

Aged Care	Civil Works
Agricultural / Horticultural Processing	Renewable Energy
Agricultural / Horticultural Intensification	Small Business Development
Air Services	Tourism
Aquaculture	

### GRANT DESCRIPTION AND DESIRED ECONOMIC OUTCOMES:

The Economic Development Grant will assist successful applicants to deliver projects, programs, events, initiatives, or activities that support one or more local economic development outcomes as identified in the Shire's Strategic Community Plan Envision 2029, and the Economic and Tourism Development Strategy 2029. The desired strategic economic development outcomes are:

- increased visitors
- increased sustainable jobs
- increased population
- increased local business capability
- increased demographic balance
- increased investment

### GRANT AMOUNT AND FREQUENCY:

\$30,000 will be available annually.

### GRANT ALLOCATION:

- A grant may be awarded for a minimum of \$5,000 up to a maximum value of \$30,000.
- Grants may be awarded for up to a maximum of 50% of the total cost of the proposed project.
- Successful applicants must fund 50% or more of the proposed project costs (inclusive of cash funds from the applicant organisation, other sourced funds and any 'in-kind' contributions).

## **APPLICATION PROCESS TIMELINE**

Generally, the annual timeframe for the promotion, administration, assessment, selection, and acquittal of the Economic Development Grant will follow this guide:

- Advertising and direct invitations to apply will be promoted for up to two months.
- Application will be open for a period of two months
- Review and recommendation process and the Council approval process will be completed over the following two months
- Grants applicants advised of selection outcomes and grants awarded.
- Grant activity to be delivered within one financial year / 12-month period of notification of being awarded the grant.
- Grant to be acquitted within 60 days of the completion of the project, or at the end of the 12-month period; whichever is sooner.
- If the annual grant round is undersubscribed, Council may offer a second grant round or agree to carry the grant funds forward to the following financial year.

## **ELIGIBILITY:**

To be eligible to receive a Shire of Dandaragan Economic Development Grant, the applicant **must** meet all of the following criteria:

- be a legal Australian entity with an Australian Business Number
- be a 'going concern' – i.e., will continue to trade into the foreseeable future and there are no plans, events and/or circumstances known to the Applicant which would result in their business ceasing to trade
- have the financial capacity to fund the minimum cash contribution (50% of the total project budget)
- have an account with an authorised deposit-taking institution (an Australian financial institution or bank) registered with the Australian Prudential Regulation Authority
- Be planning a project that will be located in the Shire of Dandaragan
- Be capable of entering into a legally binding agreement.

## **INELIGIBILITY:**

The Shire of Dandaragan will **not** fund:

- any applicant organisation with a mission and values that do not align with those of the Shire of Dandaragan
- a political organisation or event
- the ongoing operational or maintenance costs associated with an organisation (this includes wages, insurances, property maintenance)
- an organisation to deliver an existing or ongoing core business activity for financial gain as a supplier to another organisation
- activities that have already commenced
- the cost of purchasing alcohol or associated licences / services
- an application that has not been lodged on the correct form, or has not been completed, or does not provide copies of all requested documentation
- an applicant who has not fully acquitted a previous grant awarded to them by the Shire of Dandaragan.

## APPLICATION ASSESSMENT REQUIREMENTS

Applicants are required to demonstrate:

- The project aligns with Council’s economic development aspirations, desired outcomes, and priorities.
- The organisation’s financial viability by providing verified financial statements for the business for the past two financial years.
- The capacity to manage the financial and funding accountabilities of the project, as well as demonstrated project management capabilities (via the project plan).
- The capacity to meet ongoing operating and maintenance costs following the conclusion of the grant funding (if applicable)
- The project will adhere to all relevant Australian standards, and Workplace Health and Safety regulations and requirements (by providing copies of relevant insurances, permits and licences required to undertake the project).

