

BUSINESS DEVELOPMENT SUPPORT GRANT PROGRAM

Financial assistance for organisations delivering initiatives that strengthen local businesses and generate economic benefit within the City.

Funding available: Funding available: Grants of up to \$30,000 for an individual business event or initiative on a dollar for dollar Matched Funding basis, or Sponsorship of up to \$20,000 where negotiated benefits or outcomes are provided to the City. Funding is subject to available budget and Council approval.

1. Overview

1.1. Purpose

The City of Karratha's Business Development Support Grant Scheme, known as BDSG, provides financial assistance to Eligible Entities that develop and deliver business support projects, programs, events and initiatives that improve local business conditions and generate measurable economic benefit within the City.

BDSG supports business support organisations, industry and business associations, chambers of commerce, collaborative partnerships and other Eligible Entities that contribute to the capability, resilience, growth and diversification of local businesses.

This Funding Guideline operates in conjunction with the City's Grant & Sponsorship Policy. If there is any inconsistency between this Guideline and the Policy, the Policy takes precedence.

1.2. Program Objectives

BDSG aims to:

- support services and initiatives that improve the operating environment, capability, resilience, sustainability, growth and diversification of local businesses;
- support innovative business development projects, programs, events and initiatives;
- generate measurable economic benefits for the City and its business community;
- support collaboration between business support organisations, industry, government and other partners;
- provide transparent, accountable and equitable access to City funding; and
- contribute to the Council Plan 2025 to 2035 and the Economic Development and Tourism Strategy 2025 to 2035.

2. Definitions

Acquittal means the process by which a Grant or Sponsorship recipient demonstrates that City funds or support have been used for the approved purpose, including the submission of required reports, evidence of expenditure and outcomes achieved.

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Applicant means the party that makes an application, including its officers, directors, employees, an agent, or any individual who represents, acts on behalf of, or in the interests of, the Applicant.

BDSG means the City's Business Development Support Grant Scheme.

City means the City of Karratha.

Council Plan means the City of Karratha's Council Plan 2025 to 2035, which sets out the City's long term vision and strategic priorities.

Eligible Entity means an individual or organisation meeting the eligibility requirements specified in this Funding Guideline and delivering a project, event or initiative that provides measurable economic benefit within the City.

Funding Agreement means the written agreement between the City and the Recipient that outlines the terms and conditions of funding.

Funding Guideline means a document outlining Applicant eligibility, project eligibility, opening cycles, funding limits and assessment criteria.

Grant means financial assistance provided by the City to an Eligible Entity to deliver a project, program or other activity that contributes to the City's strategic objectives.

Matched Funding means the Recipient's required financial contribution to an approved project on a dollar for dollar basis with the City's contribution.

Recipient means an Applicant approved to receive a Grant or Sponsorship under BDSG that has entered into a Funding Agreement with the City.

Return on Investment means the measure of the social, cultural and economic value generated by the City's investment through its Grant, Sponsorship and In-Kind Support programs.

Sponsorship means an arrangement under which the City, for a specified term, provides a cash or In-Kind contribution to an Eligible Entity in return for negotiated and specified benefits or outcomes.

3. Funding

Grant Funding of up to \$30,000 for an individual business event or initiative on a dollar for dollar Matched Funding basis, or Sponsorship of up to \$20,000 where negotiated benefits or outcomes are provided to the City. Funding is subject to available budget and Council approval.

3.1. Funding Categories

Funding category	Funding available	Requirements
Business event or initiative Grant	Up to \$30,000	The Applicant must provide Matched Funding equal to or greater than the amount requested from the City.

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Funding category	Funding available	Requirements
Sponsorship	Up to \$20,000	Matched Funding is not mandatory. The Applicant must offer negotiated and specified benefits or outcomes to the City.

The City may approve full, partial or no funding. Approval is subject to the annual budget adopted by Council, the strength of the application and the demonstrated benefit to the City.

Funding may be approved for a single term or for up to three financial years, subject to annual evaluation, budget availability, satisfactory performance and Council approval.

