

## Assessment process and criteria

### Submission of applications

Applications open on Thursday 21 May 2020.

To successfully submit an application, you will need to:

- complete all relevant sections of the application form;
- include all required attachments; and
- ensure the application is endorsed by an authorised person; the business owner; or business manager.

### Receipt of applications

All applicants will receive an acknowledgement email shortly after an application is submitted. If you do not receive an acknowledgement, please check your spam folder or contact the grants team on [businessgrants@gleneira.vic.gov.au](mailto:businessgrants@gleneira.vic.gov.au) or 9524 3333.

### Assessment of applications

All applications will be assessed on an ongoing basis as they are received by the Director Planning and Place, reporting to the Glen Eira Community Grants Advisory Committee. Outcomes will be advised as soon as practicable.

### Assessment criteria

All applications will be assessed based on alignment with these criteria, business and community benefit and stated outcomes in the application.

- Demonstration of a level of innovation that will lead to business improvement (to deliver better products or services online).
- Outline of initiatives that are inclusive and respectful to all.
- Demonstration of 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.
- Procurement of goods or services from local suppliers in Glen Eira.
- Capacity for goods or services to be secured or completed in in the near-term (or a maximum of six months).