## SELECTION PROCESS:

- The Chief Executive Officer (CEO) and the Economic Development Manager (EDM) will review the eligible applications against the selection criteria and prepare recommendations for Council.
- Council will review the recommendations and award the recipient(s) of the Economic Development Grant.
- The Economic Development Manager will advise applicants of the outcome of the Economic Development Grant selection process.

## SELECTION CRITERIA

<p><b>Strategic Alignment</b></p>	<p>Demonstrated alignment with one or more of the Prosperity aspirations outlined in the Shire’s Strategic Community Plan, and the key strategic economic development opportunity priority areas of:</p> <ul style="list-style-type: none"> <li>○ Tourism</li> <li>○ Small Business Development</li> <li>○ Agriculture (production, value adding production)</li> <li>○ Renewable Energy</li> </ul>
<p><b>Economic Impact</b></p>	<p>Demonstrated economic outcomes and benefits of the activity in the Shire of Dandaragan, and detail of how these results will be measured i.e.:</p> <ul style="list-style-type: none"> <li>○ Increased visitors</li> <li>○ Increased jobs</li> <li>○ Increased population</li> <li>○ Increased demographic balance</li> <li>○ Increased investment</li> </ul>
<p><b>Value</b></p>	<p>Demonstrated demand for the activity or identified benefits of developing an opportunity.</p> <p>Demonstrated leveraging through other financial contributions, sponsorships, and funding sources (confirmed and sought).</p> <p>Demonstrated development of partnerships that will contribute added value to the proposed activity through added skills, knowledge, networks, technology, research, promotion, labour, equipment, finances etc.</p>

<b>Project Plan</b>	<p>Demonstrated capability and capacity to manage the project, successfully deliver the project outcomes, and create real economic benefits in the Shire of Dandaragan. The plan must include:</p> <ul style="list-style-type: none"> <li>○ Objectives</li> <li>○ Project Team &amp; Capabilities</li> <li>○ Budget</li> <li>○ Project Work Plan / Timelines</li> <li>○ Communications matrix / plan</li> <li>○ Risk Management matrix / plan</li> <li>○ KPI / Output and Outcome Measurements</li> <li>○ Methodology</li> <li>○ Evaluation</li> </ul>
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## **GRANT TERM AND CONDITIONS**

- The Economic Development Manager will provide successful applicant(s) with grant guidelines, a grant agreement, and grant acquittal information.
- Before receiving any funds, successful applicants will be required to enter into a Grant Agreement, which will outline the conditions of the grant funding and the payment arrangements.
- A Grant Agreement must be executed prior to project commencement.
- No retrospective payments will be made.
- Grant payment is usually made following the presentation of a final Budget / Actuals expenditure report and tax receipts at the conclusion of the project. However, progressive payments may be available by prior negotiation, following execution of a Grant Agreement and subject to the applicant providing:
  - sufficient information (including a written report) on the agreed milestones to indicate that the project is progressing satisfactorily
  - a statement of income and expenditure for the project to the date of the progressive payment claim, signed by the applicant's Chief Executive Officer or equivalent position. This statement should include details of eligible project expenditure compared to budget.
- Grants must be fully expended within the financial year / 12-month period for which the grant was awarded.
- A grant cannot be used for any other purpose than what it was approved for, unless agreed in writing by the Shire of Dandaragan. Otherwise, the grant must be returned in full to the Shire of Dandaragan.
- If the project does not eventuate, any portion of the grant already paid to the recipient must be returned in full to the Shire of Dandaragan.
- Recipients are responsible for payment of GST on goods and services, and if eligible, claiming for a refund of GST payments.

## **GRANT ACQUITTAL**

Grant recipients must submit the grant acquittal, and all required financial and other documents within 60 days of the completion of the project, or at the end of the 12-month period; whichever is sooner.

## **GRANT MANAGEMENT PROCEDURES REVIEW**

As part of a continuous improvement process, after the grant has been acquitted the Chief Executive Officer and the Economic Development Manager will review the Policy and Management Procedures with consideration of any feedback from grant applicants and recipients. Recommendations for amendments to the Policy will be presented to Council for its consideration.

## **SHIRE CONTACT**

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