Important: Meeting the eligibility requirements does not guarantee funding.

4. Application Availability

Applications may be submitted throughout the year, subject to the availability of funding.

Applicants should contact the City before preparing a complete application and allow sufficient time for application preparation, compliance review, assessment, internal review, Executive Leadership Team consideration, Council determination and execution of the Funding Agreement.

Applicants must not commence the proposed activity or make financial commitments in anticipation of receiving funding.

5. Eligibility

5.1. Who Can Apply

Eligible Applicants may include:

- properly constituted not for profit organisation;
- an industry or business association;
- a chamber of commerce or similar business support organisation;
- a collaborative partnership sponsored by an incorporated organisation; or
- a for profit organisation where the funded activity is not expected to return a profit in the short term and provides broader benefits to the local business community.

To be eligible, an Applicant must:

- demonstrate that it provides business support services or delivers business development activities;
- hold a registered Australian Business Number;
- be capable of entering into a binding Funding Agreement with the City;
- hold or be able to obtain appropriate insurance, permits, licences and approvals;
- have the organisational, financial and project management capacity to deliver the proposed activity;
- propose an activity that responds to an identified demand or need and aligns with the City's strategic objectives;

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- demonstrate that the proposal is financially viable and will generate measurable economic benefit within the City;
- demonstrate value for money;
- provide a realistic project plan, budget, delivery timeframe and methodology; and
- have no outstanding debts or overdue Acquittals with the City.

5.2. Eligible Activities

Eligible activities may include:

- business advisory, mentoring and capability development services;
- business networking, advocacy, training and workshops;
- expos, conferences, forums, briefings, seminars and business bootcamps;
- business research, surveys and information resources;
- industry development and collaboration initiatives;
- business awards and recognition programs;
- projects that support local business growth, resilience or diversification; and
- Sponsorship arrangements that provide negotiated benefits or outcomes to the City.

The list above is not exhaustive. Other activities may be considered where they clearly meet the BDSG objectives and eligibility requirements.

5.3. What Will Not Be Funded

Funding will not be considered for:

- ordinary business operating costs, including staff wages, rent, utilities, recurring operational needs and consumables;
- activities that do not meet the objectives or eligibility requirements of BDSG;
- activities for which another government body has primary responsibility;
- activities that have already commenced or been completed;
- activities that contravene City policies or local laws;
- activities that present an unacceptable risk to public health or safety;
- activities already funded through another City funding program during the current financial year;
- deficit funding;
- incomplete applications or applications that do not allow sufficient time for Council consideration;
- Applicants that have not fulfilled previous City funding obligations; or
- Applicants with outstanding debts to the City, including overdue Acquittals.

6. Preparing an Application

6.1. Contact the City

Applicants should contact the City before preparing a complete application. The initial discussion will help determine whether the proposal is likely to meet the objectives and eligibility requirements of BDSG and identify the information required for assessment.

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The City may request an initial project summary before inviting the Applicant to submit a complete application.

6.2. Information Required

The level of detail required should be proportionate to the amount requested and the complexity and risk of the proposed activity. The application must include:

- information about the Applicant, its governance and its experience delivering comparable activities;
- a clear description of the proposed project, program, event or initiative;
- evidence of the demand or need for the activity;
- the proposed location, delivery dates and key milestones;
- the amount and category of funding requested;
- a detailed income and expenditure budget showing costs excluding GST;
- details of confirmed and proposed funding, contributions and partners;
- evidence of the Applicant's Matched Funding where applicable;
- a project plan outlining the objectives, methodology, responsibilities and delivery timeframe;
- the expected benefits for local businesses and the City's economy;
- how the economic and business development outcomes will be measured;
- evidence of strategic alignment;
- an explanation of value for money;
- risk management information;
- details of relevant insurance, permits, licences and approvals;
- information addressing each assessment criterion; and
- any other supporting information requested by the City.

6.3. Insurance

The Recipient must maintain insurance appropriate to the nature and risk of the approved activity. Evidence of insurance must be provided before funding is released.

7. How to Apply

Step 1: Read this Funding Guideline and the Grant & Sponsorship Policy.

