

# 2024/25 Hume City Shopfront Improvement Grant Program

## Form Preview

## 2024/25 HUME CITY SHOPFRONT IMPROVEMENT GRANT

### Program overview

Are you ready to transform your shopfront?

Hume City Council is keen to support local retail and hospitality businesses to create fresh facades and improve the presentation of their shopfronts to add to the overall streetscape visual appeal.

Recognising the importance of supporting small businesses, Hume City Council is offering \$100,000 to be allocated for a Shopfront Improvement Grant Program. The maximum amount that a business can receive is \$5,000 (plus GST)

Applications can be made by owners of retail and hospitality businesses. The shopfront must be in a shopping strip in Hume and not located inside of a shopping centre.

### Before you begin

To give your application every opportunity, please read our [guidelines](#) and this document in full before starting your application.

You will need to provide the following as part of your application:

- a brief summary of your project – this should include 'before' photos of the shopfront
- quotes for the work – preferably by local Hume Contractors
- any relevant permits and/or licenses
- financial reports – last 12 months minimum required

**Regularly save your application** by clicking the '**Save Progress**' button which appears at the top of your screen.

**File Upload** allows applicants to upload one or more file attachments in their application. The recommended size of a file must be no bigger than 5mb.

**Incomplete applications will not be considered.**

### Eligibility checklist

#### Eligibility

To be eligible for a Shopfront Improvement Grant the business must:

- be located within Hume City
- hold a current Australian Business Number (ABN)
- be a shopfront in a shopping strip and not located inside a shopping centre
- hold all appropriate permits and licenses; this will include but is not restricted to building and planning permits, liquor licenses, health, bankruptcy, and any other statutory permits or licenses that are required for the business to be legal
- have fully paid Council rates
- hold current public liability insurance

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- not be in breach of any state/territory or local government law or regulation
- have a minimum of 12 months remaining on the lease for the premises

### Ineligibility

The Hume City Shopfront Improvement Grant Program will not support applicants that:

- are political organisations or are deemed to have a political purpose
- are government departments of agencies, foundations or grant making bodies
- are charities and have a primary focus of fundraising
- own or operate electronic gaming machines (EGM) or receive funding or in-kind support from EGM venues
- are franchise businesses i.e., large corporations such as supermarkets
- do not meet the requirements or do not provide the relevant documentation
- incur revenue relating to alcohol, tobacco and tobacco-related products i.e., e-cigarettes, shisha, hookahs and pipes
- denigrate, exclude or offend parts of the community

## Applicant details

\* indicates a required field

### Contact and business details

#### Business Name \*

Organisation Name

#### Main contact \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Contact position \*

i.e. Owner, CEO, CFO etc.

#### Business address \*

Address

  

Must be a Hume address

#### Business phone number \*

Must be an Australian phone number.

#### Mobile number \*

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Must be an Australian phone number.

### Contact email \*

Must be an email address.

### General business email (if applicable) \*

Must be an email address.

i.e [enquiries@aaabusiness.com.au](mailto:enquiries@aaabusiness.com.au)

### Website

Must be a URL.

### ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Bank account details \*

Account Name

BSB Number      Account Number

Must be a valid Australian bank account format.

### Proof of Bank account details \*

Attach a file:

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i.e bank statement, deposit slip, letter showing BSB & account details. Do not include amounts.

**Are you, or a member of your immediate family, a staff member at Hume City Council? \***

- ☐ Yes
- ☐ No

**If you answered yes above, please provide the name of Hume City Council staff member \***

### Shopfront

**Are you a retail or hospitality business with a physical shopfront? \***

- ☐ Yes
- ☐ No

### Business Information

**Date of Establishment / Incorporation \***

Must be a date.

**Are you registered for GST? \***

**Do you have a minimum of 12 months of lease remaining on the premises? \***

- ☐ Yes
- ☐ No

### Project Plan

**\* indicates a required field**

To assist you in preparing a Project Plan, please refer to the template provided on our website.

#### Project Plan Template

**Please tick the box below to indicate what this grant will be funding. You can tick more than one box. \***

- ☐ Improved accessibility – installing automatic doors and installing a ramp
- ☐ Awning and canopies
- ☐ Planter boxes
- ☐ Lighting
- ☐ New signage or replacing old signage in accordance with relevant regulatory requirements

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- ☐ Painting the façade of the shop
- ☐ Redecorating exterior shopfront walls
- ☐ Upgrades to windows and doors
- ☐ Window decals
- ☐ Other:

[Please use this template Project Plan Template and once completed, upload below.](#)

### **Please attach a copy of your Project Plan template \***

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

### **Attach quotes for items or services listed in the Project Plan \***

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

### **Please attach 'before' photos of the shopfront/improvement area \***

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

### **Total Grant Requested max \$5000 \***

### **Will you be using Hume based contractors? If so, please specify. \***

## Supporting documentation required

\* indicates a required field

### **Please attach the following information to your application:**

#### **Profit and Loss Report (1 year) \***

Attach a file:

A minimum of 1 file and a maximum of 10 files may be attached.

#### **Balance Sheet (1 year) \***

Attach a file:

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A minimum of 1 file and a maximum of 10 files may be attached.

### **Certificate of Currency - Public Liability Insurance \***

Attach a file:

### **If applicable, please attach current liquor license permits**

Attach a file:

### **If applicable, please attach relevant food and health permits**

Attach a file:

A maximum of 3 files may be attached.

### **For this proposal, will you be procuring from local suppliers in Hume City Council?**

\*

- ☐ Yes - please provide details below  
☐ No

### **Please tell us how you heard about the Small Business Grants. \***

- ☐ Hume City Council website  
☐ Hume Economic Development eNewsletter  
☐ Hume City Council LinkedIn  
☐ Internet search  
☐ Social media  
☐ Word of mouth  
☐ Other:

No more than 3 choices may be selected.

## Privacy Statement and Declaration

\* indicates a required field

### Privacy Statement

Hume City Council is committed to protecting your privacy. The personal information requested on this form is being collected by Hume City Council for the purpose of assisting with the assessment of applications for grants. Personal information may be disclosed to Assessment Panel members for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application.

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If you wish to alter any of the personal information you have supplied to Hume City Council, please send an email to [business@hume.vic.gov.au](mailto:business@hume.vic.gov.au).

The applicant names and funding amounts of successful applicants will be made publicly available, including publication on Council's website and in council media releases.

### Declaration

In submitting this funding application I confirm:

- the information contained in this application is to the best of my knowledge, true and accurate. I understand that providing false or misleading information is a serious offence
- I am authorised by the Business named as Applicant to act on their behalf to submit this application
- the person/s named as the Contact Person in this application has consented to be named as the contact for the Applicant and has the authority to provide any information that may be required by Council in relation to this application
- if a Hume City Shopfront Improvement Grant is awarded I agree to expedite the money for the purpose for which the grant was provided as described in the application and the Agreement Document.
- I will return any unspent funds to Council
- I accept that Council reserves the right to request and review the Applicant's financial documentation to verify the information provided to Council and other funding sources
- I will acknowledge Council's support in any advertisements, flyers or other communication used to promote the funded project
- I will provide financial reporting as and when required by Council
- I understand that if I do not act in accordance with this Agreement I may not be eligible for any further grants from Hume City Council.

**Name of Authorised Person \***

**Position of Authorised Person \***

**Date \***

Must be a date.