

Frequently Asked Questions

What is the aim of the Grants Program?

The *COVID-19 Small Business Grants Program 2020* provides funding to eligible businesses for online, technical and innovation support. The *Grants* respond to the challenges of COVID-19 and aim to help build small business resilience both during and after the pandemic by assisting businesses to develop and grow their online capabilities.

What does the Grants Program fund?

The *Grants Program* funds online and e-commerce goods or services, including the purchasing of hardware, software and services in any of the following areas:

- website design and development;
- e-commerce platforms (selling online and receiving payments);
- online content development (web pages, mobile apps, audio and visual media);
- digital marketing and promotion;
- supporting hardware and/or software; and
- mentoring and/or training in online and e-commerce activities.

Who is eligible?

The *Grants* are open to small businesses that are registered and operating in the Glen Eira municipality. Applicants must have a registered ABN and hold a current Certificate of Currency for public liability insurance up to the sum of \$20 million.

How much money can we ask for?

You can apply for up to \$2,000 excluding GST.

Does the grant include GST?

No. Grant funding up to \$2,000 is available, which excludes GST. Applicants must be registered for GST.

What is the deadline for applications?

The *COVID-19 Response and Recovery Small Business Grants 2020* is a short-term, six-months program. Applications can be made throughout this period subject to available budget, and will be considered on an ongoing basis, with application assessments made as soon as practicable after they are received.

Who can't apply?

- Businesses that are political or that have a political purpose, government departments or agencies, foundations or grant-making bodies.
- Current Glen Eira employees, immediate families and their contractors.
- Businesses that are registered and operating outside Glen Eira municipality.

Can we request a grant for a project that has already started?

Yes. Funding can be awarded for goods or services procured before 21 May 2020. To be eligible for funding however, these previously procured goods or services must have been sought as a direct response to the COVID-19 pandemic.

What supporting documents are required?

Include any information that helps substantiate your application. Quotes must be provided for all proposed goods or services (an email or screenshot including the product/service and agreed costs from the product or service provider is acceptable).

COVID-19 RESPONSE AND RECOVERY SMALL BUSINESS GRANTS 2020

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On conclusion of the project what is required of me?

All successful grant applicants will be requested to complete an acquittal or discharge form, which provides evidence of grant expenditure, including receipts. If no proof is provided, or there is evidence that grant funds have not been spent for the purpose they were awarded, Council may request the return of grant monies.

Where can I get help with my application?

For assistance with any aspect of the *COVID-19 Response and Recovery Small Business Grants 2020*, please contact Council's business grants team on 9524 3333 or email businessgrants@gleneira.vic.gov.au