

The Cloncurry Shire Council Shopfront Revitalisation grant allows for businesses in the Cloncurry Shire to apply for up to \$10,000 to provide financial assistance for exterior physical works on shopfronts to encourage an improved streetscape, increased patronage, build business community capacity, and make a positive and ongoing contribution for business delivery services via exterior beautification works.

The fund will provide up to \$10,000 matching dollar-for-dollar grants for shopfront improvements. The applicant must contribute an equivalent or greater amount towards the project. (e.g., \$20,000, or above expenditure = \$10,000 Council grant maximum inclusive GST.).

Projects where expenditure falls under \$20,000 will incur a dollar-for-dollar scale. (e.g., \$12,000 expenditure = \$6,000 grant support).

6.1 Eligibility Criteria

Examples of improvement which the fund would apply include, but are not limited to:

- Painting
- Removal of redundant signage, air conditioning units and hoardings
- Improvements of advertising, signage, and banners (shopfront only)
- A public art project/s
- Window front presentations
- Improving accessibility for all users
- Greening elements, planter pots etc.
- Repairs to structural facade elements and awnings
- Creative Facade treatments e.g., vertical gardens or new timber panelling
- New repairs and replacements of verandas
- Other external facade works that might be proposed by a landlord/business owner that reflects the intent and purpose of the fund.

6.2 The Shopfront Revitalisation Grants are not available for:

- Improvements that have already been completed
- Rental fees
- Routine maintenance or cleaning
- Purchase of buildings or extensions
- Business relocation
- Development applications or other statutory fees
- Power and water costs
- Overheads and service charges involved in running your business
- Food and beverage items

6.3 Who Can Apply

To be eligible for funding an applicant must:

- Be a property or commercial business physically located in the Cloncurry Shire.
- Be a property owner or a tenant holding owner's consent.

- Have an appropriate business registration – Australian Business Number.
- Commercial Business must be a small business – employing under 20 employees.
- Operating business open to the public for goods and/or services.

6.4 Who Can Not Apply

Ineligibility will be applied for the following reasons:

- Debts owe to Council that are outstanding / not settled.
- Business is not operational / open for public access.
- Excludes home / residential premise style business operations.

6.5 Prioritisation

Where funds are over-subscribed, and subject to all other eligibility requirements being satisfied, preference will be given to those businesses who have not received previous funding under the Shopfront Revitalisation Scheme.

6.6 Grant Application Process

Step 1

- Review the eligibility criteria to determine if the proposed revitalisation project is eligible.
- Applications open 1 October 2021.

Step 2

- Complete and submit the Shopfront Revitalisation Grant Application Form.
- Incomplete applications will not be assessed.

Step 3

Submit with your application form with the following supporting information and documentation.

- Explanation of the scope of work required.
- Address benefits for the community.
- Images / Photos of the existing shopfront.
- Concept drawing / example imagery / product selection of desired outcome.
- List of proposed contractors undertaking the scope of work.
- Quotes for scope of work to be undertaken from licensed contractors for the proposal of works. Grant recipients are encouraged to shop local for services.
- Construction / program schedule for anticipated work to be undertaken, including a start and finish date.
- Written consent from the property owner is required if applicant does not own the premise.
- Business Financial Statement / Annual Report (2020 - 2021).
- Declaration: Have you received a Shopfront Revitalisation Grant Program before Yes/No/Year
- Applications close 31 January 2022.
- Late applications will not be accepted or processed.
- Incomplete applications will not be accepted or processed.

Step 4

- Applications will be assessed by Council's Shopfront Revitalisation Panel with recommendations presented to Council for approval.

Step 5

- Successful applicants will be advised in writing and announced 28 February 2022.

Step 6

- Approved work is permitted to commence on notification of success and must be completed and reconciled with Council by 30 June 2022.

Step 7

- Upon completion of the works, applicants must complete the acquittal form and notify Council to arrange a site inspection to view the scope of works completed as set out in the scope of works nominated in the application process.
- Acquittal form completion includes:
 - Acquittal form.
 - Council site inspection report with sign off / approval.
 - Final paid tax invoices to contractors / service providers including proof of payment.
 - Images / Photos of completed works delivered.

Step 8

- On completion and submission of acquittal requirements, payment of grant funding will be made to the applicants nominated bank account, upon receipt of invoice.
- Applicants that do not provide completed acquittal requirements will not be settled.

6.7 Fund Administration:

- Applications will open 1 October 2021.
- Funding applications close 31 January 2022.
- No late application will be considered.
- Funding will be announced 28 February 2022.
- Funding is open to businesses in the Cloncurry Shire.
- Funding will be retrospective, paid on completion of works and finalising the grant acquittal process.
- Completion of works is to be finalised and reconciled with Council by 30 June 2022.
- If successful, a 'Tax Invoice' from the applicant is required to be submitted to Cloncurry Shire Council for the payment of the grant. 'Tax Invoices' will only be paid once all acquittal requirements are completed and activity approved.