

City of Ipswich

Small Business Funding Program: Funding Guidelines

Round 2



Overview

The Ipswich City Council Small Business Funding Program has been extended for another round (Round 2) to continue the financial support for Ipswich-based small businesses through and post the COVID-19 pandemic. The program is a cash payment of up to \$1,000 (exclusive of GST) per eligible applicant. The funding priorities are to help Ipswich small businesses get back to doing business, and stimulating the local economy.

Timeframe

Opening Date	1 October 2020
Closing Date	30 June 2021
Notification	Within 28 days of application*
Funds Acquitted	Within 60 days of funds dispersal

*Unless application is incomplete and the assessors request more information.

Once the funding application is submitted, the applicant will be issued with an acknowledgement within 24 hours. If this is not received, please contact business@ipswich.qld.gov.au.

Funding Available

The total funding available for Round 2 of the Ipswich City Council Small Business Funding Program is \$1,000 (exclusive of GST) per business. A total funding pool of \$200,000 was allocated for the program. Round 1 saw over \$68,000 dispersed to local small businesses, with the balance of \$131,732 now available in Round 2.

Expenses which are eligible for funding are:

- future expenses (provided these expenses are incurred and acquitted by the business before the acquittal is due)
- reimbursement on Eligible Funding Projects acquired by the business from 1 March 2020.

Recipients

This is a competitive funding program open to for-profit small Ipswich businesses. To be eligible for consideration for the Small Business Funding Program, applications need to meet all compulsory assessment items. Whether an applicant is an eligible funding recipient will be determined by accessing the applicant against the following criteria.

ELIGIBLE FUNDING RECIPIENT

An eligible funding recipient must satisfy all of the following criteria:

- is a legal entity and holds a valid Australian Business Number (ABN) as at 1 March 2020
- is a Ipswich-based for-profit enterprise
- is a small business which:
 - has an annual turnover of less than \$1.3 million
 - employs less than 20 staff in total (across the business itself and any associated entities)
- is open and recommenced trading at the date of application
- is not subject to any enforceable undertakings, legal actions or pending closure
- has experienced a reduction of turnover of 20% or more for any one month post July 2020 due to affects of COVID-19
- applies for the funding as the owner or authorised representative.

Income Reduction

The applicant must prove a reduction of income of at least 20%, demonstrated by a month to month comparison. Eligible months include any one month from July 2020 - June 2021, compared with any one month from July 2019 - June 2020.

Eligible Months	Comparable Months
July 2020	July 2019
August 2020	August 2019
September 2020	September 2019
October 2020	October 2019
November 2020	November 2019
December 2020	December 2019
January 2021	January 2020
February 2021	February 2020
March 2021	March 2020
April 2021	April 2020
May 2021	May 2020
June 2021	June 2020

Supporting Documentation

This criteria must be demonstrated by any of the following:

- [Business Activity Statement](#)
- ATO records
- [letter from an accredited accountant](#)
- [profit and loss statement](#)
- [actual bank statement](#).

Please note that without sufficient evidence, your application may be considered ineligible for funding.

Certification

The application form will include a certification section where applicants must authorise their submission is made by an approved representative of the business and that the business is still trading and not subject to any enforceable undertakings, legal actions or pending closure. Failure to complete this certification will deem the application ineligible for funding.

INELIGIBLE FUNDING RECIPIENTS:

Applicants are ineligible for funding if the applicant:

- was a recipient of funding during Round 1 of the Small Business Funding Program
- submits an incomplete application
- is an individual or not-for-profit organisation
- is located outside the Ipswich City Council local government area
- is a government or semi-government organisation (e.g. Hospitals and libraries)
- is a public education institution (i.e. primary, secondary and tertiary institutions)
- is a parents and citizens association
- is a political party and/or political lobby group
- has an outstanding debt to council (for which relief has not been granted) or unresolved compliance matters
- has outstanding council acquittals or have not satisfactorily acquitted council funds
- submits an application which is received outside of the application timeframes
- is a 'Related Party' of council as defined by the Australian Accounting Standards Board Standard AASB 124 Related Party Disclosures
- is a business operated by councillors or council employees.

Funding Projects

Another compulsory item of the application is for the application to propose or demonstrate engagement of an eligible funding project area.

