



Applications open Thursday 21 May 2020.

The *COVID-19 Response and Recovery Small Business Grants Program 2020* provides grants to eligible businesses for online, technical and innovation support.

The focus of the grants is to respond to the immediate challenges of COVID-19 and to help build business resilience, cohesion and connectedness, during and after the pandemic.

Grants up to \$2,000 (excluding GST) are offered for:

Costs associated with online and e-commerce activities, 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 can apply?

Any small business registered and operating in Glen Eira can apply — you must meet the following eligibility criteria:

- have a registered Australian Business Number (ABN);
- have an annual payroll of less than \$650,000;
- be registered for GST;
- hold current public liability insurance in a minimum sum of \$20 million; and
- have no outstanding debts to Glen Eira City Council.

The *Program* will support applications that:

- demonstrate a level of innovation that will lead to business improvement (to deliver better products or services online);
- outline initiatives that are inclusive and respectful to all; and
- demonstrate the development of online and e-commerce capabilities that will benefit the business long term and can continue being utilised post the COVID-19 pandemic.

Applicants that will be procuring from local suppliers in Glen Eira for their proposal will be favourably considered.

It is expected the proposed activity will be completed within six months and preference will be given to those that can be completed in shorter time frames.

The *Program* will not support applications that:

- are made by political organisations or organisations that have a political purpose, government departments or agencies, foundations or grant making bodies; and
- current Glen Eira employees, immediate families and their contractors.

Key dates

- Applications open 21 May 2020.
- Applications are assessed as they are received, and funding will be distributed as soon as is practicable.
- It is expected the proposed activity will be completed within six months after successful funding approval.

What supporting documents are required?

Include any information that helps substantiate your application. Quotes to be provided for all proposed goods and services (an email or screenshot including product/service and agreed cost from the service or equipment provider is acceptable). All successful applicants will be required to acquit their grant by completing an acquittal form and providing proof of expenditure, including receipts.



How to apply?

Grant applications are made online by completing an application form through SmartyGrants.

To complete your application, you will need access to a computer, the internet and an email address.

Step 1: Open the online application form link at <https://gleneira.smartygrants.com.au/businessgrants2020>

Step 2: Start an application — choose 'Start a submission' then 'Login' to SmartyGrants using an existing account or 'Register' a new account. A new account set-up requires you to use your Businesses email address as a username and create a password. Please ensure you record your login details. Once registered, you can then 'Login' and start an application.

SmartyGrants allows you to save your progress and return to your application at a later date, to open an application already started, log in and go to the 'My submissions' Link

Do you need help?

For assistance with any aspects of this *COVID-19 Response and Recovery Small Business Grants Program* or completing an application, contact Council's business grants team on 9524 3333 or email businessgrants@gleneira.vic.gov.au

National Relay Service

If you are deaf, hearing or speech-impaired, we ask that you call us via the National Relay Service and then ask for 9524 3333.

Online: <https://nrchat.nrsconnect.gov.au>

Teletypewriter (TTY): 13 36 77

Speak and Listen: 1300 555 727