Step 2: Contact the City to discuss the proposed activity, eligibility and timing.

Step 3: Provide an initial project summary if requested.

Step 4: Confirm that the Applicant and proposed activity meet the eligibility requirements.

Step 5: Prepare the project plan, budget, evidence of demand, Matched Funding information and supporting documents.

Step 6: Complete and submit the approved BDSG application form.

Step 7: Respond promptly if the City requests clarification or additional information

Important: It is the Applicant's responsibility to submit a complete application. An incomplete application may be returned or determined ineligible and will not proceed to assessment unless all mandatory requirements are satisfied.

8. Assessment and Decision Making

8.1. Eligibility and Compliance Review

The City will review the application to confirm that:

- the Applicant is eligible;
- the proposed activity meets the objectives and eligibility requirements of BDSG;
- all mandatory information and supporting documents have been provided; and
- sufficient time is available to complete the assessment, approval process and Funding Agreement before the activity commences.

The City may request clarification or further information. Applications that do not meet the eligibility or compliance requirements will not proceed to assessment.

8.2. Application Timeline

Applicants should allow approximately four to six months from the initial discussion to execution of the Funding Agreement. Timeframes vary according to the proposal's completeness, value, complexity and risk, as well as Council meeting dates.

Application stage	What happens	Indicative timeframe
Initial discussion	The Applicant discusses the proposal, eligibility, funding category and information requirements with the City.	1 to 2 weeks
Application preparation	The Applicant prepares the project plan, budget, evidence of demand and supporting documents.	3 to 5 weeks
Compliance review	The City confirms eligibility, completeness and mandatory supporting information.	4 to 6 weeks
Assessment and recommendation	The application is assessed and the recommendation and draft Council report are prepared.	3 to 5 weeks
Internal review and Executive Leadership Team	The application, assessment, recommendation and Council report complete the internal review process.	3 to 5 weeks
Council consideration	Council considers and determines the application.	4 to 6 weeks
Notification and Funding Agreement	The Applicant is notified and, if approved, the Funding Agreement is prepared and executed.	2 to 3 weeks

Important: These timeframes are indicative and are not guaranteed. Incomplete or complex applications may take longer.

8.3. Assessment Criteria

Compliant applications will be assessed against the following criteria:

Assessment criterion	Description	Weighting
Strategic Alignment	Contribution to Council's Vision and Strategic Themes, with particular focus on the Economic Development and Tourism Strategy.	25%
Demand and Need	Demonstrated demand and need for the proposed activity.	25%
Economic Development Impact	Potential direct economic impact and return benefit within the City, including measurable outcomes and benefits for local businesses, suppliers and stakeholders.	25%
Value for Money	The extent to which funding is leveraged through other sources, contributors or partners and the potential to enable further economic development activity.	25%

8.4. What the City Will Consider

8.4.1. Strategic Alignment

The City will consider:

- alignment with the Council Plan 2025 to 2035;
- alignment with the Economic Development and Tourism Strategy 2025 to 2035;
- contribution to the City's economic development objectives; and
- benefits for the local business community.

8.4.2. Demand and Need

The City will consider:

- evidence of demand from local businesses or industry;
- the problem, service gap or opportunity addressed;
- the proposed participants or beneficiaries;
- consultation undertaken; and
- whether similar services or activities are already available.

8.4.3. Economic Development Impact

The City will consider:

- the expected economic benefit within the City;
- benefits for local businesses, suppliers and stakeholders;
- business capability, resilience, growth or diversification outcomes;
- local procurement and employment opportunities;
- the use of Karratha's strategic advantages and existing assets; and
- how outcomes will be measured.

8.4.4. Value for Money

The City will consider:

- the reasonableness of the proposed costs;
- confirmed and proposed funding from other sources;
- contributions from partners and participants;

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- the extent to which City funding is leveraged;
- the number and type of businesses expected to benefit;
- the Applicant's capacity to deliver the proposed outcomes; and
- the potential for the activity to enable further economic development.