ELIGIBLE FUNDING PROJECTS

The following funding areas are approved projects:

- [professional services](#)
- [inventory](#)
- [COVID specific expense](#)
- [membership](#)

Applications for funding outside of the abovementioned funding areas will not be eligible for consideration. Applicants can apply for one or a variety of the eligible funding areas. The breakdown needs to be clearly communicated in the application. Council may, in its discretion, elect to grant partial funding to a business if total funding allocated is exhausted.

Professional Services

Approved professional service areas include Accountants, Financial Planners and/or Solicitors.

The purpose of the engagement of professional services is for post COVID-19 recovery planning.

A specific justification detailing why the service is required needs to be provided by the applicant, as this forms part of the assessment criteria.

Supporting documentation

Supporting documentation for this funding area must include a quotation for proposed services (if you have not yet engaged a professional service provider), or an invoice with proof of payment (if an engagement has already taken place). Documentation must contain costs, GST amount applicable, product/services provided for, product/service provided by and delivery information.

Inventory

Approved Inventory funding will be provided if all of the following criteria is satisfied:

- product/s are crucial to the applicant's business continuity
- the product/s complies with standards for use in the applicant's business
- the applicant holds any and all appropriate licences required to purchase or use the product/s (supporting documentation may be required to confirm licencing)
- product/s are available and in stock
- product/s can be delivered to applicant within 15 business days

- the product/s purchased or proposed to be purchased by the business do not contravene any restrictions on operations for the business as outlined on the Queensland Government Roadmap to Recovery website or provided in the business's COVID-safe plan.

The application must address how the inventory will assist the business to get back to doing business. The justification forms part of the assessment criteria.

Supporting documentation

Supporting documentation for this funding area must include a quotation for inventory (if you have not yet purchased goods), or an invoice with proof of payment (if your purchase has already taken place).

Documentation must contain costs, GST amount applicable, product provided for, product provided by and delivery information.

COVID Specific Expense

Approved funding for activities and purchases under the COVID-19 specific expenses funding area include:

- equipment that assists the business to make their operations COVID safe
- cleaning services
- marketing support
- business software.

The purpose of this funding area is to cover other expenses incurred by your business during COVID-19 to support your business sustainability and growth.

General business examples include::

1. A restaurant that purchases heat lamps to keep food warm as part of an online delivery process.
2. A local business that purchases a hand sanitisation system to keep customers safe during COVID-19.
3. A purchase of new equipment or software that will assist a business trade through COVID-19

To be eligible under this funding area, your application must articulate how your purchase or activity will assist your business through and post COVID-19.

Supporting documentation

Supporting documentation for this funding area must include a quotation for expenses (if you have not yet purchased goods or services), or an invoice with proof of payment (if your purchase has already taken place). Documentation must contain costs, GST amount applicable, product/services provided for, product/service provided by and delivery information.

Membership

Approved membership funding and reimbursement will be available for the following memberships:

- memberships the applicant requires to continue trading
- state or national recognised associations and/or bodies (i.e. National Retailers Association)
- Greater Springfield or Ipswich Chambers of Commerce (Micro and small business membership costs only. No other Chambers of Commerce are eligible).

Other locally based networking groups and Industry bodies will also be considered, where the applicant can provide justification that the membership provides crucial assistance and guidance to the business.

To be eligible under this funding area, your application must articulate how the membership will assist your business through and post COVID-19.

Supporting documentation

Supporting documentation for this funding area must include a quotation for membership (if you have not yet purchased), or an invoice with proof of payment (if your purchase has already taken place). Documentation must contain costs, GST amount applicable, membership provided for and membership provided.

INELIGIBLE FUNDING PROJECTS

Ineligible funding projects include:

- projects not detailed in the eligible funding areas
- requests that are considered by council to be the funding responsibility of other levels of government
- requests for operational expenses such as insurances and rental subsidies
- applications which do not include required documentation
- requests that relate to products and/or services provided by businesses operated by councillors or council employees.

Application Process

Applications are submitted via the Ipswich City Council funding webpage [ipswich.qld.gov.au](https://www.ipswich.qld.gov.au).

Prior to application submission, applicants must review the Funding Guidelines to ensure the business meets all eligibility.

Assessment Process

All applications will be assessed by a panel of council officers. Applications which are determined by the panel to be successful based on that assessment will be submitted for endorsement by the General Manager (Community, Cultural and Economic Development).

