

Program Guidelines

Supported by IGO, ECCI and The Shire of Esperance

Opening date: 9am on Tuesday 10th November 2020

Closing date round 1: 1st Tuesday December 2020

Administering entity: Esperance Chamber of Commerce and Industry and Shire of Esperance

Enquiries: If you have any questions, please contact ECCI on 08 9071 5142

Type of grant opportunity: Open, competitive

Round 2 date to be confirmed in 2021

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1. The Esperance Business COVID Recovery Program

The Esperance Business COVID Recovery Program aims to:

Support small businesses in Esperance affected by COVID-19. The grant program is designed to give immediate aid to small businesses needing assistance for accounting, bookkeeping, HR or digital assistance during the COVID-19 pandemic, and to plan for future recovery.

The grant opportunity opens
9am on Tuesday 10th November 2020.

Businesses are invited to complete and submit the application form
Complete the application form, addressing all eligibility and assessment criteria for your application to be considered.

Applications are assessed by an Independent Assessment Committee
(Comprising of Representatives from the ECCI and the Shire of Esperance)
All applications will be assessed against the eligibility criteria, and their plans for future recovery.

Decisions are made
The Independent Assessment Committee determines successful applicants, and their decision is final.

Outcome
The ECCI will notify you of the outcome.

Successful applicants will begin process
Client COVID planning session with ECCI's Business Adviser. During this meeting we will identify which service would be best suited to you.

Referred to contractor by Shire team member
Your information will be passed onto the contractor to commence work.

Follow up
The ECCI will work with you to evaluate your specific grant activity and the program as a whole.

2. About the Recovery Program

The Esperance Business COVID Program aims to support the small business sector in Esperance by assisting with payments of up to \$1000 per business in the following three areas: Accounting/ bookkeeping, HR or Digital Assistance to help with recovery during the COVID-19 crisis pandemic. The program is administered by the ECCI and the Shire of Esperance.

3. Grant Amount and Grant Period

The total program pool is \$40,000, with eligible businesses invited to apply for small grants up to the value of \$1,000 inc GST.

Grant applications open at 9am on Tuesday 10th November 2020. Round two to be confirmed in 2021.

4. Eligibility Criteria

Businesses must satisfy all eligibility criteria for their application to be considered.

4.1. Who is eligible?

- Located in and have a physical presence in Esperance WA
- Have been in business for over 12 months
- Have been forced to close or heavily impacted by COVID-19 (loss of 30% or more income over a 60 day period) or have ongoing issues
- Have between 1-15 employees
- Have a turnover of more than \$75,000.00 per annum and be registered for GST
- Have a payroll of less than \$750,000.00 per annum
- Have an Australian Business Number
- Be able to provide appropriate documentation if requested (proof of payroll/outgoings etc)

4.2. Who is not eligible?

You are not eligible to apply if you are:

- Income tax exempt
- You have received another grant during COVID recovery (not including JobKeeper)
- A Commonwealth, State, Territory or local government body (including government business enterprises).

5. How to Apply

To apply for the grant fill out the application form that can be found on the ECCI website www.esperancecci.com.au please return to the ECCI office or email to blocal@esperancecci.com.au by 5pm 1st December 2020.

5.1 What the grant money can be used for

The grant funding can be used for business expenses with a local business in the area of either accounting, bookkeeping, HR or digital assistance, as recommended by the Business Local Advisor. The grant funding must be used within six months of the commencement date.

6. The Grant Selection Process

The ECCI has established an Independent Assessment Committee to assess all applications. The Committee may also seek additional advice from independent technical experts.

Businesses must submit their application prior to the closing date 5pm, 1st December 2020. The committee will review your application once it has been submitted to ensure it meets the eligibility criteria. The Committee will also assess your grant application against the eligible activities and expenses criteria outlined in Section 5.0.

