

# BUSINESS DEVELOPMENT SUPPORT GRANTS SCHEME GUIDELINES 2023/24

---



## 1. OBJECTIVES

The City of Karratha's Business Development Support Grant Scheme assists local collaborators and organisations with developing and delivering innovative projects, which will result in economic benefits to the City of Karratha.

This in turn will support the effective implementation of the City's Strategic Community Plan 2020 to 2030, Corporate Business Plan 2020-2025, Destination Management Plan and Economic Development Strategy, which has a commitment to the support and development of business enterprises, providing direct benefits to City residents and the business community.

## 2. WHO CAN APPLY?

Business support organisations providing business related services such as, but not limited to, advisory services, advocacy, training and workshops may apply. Applicants will need to be able to demonstrate that they are a business support organisation.

## 3. ELIGIBILITY CRITERIA

3.1 Groups or organisations that are eligible include either:

- 3.1.1 A properly constituted not-for profit;
- 3.1.2 A collaborative partnership sponsored by an incorporated organisation; or
- 3.1.3 A for-profit organisation where the funded project is not projected to return a profit in the short term.

*\* Industry and business associations and Chambers of Commerce and Industry are welcome to apply.*

3.2 The applying organisation must:

- 3.2.1 Be able to demonstrate they are involved in a business support enterprise e.g. advisory services, business networking, advocacy, training, workshops etc;
- 3.2.2 Have a registered Australian Business Number (ABN);
- 3.2.3 Have the appropriate insurances, permits and licences;
- 3.2.4 Have business support product/services that are market-ready;
- 3.2.5 Have a proposal that will deliver economic benefits to the City of Karratha;
- 3.2.6 Have a proposal which is financially viable; and
- 3.2.7 Provide a project plan detailing objectives of the project, costs, timelines, and methodology:
  - 3.2.7.1 The need for the business event (s) or Initiative(s);
  - 3.2.7.2 How a business event (s) or Initiative(s) aligns to Council strategies.
  - 3.2.7.3 The potential economic impact for the City of Karratha and how this will be measured; and
  - 3.2.7.4 Value for money.

## 4. GUIDELINES

- 4.1 The Business Development Support Grant Scheme offers grants of up to \$30,000 per business event or Initiative on a matched dollar for dollar basis.
- 4.2 Sponsorship applications meeting the assessment criteria are offered up to \$20,000 without demonstrated matched dollar for dollar.

Examples of projects that grants may be used to contribute towards include:

Project	Examples	Grant Funding Available
Business event (s) or Initiative(s)	Expos, conferences, briefings, seminars and forums, business bootcamps, workshops, surveys, business information, research, and awards.	Up to \$30 000
Sponsorship	Sponsorships	Up to \$20,000

4.3 The City of Karratha will not provide grants for business operating costs (e.g. staff wages, rent, utilities or consumables).

4.4 Limited funding is available each financial year.

4.5 Grant funding is payable upon execution of the funding agreement for the approved business event, initiative, or sponsorship.

4.6 acquittal forms must be submitted no later than 60 days following the activity/project. Receipts must be provided for all expenditure (not just the funding amount).

**Note:** The City may ask for granted funds to be returned, should an acceptable acquittal with receipts not be provided.

## 5. ASSESSMENT CRITERIA

Applications will be reviewed and assessed based on the applicant's ability to:

5.1 Meet all the eligibility requirements as at Section 3; and

5.2 Demonstrate the following criteria:

5.2.1 Demand / Need;

5.2.2 Strategic Alignment (refer to the City of Karratha's Strategic Community Plan 2020-2030, Corporate Business Plan 2020-2025, Economic Development Strategy and Destination Management Plan);

5.2.3 Potential Economic Impact; and

5.2.4 Value for money.

## 6. ASSESSMENT METHODOLOGY

The City provide a report with recommended applicants to Council for a decision at an Ordinary Council Meeting. Applications will be via a competitive process evaluated against the assessment criteria.

## 7. ACKNOWLEDGMENT OF ASSISTANCE

Organisations receiving a Business Development Support Grant agree to acknowledge the assistance provided by the City through the following mediums, inclusive of, but not limited to:

7.1 City logo displayed on the relevant website, portal, app developed.

7.2 Undertake joint media promotion.

7.3 Submission of photographs of project deliverables and outcomes with an acquittal report.

## **8. APPLICATION PROCESS**

- 8.1 Applications to be submitted to the City for approval
- 8.2 Complete the application form by addressing the assessment criteria.
- 8.3 Submit your completed application by email, , online application, post or hand delivered to  
Business Development Support Grant Scheme Application  
City of Karratha, PO Box 219  
Welcome Road, KARRATHA WA 6714  
Tel (08) 9186 8555  
[enquiries@karratha.wa.gov.au](mailto:enquiries@karratha.wa.gov.au)

Both successful and unsuccessful applicants will be notified in writing following the assessment of applications.

- 8.4 Decisions regarding funding applications are final and will not be reconsidered.
- 8.5 Funds will be processed on receipt of a valid tax invoice to the City of Karratha. and the execution of the funding agreement.

If you require advice or wish to discuss your application, contact the City Growth Team on 9186 8555 or email [enquiries@karratha.wa.gov.au](mailto:enquiries@karratha.wa.gov.au).