To be granted funding, applicants must first return a signed Funding Agreement.

Successful Applications

TERMS AND CONDITIONS THAT APPLY TO SUCCESSFUL APPLICANTS

All successful applicants will receive the approved funding from council subject to the following terms and conditions:

- The applicant will be required to become a signatory to a standard funding agreement which details all funding conditions and agreed performance outcomes/measures. This must be signed before funds can be issued.
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features.
- Council may make funding conditional on other specific conditions being met.
- If council's funds are not spent, all remaining funds must be returned to council.

VARIATIONS

Funding must be used in accordance with the Standard Funding Agreement for an Eligible Funding Project. Any changes to the funded activities undertaken or the project duration must be approved by council.

To apply for a variation an email or letter must be sent to the Community Grants Team with the request outlining the changes you are seeking to the funding agreement before the project end date, for example: changes to the nature/purpose of the project, the way in which the project is to be carried out and completed, the budget, and/or any extension to the funding period.

Approval must be sought and approved in writing before you undertake any changes. Variations cannot be sought after the Standard Funding Agreement end date.

EVALUATION AND ACQUITTAL

To ensure appropriate accountability by funding recipients with regard to the use of the funding, all funding provided by council will require an evaluation report and financial acquittal, outlining the use of the funds (including proof of expenditure) and the achieved outcomes of the activity. This includes providing adequate receipts of items purchased or evidence of approved expenses that at least equal the amount of the funding.

Specific evaluation requirements will be outlined in each individual funding agreement and will depend on the nature and size of the funding.

Organisations that have not satisfactorily acquitted council funds within an appropriate timeframe agreed by council, will be required to repay funding and will be deemed ineligible for council funding or in-kind assistance for 12 months from the acquittal due date.

Applicants will need to complete the online acquittal form through Smarty Grants, and can contact the Grants team for assistance.

REPAYMENT OF FUNDING

You must repay to us:

- a) within 30 days of our request or as otherwise agreed, any part of the funding spent on purposes not approved by the Standard Funding Agreement
- b) any and all unexpended funding unless otherwise agreed, within 30 days or the earlier of:
 - i. the end date
 - ii. termination of the Standard Funding Agreement
- c) any difference between the actual project costs and the budget cost.

All repayments must reflect any associated GST component relating to the original payments.

INSURANCE AND WORKPLACE HEALTH AND SAFETY

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability) with a reputable insurer, in relation to activities carried out by the applicant for the project, to guard against any claims for loss or damage to property and injury or death to persons.

- The applicant is also responsible for ensuring a safe work environment in accordance with Workplace Health & Safety (WH&S) Act 2011 and its associated Regulation and Codes of Practice.

Where applicable, the applicant is to obtain and maintain workers compensation insurance in accordance with applicable legislation and where relevant, ensure appropriate council approvals can be obtained to complete your project.

TAXATION

The funding is not subject to Goods and Services Tax (GST). The funding is GST exclusive. No part of the funding is to be applied towards the payment of GST.

For advice on GST, contact your tax advisor, or the Australian Taxation Office on 13 24 78 or Ato.gov.au.

Ipswich City Council recommends that businesses who wish to apply for funding under this program seek advice from a tax agent or accountant on any taxation consequences that may arise for the business as a result of being granted funding under this program. Applicants acknowledge and agree that Ipswich City Council will not be liable for any taxation consequences.

Unsuccessful Applications

Feedback will be available at the end of the assessment period and will be supplied to applicants who request it within 10 business days of a request being lodged via email to business@ipswich.qld.gov.au.

Enquiries

For further information, please contact council on (07) 3810 6666 or email business@ipswich.qld.gov.au.

Council will be offering in person and virtual help sessions. Please refer to the council [Funding and Support](#) page for more information.

Disclaimer

Applicants acknowledge and agree that as a result of applying for Round 2 they are providing their personal information to Ipswich City Council and its contracted service providers (if applicable) for the purpose of assessing the application and awarding funding. Furthermore, applicants acknowledge and agree that their personal information will be handled in accordance with council's Privacy Statement and Personal Information Digest. A copy of council's Privacy Statement and Personal Information Digest can be accessed at: ipswich.qld.gov.au/about_council/corporate_publications/privacy