



Small Business and Creatives Grants guidelines

This is a once-off grant funding round of \$30,000 and is part of City of Melville Happiness Stimulus Package created in response to COVID-19.

The purpose of Small Business and Creatives Grants is to support businesses and creatives in two areas – access to digital technology and to train / upskill in the digital realm.

- **Digital** – assisting with transitioning to online and digital platforms – for example purchase e-commerce functionality for website, purchase software that will extend business/creative practice;
- **Training** - supporting applicants transitioning their business/creative practice to online and digital platforms for example training or digital coaching for software, e-commerce, websites and social media. Applicants are asked to self-identify training opportunities.

Grants open on **Tuesday 19 May, 2020** and applications close **5 June 2020**. **Successful applicants will be notified by 12 June**. **Funds must be acquitted by 18 December 2020**

Grants available are to a maximum of \$3000

Eligibility criteria

- Small businesses (0-5 people) galleries, creative organisations or individual artists whose business or creative practice is taking place in City of Melville and is contributing to the Melville economy
- Must have a registered ABN
- Small businesses and creatives are eligible to apply for one grant only, either for up software or training
- Applicants can apply for up to \$3,000 of software that clearly extend business/creative practice to the online realm

- Applicant is required to provide evidence of the cost of the proposed purchase – either a written quote from the provider or screen shot is acceptable
- Funds can only be used towards a purchase of software or training to train / upskill staff in the digital realm. Funds cannot be used for wages, hardware or capital equipment.

Who cannot apply?

- All government agencies (including schools)
- Political organisations or lobby groups
- Applicants seeking retrospective funding
- City of Melville employees

The acquittal process

Grants need to be acquitted by Friday 18 December 2020. The recipient is required to provide proof of expenditure (copy of receipt).

Successful applicants will also be asked to supply the below information for City of Melville promotions (this is optional for the applicant):

- A written paragraph explaining how the grant has made a positive difference to your business or creative practice.
- A photograph of you/ your business for use on the City of Melville eNews, social media and website

Recipients will also be encouraged to attend City of Melville Small Businesses and #creativemelville networking events to help connect our business and creative communities.

How to apply

1. Carefully read these guidelines to make sure you are eligible
2. Contact the [relevant officer listed below](#) with any questions
3. Fill in the Smarty Grants application form - we suggest you cut and paste your prepared responses

How are applicants notified?

Successful applicants will be notified by **12 June 2020**

If I am successful what is the next step?

Successful applicants will receive an email with a grant agreement. This will outline funding expectations and terms of the grant, and details about how to acquit the grant. Grants need to be acquitted by December 2020.

Contact Us

If you require any further information please email grants@melville.wa.gov.au