

# Belmont Business Innovation Grants Guidelines

## About the Grants

The City of Belmont is experiencing record levels of investment in major commercial and infrastructure projects. The Belmont Business Innovation Grants aim to encourage and support innovative activities in small, local businesses so as to contribute further to the City's already thriving and competitive economic environment.

Grants of up to \$10,000 are available to help businesses start up or learn, grow and prosper through innovative ideas.

Grant applications can be made all year round.

The City of Belmont will endeavour to notify applicants of the outcome of their application within two months.

## What Do We Mean by Innovation?

We believe that innovation refers to making changes by introducing new methods, ideas or products to create value. It is not necessarily invention, nor is it simply doing things slightly differently to the way you or others are doing them already.

It can mean doing something in a brand new way or it may involve improving on an existing service or product in an original way.

Innovation has the potential to improve efficiency, productivity and competitiveness and can increase the likelihood of business success.

For more information about this grant program, or to speak to one of the Property & Economic Development Team members about your project, phone 9477 7132 or email [business@belmont.wa.gov.au](mailto:business@belmont.wa.gov.au).

## BBIG Goals

1. To support the research and development of innovative approaches to business in Belmont
2. To encourage the establishment, growth and retention of sustainable businesses that showcase the City of Belmont’s support for innovation and leadership
3. To promote the City of Belmont as a Local Government that supports and encourages innovation and diversity in the business environment
4. To encourage a greater number of local businesses and home based businesses to engage with the City of Belmont and expand their business activities

The City of Belmont is keen to support the following business innovation areas, but projects falling outside these categories will be considered:

Business growth	Support the development of any new program or product or for research into a new business idea including sustainable practices
Supporting export growth	Support for research into and development of export focussed initiatives
Urban renewal	Development of an innovative approach to building design, materials or construction or upgrade of premises including shopfronts/security shutters/artwork
Start up	Support for the establishment of new and innovative businesses that increase the diversity of the City’s business community

## Eligibility for Applicants

### Eligible

- Own or operate, or plan to start, a business in the City of Belmont (home based businesses can apply)
- Hold a current ABN
- Either own a business property or have a lease of premises in place with an end date at least 2 years past the BBIG application date

### Ineligible

- Businesses operating outside the [City of Belmont](#) area (see map on page 5)
- Businesses that have received a BBIG in the last 2 years
- Not for profit or incorporated associations
- Government departments or agencies
- Trust funds, franchisees or subsidiaries of larger companies

## Eligible Project Costs

Examples of the types of items that will be funded are below (this list is not exhaustive). Expenditure must directly relate to a new project and only costs incurred after the grant agreement date will be funded.

### Eligible

- Development or enhancement of a product, process or practice
- Leasing, purchasing or developing IT hardware/software necessary for the project
- Website development for the project
- Consultant costs, e.g. market research, design consultants
- Capital costs directly associated with the project
- The production cost of promotional materials including brochures, video presentations, advertising and translation
- The cost of modifying a product/ service or its packaging in order to tailor it to the export requirements of an overseas market
- Product samples, trade fair and exhibition costs
- Costs associated with product/service protection including intellectual property rights, patents and trademarks

### Ineligible

- Projects that have previously received BBIG funding
- Projects that duplicate existing products/services/practices in the City of Belmont
- Reimbursement for expenditure incurred prior to the grant approval date
- Any costs not directly related to the innovation
- Items eligible for funding through other Government initiatives
- Core operating expenses e.g. ongoing lease costs, maintenance, salaries
- Projects that can only be sustained through ongoing funding
- Staff wages, rent and utility costs

## Quotes

Quotes for all project costs being requested must be attached to your application.

## Expected Project Outcomes

Grant applicants are asked to describe at least two expected outcomes of their project. For example, it may be a percentage increase of turnover or an increase in the number of customers. A report on how well the project achieved these outcomes will be required after six months.

## Assessment Criteria

Successful applications will meet all eligibility criteria, align with the goals of the BBIG program and will:

- Bring a new idea, product or service that benefits the City of Belmont area
- Demonstrate a strong point of difference to existing products/services/practices already offered in the City of Belmont
- Demonstrate that the project involves a new product/service/technology that is not purely organic growth of the business
- Demonstrate financial viability and a history of successful business
- Be business ready

## Assessment Process

The BBIG program is a merit-based grants program. Successful applications will be consistent with the BBIG goals and eligibility criteria and will be scored against the assessment criteria, (weightings below). Applications will be initially assessed for compliance and eligibility and then may be reviewed by an independent assessment panel. The City of Belmont will be responsible for final decisions.

