

## Business Development Grant 2024/25 (Industry Development)

\* indicates a required field

### Purpose

The purpose of the Business Development Grant is to: enable business growth and improvements.

### Important Information

Before completing this application, applicants are required to read the [Grant Program Guidelines](#)

#### Funding

- Funding is available for eligible applicants up to \$5,000

#### Closing Date

- 31 December 2024- unless funds are exhausted prior

#### Eligibility

- This grant is only available to Registered, Incorporated Not for Profit Associations within the Mornington Peninsula Shire Local Government Area.
- The activity needs to be held locally and offered only to Mornington Peninsula based businesses.
- The activity needs to be educational and is to address knowledge gaps in local businesses.
- Preference will be given to activities utilising local facilitators/trainers
- You must collect feedback forms from the attendees.
- For further eligibility information, please refer to [Grant Program Guidelines](#)

### Prior Shire Funding

All previous grant funding must be acquitted prior to applying for another grant.

#### Has the applicant previously received Shire grant funding? \*

- ☐ Yes
- ☐ No
- ☐ Unsure

i.e. grant, sponsorship, subsidy

#### Has the Acquittal report for previous funding been submitted? \*

- ☐ Yes
- ☐ No

# Business Development Grant 2024/25 (Industry) - application form

## Form Preview

- ☐ Acquittal report has not reached the due date  
☐ Unsure

If you are unsure, please contact the [Grants team](#)

You have indicated prior grant funding has not been acquitted.

Please refer to the Program Guidelines:

- The applicant must have acquitted and/or have an approved acquittal extension to ensure compliance with all funding previously awarded.

Please do not proceed with this application until you have acquitted previous funding.

If you are unsure, please email the [Grants team](#) or call 59501425

## Details of Applicant

\* indicates a required field

### Association Details

#### Association Business Name \*

Organisation Name

#### Association Address \*

Address

  

Address Line 1, Suburb/Town, and Postcode are required.

#### Description of your business activity

Provide a short description of what service or goods your business provides.

#### Association ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type

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## Form Preview

Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main business location

[More information](#)

Must be an ABN.

### Applicant Primary Bank Account \*

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

## Uploads

**Upload - 12 month financial statement or P&L and Balance Sheet \***

Attach a file:

**Upload - Insurance Certificate of Currency \***

Attach a file:

## Contact Details

### Association Primary Contact \*

First Name

Last Name

This is the primary contact for correspondence

### Contact Phone Number \*

Must be an Australian phone number.

### Contact Email Address \*

Must be an email address.

All emailed correspondence will be sent to this address

## Your Proposal

\* indicates a required field

### Proposal Title \*

Must be no more than 12 words.

# Business Development Grant 2024/25 (Industry) - application form

## Form Preview

Please provide a succinct title for your project.

### Proposal Description \*

Word count:

Must be no more than 150 words.

Provide a clear and succinct description of what you are doing.

### Is there a cost for businesses to attend/gain entry/participate? \*

☐ Yes

☐ No

### If yes, how much?

**It is recommended to discuss the proposal with a member of the Business and Industry support team. Please comment below who you have discussed the project with. \***

## Assessment Criteria

The following criteria will be assessed on a scale of 1-5:

- 5 = meeting each criterion at a high level
- 1 = not meeting the criterion

Applicants project must meet a minimum score of 55%

## CRITERION: Industry Development Priorities

### Council and Wellbeing Plan Theme 2: A robust, innovative and diverse economy

#### How was the need for this activity identified? \*

## CRITERION: Feasibility

#### Where will the activity take place? \*

Street address or venue name. Must be held on Mornington Peninsula

#### How does the proposal address the identified knowledge gaps? \*

The activity needs to be educational and address knowledge gaps in local businesses

CRITERION: Capacity of the Applicant/Contractor

Preference will be given to activities utilising local facilitators/trainers

Please provide evidence that your organisation/the contractor has the capacity and relevant skills and experience to successfully deliver this activity \*

Upload - additional documents to support your application

Attach a file:

Proposed Budget

\* indicates a required field

Budget - Activity Income (Co-contribution)

Please show all sources of cash income (excluding this grant) in the table below that contributes to the activity. Include the name of other funding sources that you have applied for, whether it has been confirmed or not.

- Do not include the amount sought from the Shire (see separate question below)
- Do not use commas or \$ signs in figures. You may add additional rows if needed.

Co-contribution Source	Co-contribution Amount \$	Co-contribution Status
	\$	
	\$	

Total Project Income

Grant funding request \*

Must be a dollar amount.  
Maximum is \$5000

Co-contribution

This number/amount is  
calculated.

Total Income amount

\$

This number/amount is  
calculated.  
This figure is the total of  
grant funding request and co-  
contribution.

Budget - Project Expenditure

Please describe the main items of expenditure for the activity so that it is clearly understood what the income will be used for.

- Nominate a funding source for each item.
- Refer to the guidelines to see what is ineligible to be funded.
  - purchases of equipment including but not limited to laptops, PCs, printers, personal devices, smart or mobile phones
- **Do not** use commas or \$ signs in figures. You may add additional rows if needed.

Expenditure Items Description	Expenditure Amount	Expenditure funding source
	\$	
	\$	
	\$	

Total Project Expenditure & Quotes

**Total income and expenditure should be the same. All amounts should be GST exclusive.**

Total Expenditure Amount

\$

This number/amount is calculated.

Please attach quotes for expenditure items to be funded by the grant (must be to the value of the funding request) \*

Attach a file:

Good or services procured from local suppliers will be viewed favourably.

Outcomes and Metrics

Outcomes

Please tell us about the outcomes you expect to result from your project. Generally, outcomes can be framed as an increase or decrease in one or more of the options we have listed below:

Alignment with our outcomes

How does your intended outcome link to our outcomes?

Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.

Our metrics

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## Form Preview

A metric is a measurement designed to indicate whether or not progress towards an outcome is anticipated to happen and/or has occurred at the end of your project. An 'Activity Metric' tells us how much of something you're doing or producing. See below some metrics you may use for your project.

Metric	Target	Progress	Collection method
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	What is your current result for this metric? Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets.

## Declaration and Acceptance

\* indicates a required field

**I declare that the information and attachments in this application are, to the best of my knowledge, accurate and complete. \***

☐ I agree and declare the above to be true and correct

**I acknowledge that feedback forms are to be completed and collected from the attendees. \***

☐ Yes

☐ No

**I/We understand that if this application is successful, I/we will be required to sign a MPS Funding Agreement prior to funds being released \***

☐ Yes

**If this application is successful, is your business willing to feature in Council's promotion of our Grant Program? \***

☐ Yes

☐ No

**If this application is successful, do you agree to be considered for a case study that may be published through Shire digital and print channels' \***

☐ Yes

☐ No

## Local Government Reporting

A list of grants made by the Council in the previous 12 months, including the names of applicants who, or bodies which, have received a grant and the amount of each grant may be published in Council's Annual Report.

### Privacy

The collection and handling of personal information is conducted in accordance with The Shire's Privacy Policy which is displayed on Council's website and available at Council's customer service centres. Please refer to the Privacy Policy for further information about your rights and Council's obligations.

<https://www.mornpen.vic.gov.au/System-pages/Privacy-Statement>