

SOLAR ECLIPSE CARNARVON & CORAL BAY

Small Business Participation Grants Guidelines

Proudly sponsored by the Gascoyne Development
Commission

The Shire of Carnarvon invites businesses to apply for financial assistance of up to \$1000 for projects which will build business resilience, diversify products and services to meet demand during the TSE and promote the region.

Round opens: 1 January 2023



What is the Small Business Participation Grant

The Small Business Participation Grant is designed to demonstrate Council's commitment to supporting businesses to meet additional demand on services and promote the region during the 2023 Solar Eclipse period.

How are the applications assessed?

Not all grant applications can be approved.

All funding submissions will be assessed against an assessment matrix and eligibility criteria for the particular category. This is done by a 0 – 4 scoring method as listed below:

0	Conflicts with eligibility criteria
1	Not Demonstrated
2	Partially demonstrated
3	Sufficiently demonstrated
4	Exceedingly Demonstrated

All applications will receive written notification of their applications outcome. Successful applications may also be acknowledged as part of Council's publications.

Please note:

- All eligibility and selection criteria must be met (essential).
- No application can be guaranteed funding, nor can any application be guaranteed to receive the full amount requested.
- Incomplete or late applications outside allocated round period will not be accepted.

Submission Timeframe

Opening Date	Closing Date	Applicants notified of outcome	Timeframes for completed acquittal (if successful)
1 January	12 February	Following decision of subsequent Council meeting after closing date	6-weeks from date of program, project and/or activity completion.

Note: Applications outside scheduled rounds will not be accepted.

Eligibility Criteria

The business is requested to demonstrate the following:

- A project or activity that builds business resilience, responds to the anticipated additional demand on services during the April 2023 Solar Eclipse or promotes the region.



- Demonstrate a clear need for support (cash or in-kind).
- Uses the grant funds for a purpose that Council considers providing an economic benefit.
- Submit a budget for the requested activity.

Items/ requests ineligible for funding

The following are ineligible for funding under the Small Business Participation Grant:

- Ongoing salaries/wages for staff.
- Retrospective funding – programs, projects and/or activities that have commenced or completed before grant outcomes.
- Payment of debt.
- Prizes and raffles.

Accountabilities

Recipients will be required to:

- Accept the Funding Agreement, including terms and conditions as stated;
- Not commence the proposal until the Funding Agreement has been accepted;
- Issue the Shire with a Tax Invoice to request the release of the payments in line with the Funding Agreement;
- Use grant funds solely for the approved purpose;
- Provide an Acquittal by the date stipulated in the Funding Agreement, ensuring the following is provided:
 - Evidence of outcomes achieved as a result of the funded project/activity;
 - Financial Statement detailing all income and expenditure related to the proposal;
 - Evidence of invoices/receipts showing the expenditure of the Shire's funding on approved items.
- Any unspent funds, funds not accounted for, or funds used for ineligible items must be returned to the Shire of Carnarvon.

How to apply

Applications must be submitted via email to shire@carnarvon.wa.gov.au with all required attachments or in person at the Shire of Carnarvon Administration Office, 3 Francis Street before 4:00pm on the closing date.

If you need assistance with the application, please contact the Manager of Economic Development at the Shire of Carnarvon on (08) 9941 0000 or at murphy.h@carnarvon.wa.gov.au.