Projects must not contravene any City of Belmont, State or Federal legislation or by law.

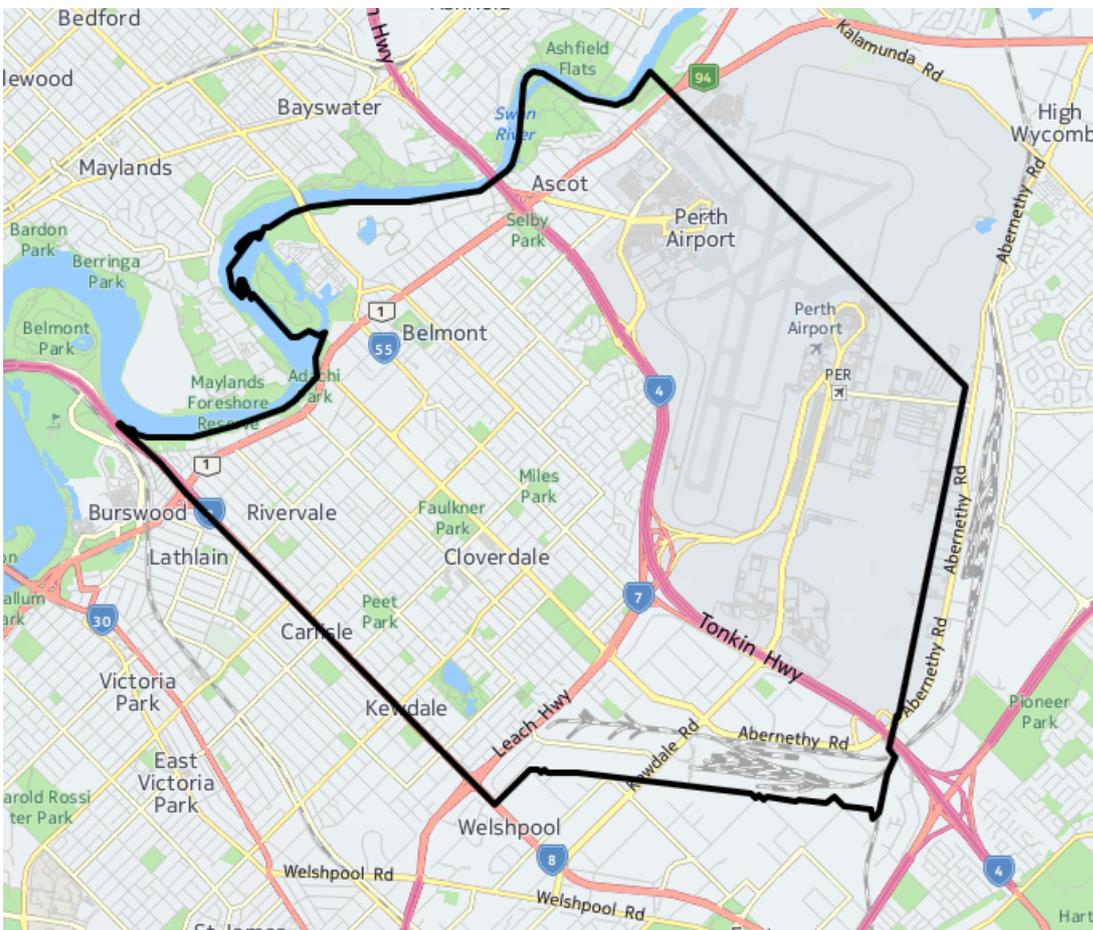
All decisions are final. The City will not enter into any review or appeal process for declined applications but unsuccessful applicants may re-apply.

Assessment Criteria Weightings	
The extent to which the project brings a new idea, product or service to the City of Belmont	40%
The extent to which the project involves a new product, service, or technology that is not purely organic growth of the business	20%
The extent to which the applicant demonstrates financial viability and sound management	20%
Is the project business ready	20%

# Checklist

Before you continue with an application please check these requirements to determine whether your business and application is eligible for the BBIG program.