8.5. Assessment and Council Decision

Compliant applications will be assessed against the approved criteria. The level of information and scrutiny required will be proportionate to the value, complexity and risk of the funding request.

Following assessment and internal review, the application and recommendation will be considered by the Executive Leadership Team before being presented to Council.

Council will determine whether the application receives full, partial or no funding.

Applicants will be notified in writing of Council's decision. Council's decision is final and not subject to appeal.

9. If Your Application Is Successful

9.1. Funding Agreement

A successful Applicant must enter into a written Funding Agreement with the City before commencing the approved activity or receiving any Grant, Sponsorship or In-Kind Support.

The Funding Agreement will specify the approved purpose, activities, funding amount, Recipient obligations, deliverables, outcomes, payment conditions, delivery timeframe, acknowledgement requirements and Acquittal obligations.

9.2. Publication of Successful Applicants

The City will publish information about successful Applicants and approved funding on its website in accordance with applicable requirements. By accepting funding, a Recipient acknowledges that relevant funding information may be publicly disclosed.

9.3. Project Commencement and Completion

The approved activity must not commence before the Funding Agreement has been executed. The activity must be completed within the timeframe specified in the Funding Agreement unless a written extension has been approved by the City.

9.4. Payment Arrangements

Payment arrangements will be specified in the Funding Agreement and may vary according to the value, timing, complexity and risk of the approved activity.

The Recipient must provide a valid tax invoice and any required supporting evidence before payment is made. Payment processing may take up to 30 days after the City receives a valid tax invoice and all required documentation.

Funding is calculated on eligible costs excluding GST. Applicants that are not registered for GST may be required to complete an Australian Taxation Office declaration before receiving funding.

9.5. Acknowledging City Support

Recipients must acknowledge the City's assistance in accordance with the Funding Agreement. Requirements may include:

- displaying the City logo on relevant websites, event material and promotional content;
- participating in joint media or promotional activities with the City;
- recognising the City in public communications;
- providing photographs or other evidence of completed deliverables; and
- providing negotiated Sponsorship benefits where applicable.

10. Changes to an Approved Activity

Recipients must contact the City as soon as possible if an approved activity, expenditure, deliverable or delivery timeframe needs to change. A written request must be submitted and approved before the change is implemented or the expenditure occurs.

Variations will generally only be considered where circumstances are beyond the Recipient's control and the overall intent of the approved activity remains unchanged. Approval of a variation or extension is not guaranteed.

11. Acquittal

11.1. Acquittal Requirements

The level of detail required in the Acquittal will be proportionate to the amount and nature of the funding received. The Acquittal must demonstrate:

- that the approved activity was completed in accordance with the Funding Agreement;
- that City funding or support was used only for the approved purpose;
- that the required Matched Funding was provided where applicable;
- actual income and expenditure for the approved activity;
- evidence of expenditure and payment where required;
- the number and type of businesses or participants supported;
- the business development and economic outcomes achieved;
- how the agreed performance measures were met;
- that the City's acknowledgement and Sponsorship requirements were satisfied; and
- any other information specified in the Funding Agreement.

The Acquittal and supporting documentation must be submitted within 60 days of completing the approved activity unless another timeframe has been approved by the City and recorded in the Funding Agreement. The City may request additional evidence or audit information.

11.2. Unspent Funds and Failure to Acquit

Unspent funds must be returned to the City within 60 days of completing the approved activity unless a written variation has been approved. Funds that are unspent, misused, unaccounted for or not satisfactorily acquitted may be treated as a debt to the City.

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Failure to satisfactorily acquit funding may result in repayment requirements, withdrawal or forfeiture of unpaid funding, ineligibility for future City funding and other remedies available under the Funding Agreement.

12. Further Information

Applicants are encouraged to contact the City before submitting an application if they are uncertain about eligibility, funding categories, Matched Funding, project scope, required approvals or supporting documentation.

Contact method	Details
Telephone	08 9186 8555
Email	enquiries@karratha.wa.gov.au
Website	www.karratha.wa.gov.au

13. Related Documents

- Grant & Sponsorship Policy.