The Committee will consider your application based on its merits, as well as:

- How well it meets the overall eligibility criteria
- How competitive it is compared to other applications
- The impact your business has on the Esperance community
- The likelihood of your business recovering and reopening after the COVID-19 crisis
- Your initiative and implementation of activities which you are currently undertaking either to continue operating, assist other businesses, or help the community.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition. If your application is successful, you will be notified.

7. Notification of Application Outcomes

The ECCI will advise you of the outcome of your application via email. If you are successful you will be contacted to book your first appointment. If you are unsuccessful, the ECCI will offer an opportunity to discuss the outcome with us.

7.1. Grant Contract

Successful applicants will enter into a legally binding Grant Contract with the ECCI. The grant contract outlines general terms and conditions that will need to be met.

The ECCI must enter into a grant contract with successful applicants before any payments are made. The ECCI is not responsible for any expenditure applicants incur until the grant contract is executed. The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Independent Assessment Committee. The ECCI will outline these in your offer of grant funding.

The ECCI may recover grant funds if there is a breach of the grant contract.

8. How we pay the grant

Once the work is completed the contractor will invoice the ECCI and the payment will be made. If you exceed \$1000 you must pay the excess. No money is given directly to the applicant. The services are paid once the job has been completed. The contractor will invoice ECCI directly.

8.1. Tax obligations

Goods and Services Tax (GST) will be inclusive of your grant payment. The grant is for up to \$1000 inclusive of GST.

9. Announcement of grants

We will publish non-sensitive details of successful applicants. We may also publish this information on social media and in local news articles.

This information may include:

- Name of your business
- Nature of the grant (i.e. What the grant will support)

10. How we Monitor your Grant Activity

10.1 Keeping us informed

Successful applicants should let the ECCI know if anything is likely to affect your application. We need to know of any key changes to your business or its business activities, particularly if they affect your ability to adhere to your contract, continue operating your business, and pay debts due.

You must also inform us of any changes to your:

- Name
- Address
- Nominated contact details

If you become aware of a breach of terms and conditions under the contract you must contact us immediately.

10.2 Survey

Successful applicants will be asked to complete a survey to help gauge the success of the program. The amount of detail you provide should be relative to the program and the assistance you have received. We may contact you up to 12 months for more information to assist with this evaluation.

10.3 Grant acknowledgement

If you make a public statement about being successful within the program, including in a brochure or publication, you must acknowledge the grant sponsors: IGO, in partnership with the ECCI and Shire of Esperance.

11 Conflicts of Interest

You are required to declare any conflict of interest that could affect the performance of the grant opportunity or program.

A conflict of interest arises when the applicant, or any employee:

- Has a professional, commercial or personal relationship with any party or any employee with the above organisations
- Has a relationship with, or interest in, any of the above organisations and is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently, or;
- Has a relationship with, or interest in, any of the above organisation from which they will receive personal gain through the grant program.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the ECCI in writing immediately. Failing to declare a conflict of interest may affect your applications eligibility.

12. How we use your Information

The ECCI may share information relating to your application with our funding partners and government organisations (with the intent of improving our community) to:

- Improve the administration, monitoring and evaluation of future grant programs
- Assist with local research or program development of need to businesses locally
- Announce the awarding of grants
- And with intent of improving our Esperance community.

12.1. How we handle your confidential information

We will treat the information you provide us as sensitive, and therefore confidential, if it meets all of the following conditions:

- You clearly identify the information as confidential
- The information is commercially sensitive
- Disclosing the information would cause unreasonable harm to you or someone else
- You provide the information with an understanding that it will stay confidential.

12.2 When we may disclose confidential information

We may disclose confidential information:

- To the Independent Assessment Committee, to help us manage the program effectively
- We are required or authorised by law to disclose it
- You agree to the information being disclosed, or
- Someone other than us has made the confidential information public.

13. Enquiries and Feedback

For further information or clarification, you can contact us on 08 9071 5142 or by email at blocal@esperancecci.com.au

If you have a complaint, call us on 08 9071 5142. We will refer your complaint to the appropriate manager.