- Do you agree to the General Terms and Conditions on pages 7-8?
- Is your business currently located within the City of Belmont or will be moving here?
- Do you own the business premises or have a lease with at least 2 years remaining at the time of this application?
- Do you have 20 or fewer employees?
- Do you have an Australian Business Number (ABN)?
- Does your business have an appropriate legal structure such as a sole trader, an Australian registered company, partnership or sole trader?
- Does your proposal demonstrate potential for solid business growth?
- Can you demonstrate that your innovation idea is unique to your industry in Belmont, or an advance on general business practices?
- Do you have a complete set of recent financial records?
- Can you provide the names and email addresses of two independent referees who have knowledge of your business and your proposal?
- Do you have the appropriate insurances, licences and/or permits necessary to carry out your project? E.g. Public Liability, Professional Indemnity, Motor Vehicle, Worker Compensation etc.



## How to Apply

The City of Belmont encourages you to discuss your proposed project with the Property & Economic Development team. Please call 9477 7132 or email [business@belmont.wa.gov.au](mailto:business@belmont.wa.gov.au).

1. Complete all sections of the application form. (You can print the form to complete if preferred but if you do please make your responses to section 2 questions on a separate document or you will not have enough space.)
2. Attach all relevant supporting documents.
3. Submit your signed application by email, post or by hand to the City of Belmont.

### By Email

[business@belmont.wa.gov.au](mailto:business@belmont.wa.gov.au)

### By Post

The City of Belmont  
Property & Economic Development  
Locked Bag 379  
Cloverdale WA 6985

### By Hand

The City of Belmont  
Property & Economic Development  
215 Wright Street  
Cloverdale WA 6105

You will receive confirmation of receipt of your application within five working days.

If you have any questions please contact the City of Belmont's Property & Economic Development team on 9477 7132 or email [business@belmont.wa.gov.au](mailto:business@belmont.wa.gov.au).

**All information provided by the applicant will be treated confidentially.**

**Please note: Canvassing or lobbying City of Belmont Councillors in relation to grant applications may affect your application.**

# General Terms and Conditions

## Notification

On average, applicants will be notified of the assessment outcome within two months from the application receipt date.

## Special Conditions

The City of Belmont may add special grant conditions where it deems necessary.

## Payment of Funds

Successful applicants will receive an initial payment of 50 per cent of the grant funds after both parties have signed the agreement and on presentation of an invoice.

Payment of the remaining 50 per cent will be paid on completion of the project subject to: the receipt of a satisfactory acquittal report; copy invoices and receipts for all expenditure; and on presentation of an invoice for payment.

**Only project expenses incurred after the grant agreement date will be funded.**

## Use of Funds

The recipient will use grant funds solely for the purpose approved by the City of Belmont.

Any adjustments to the project budget must be requested in writing to the City of Belmont, **prior** to spending the funds. It will be at the discretion of the City of Belmont whether the proposed changes are accepted.

If the project cannot be completed for any reason or the cost of the project is less than the amount requested any unspent funds must be returned to the City of Belmont.

Grant recipients are required to have the appropriate business insurances during delivery of the project.

## Timeframe

Grant Agreements will be for a 12 month period and projects must be completed within this time. Any adjustments to the project timeframe must be requested in writing to the City of Belmont. It will be at the discretion of the City of Belmont whether the proposed changes are accepted.

## Acquittal of Funds

At the end of the project grant recipients are required to submit a final report and financial statement using the prescribed templates. These reports will include:

- a description and evaluation of the project, event or equipment;
- a report on how well outcomes were achieved;
- a financial statement for the project signed by the authorised signatory of the business; and
- evidence of expenditure (invoices and receipts from suppliers).

Reports must be submitted within 30 days of the contract end date or completion of the project, whichever is earliest.

## **Acknowledgement of Support**

Recipients may be required to recognise the City of Belmont's support and to participate in any public promotions organised by the City of Belmont to promote the BBIG program. Any posters, flyers or other publicity relating to the project must contain the City of Belmont logo. Media releases must include reference to the City of Belmont's support of the project. Please contact the City of Belmont's Media & Communications Officer on (08) 9477 7247 at least two weeks in advance for logo artwork and review of promotional material.

## **Follow Up**

The City of Belmont may contact grant recipients up to six months after acquittal of funds to enquire about how the funding assisted their business and of any ongoing effect.