

2024/25 Hume City Small Business Grants

Form Preview

2024/25 HUME CITY SMALL BUSINESS GRANTS

Program overview

Recognising the importance of supporting small businesses, Hume City Council is offering \$150,000 to be allocated for this Grant Program. It should be noted that the Program is not an emergency support program and the maximum amount that a business can receive is \$20,000 (plus GST).

The funding criteria has been developed to provide flexibility to the many businesses across Hume. Council encourages Startups, Home Based Businesses and Sole Traders to apply, providing they have been operational for a minimum of 12 months.

Please read our guidelines [here](#).

Before you begin

To give your idea or project the best possible chance of success, you will need to provide the following as part of your submission:

- 1.A Summary of your business' project/idea
- 2.A Project Plan (use template provided)
- 3.Project quotes for every item on your project plan- quotes must be from suppliers who hold a registered ABN- quotes from family members will not accepted
- 4.Any relevant licenses or permits
- 5.Financial Reports

You will need to demonstrate how your business will accomplish one or more of the following goals and outcomes:

- create new employment opportunities
- support local employment growth
- further expand their business and build on their already successful business model and growth potential

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

Businesses must fulfil the following conditions to be eligible for funding:

- be located within Hume City
- hold a current Australian Business Number (ABN)
- have 20 or fewer full time equivalent employees (excludes casuals)

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- 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
- provide evidence for a minimum of 2 years trading (through the financial documentation required) and 12 months minimum trading for Startups, Home Based Businesses and Sole Traders
- Council rates must be fully paid and up to date, or a payment plan in place
- hold current public liability insurance and provide evidence of insurance when applying a minimum of \$10 mil is required
- not be in breach of any state/territory or local government law or regulation

Ineligibility

The Hume City Small Business Grants 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 Sporting Clubs
- denigrate, exclude or offend parts of the community

Please note:

- only one application per business can be submitted
- canvassing or lobbying of Councillors, Council employees or members of the Assessment Panel is strictly prohibited and will result in the application being deemed ineligible
- funding decisions are final
- Hume City Council reserves the right to reject any application that is ineligible or does not meet the eligibility criteria
- Hume City Council reserves the right to part-fund applications
- Hume City Council reserves the right to request any further information as it deems appropriate.

Applicant details

* indicates a required field

Confirmation of Workshop Attendance

You can only submit an application if you have **attended** a Grants Workshop.

Have you attended a Grants Workshop? *

- ☐ Yes
☐ No

Please confirm which Workshop you attended *

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Ineligible

As you have selected No- you are ineligible to apply.

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

<input type="text"/>
<input type="text"/>

Must be a Hume address

Business phone number *

Must be an Australian phone number.

Mobile number *

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

Website

Must be a URL.

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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	More information
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:

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 *

Business Information

Date of Establishment / Incorporation *

Must be a date.

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Company structure

☐ Charitable Fund ☐ Company ACN ☐ Cooperative ☐ Incorporated Association ☐ Partnership ☐ Sole Trader / Home Based Business

Other

Are you registered for GST? *

Industry Type (please tick one) *

☐ Building/Construction ☐ Health and related services ☐ Manufacturing ☐ Professional/Business Services ☐ Retail ☐ Transport & Logistics ☐ Visitor Economy (Tourism/Hospitality) ☐ Waste/Repurposing

Other

No more than 1 choice may be selected.

Provide a brief summary of your business activities including core products and services offered *

Word count:
Must be no more than 150 words.

Number of Employees

Please note: this funding is only available to small businesses who employ up to 20 Full Time Equivalent (FTE) employees. FTE is based on full time and part time employees only - excluding casuals.

Full-time	Part-time	Casual
Must be a number.	Must be a number.	Must be a number.

Executive Summary

Briefly outline how this project will assist and benefit your business *

Word count:
Must be no more than 200 words.

Project Plan

* indicates a required field

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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. *

- ☐ Business fit out, including capital works
- ☐ Website development, including digital strategy and marketing
- ☐ Cybersecurity
- ☐ Upgrade of Point-Of-Sale system (POS)
- ☐ Energy efficient/specialised equipment and/or software support systems
- ☐ Export related activities
- ☐ Research in innovative product development or service design
- ☐ Outdoor dining furniture and shades*
- ☐ Dining canopy improvements*
- ☐ Other:

**These projects are to be undertaken in accordance with the Hume City Footpath Trading Guidelines (please see website for details)*

[Project Plan Template](#)

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.

Total Grant Requested up to \$20,000 *

max grant amount \$20,000

Supporting documentation required

** indicates a required field*

Please attach the following information to your application:

Profit and Loss Report (2 years) *1 year minimum for Startups, Home Based Businesses and Sole Traders *

Attach a file:

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

Balance Sheet (2 years) *1 year minimum for Startups, Home Based Businesses and Sole Traders *

Attach a file:

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

Current ATO Portal Report *

Attach a file:

If you have an ATO Debt please attach evidence of a Payment Plan

Attach a file:

Year to Date Payroll Report evidencing employee numbers. Please note you must detail the status of each employee indicating Full time (F), Part time (PT) or Casual (C) *

Attach a file:

Superannuation Guarantee Contribution Report

Attach a file:

If you did not upload a Superannuation Guarantee Contribution Report, please provide an explanation below why this was not provided.

Certificate of Currency - Public Liability Insurance *

Attach a file:

a minimum of \$10 mil is required

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.

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

*

- ☐ Yes - please provide details below
- ☐ No

If yes, which local suppliers?

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.

Have you received a grant from Hume City Council in the last 12 months? *

- ☐ Yes
- ☐ No

If you answered yes above, please provide information below

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.

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.

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:

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- 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 Small Business 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.