

# GUIDELINES

## Business Chambers and Trader Groups Grants Round Two

### 1 Program summary

Business Chambers and Trader Groups Round Two grants will provide funding for locally led initiatives to support metropolitan and regional business chambers and trader groups.

Up to 30 grants of \$20,000 each are available for business chambers and trader groups to deliver activities or programs that maximise business participation across Victoria.

#### 1.1 Program objectives

Key outcomes of Round Two of the grants program are to support business chambers and trader groups to run locally led initiatives between 1 January and 30 April 2022 that:

- enable local business collaboration
- educate, inform and empower small businesses
- support small businesses to build digital capability
- help members transition into recovery and restart.

### 2 Available funding

Grants of \$20,000 are available to successful applicants.

A business chamber or trader group is eligible for one grant under Round Two of the program. Recipients of grants under the 2020 Business Chambers and Trader Groups program are eligible for a grant under Round Two.

### 3 Eligibility criteria

To be eligible to apply for a grant, the business chamber or trader group must:

- a) be based in Victoria<sup>1</sup>
- b) be a not-for-profit member organisation with a membership of businesses
- c) service a specific Victorian geographic area (examples: shopping strip, suburb/town)
- d) have the core purpose of acting for its members
- e) hold a current Australian Business Number (ABN)
- f) be registered with the responsible federal or state regulator or local council.

Unincorporated organisations and organisations with an ABN registered after 1 September 2020 will be required to have a local council enter into the grant agreement on their behalf.

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<sup>1</sup> Business chambers and trading groups that operate Australia-wide but with operations in Victoria are not eligible. The business chambers and trading groups must operate solely in Victoria for Victorian businesses.

## 4 Project eligibility

### 4.1 Use of funds

Grant funds must be used by business chambers and trader groups to support their members' by undertaking activities that support the program objectives such as:

- supporting and encouraging local business collaboration activities
- business skill development, networking and resource sharing
- upgrading digital channels to better support members
- helping members adapt to a COVID operating environment.

### 4.2 Program of activities

The program of activities may be virtual or face-to-face and take any format, including:

- success story networking
- workshops and short courses
- online training and webinars
- app licensing or website development
- cyber security scenarios exercise
- digital business expo.

### 4.3 Eligible project expenses

Eligible expenses include:

- technology costs
- equipment hire
- speaker engagement
- advertising
- developer costs.

Note: staff wages are not considered program expenditure.

## 5 Assessment process

Applications will be assessed by a panel of the Department of Jobs, Precincts and Regions against assessment criteria listed below.

The decisions of the Department of Jobs, Precincts and Regions on all matters pertaining to the award of grant funding under this Program are at the department's absolute discretion. This includes approving a lower amount than that applied for and amending funding conditions without notice.

## 5.1 Assessment criteria

Eligible applications will be assessed on how well they meet the assessment criteria as outlined below.

Assessment criteria	Description	Weighting
<b>Criterion 1 – Impacts and objectives</b>		<b>60 per cent</b>
<p>The extent to which the project can meet the outcomes of the program.</p> <ul style="list-style-type: none"> <li>- The extent to which the project enables local business collaboration.</li> <li>- The extent to which the project supports business education and enablement.</li> <li>- The extent to which the project can build digital capability.</li> <li>- The extent to which the project can help members transition to recovery and restart.</li> </ul>	<p>Evidence of how well the proposal will support Victorian businesses to build capability.</p> <p>Evidence of geographic reach and ability to maximise numbers of participant businesses.</p> <p>A basic marketing plan for the project supporting the communication of online safety and security to participants.</p>	
<b>Criterion 2 – Project implementation and organisational capability</b>		<b>40 per cent</b>
<p>The capability and capacity of the applicant to deliver the project.</p>	<p>Evidence of in-house capability to develop and deliver a capability building program.</p> <p>Extent of record in the delivery of projects to members and the community.</p> <p>Quality of implementation planning, such budget information, timing, resourcing, and identification of contracting support.</p> <p>Available co-funding or potential to attract extra sponsorship funding.</p>	

## 5.2 Due diligence assessments

Applicants are subject to a risk assessment which verifies business details provided with the Australian Business Register, Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulators.

Any of the following circumstances may be taken into consideration in any decision whether to award a grant:

- Any adverse findings by a regulator regarding an applicant;
- An applicant is placed under external administration;
- There is a petition to wind up or deregister the applicant;
- The applicant is or becomes deregistered or unregistered (including cancellation or lapse in registration).

## 6 How to apply

Business chamber and trader groups will apply online at the [Business Victoria website](#).

Applications will be open from 28 October 2021 until 11:59pm on 26 November 2021.

As part of the application business chambers and trader groups must include a capability statement, including:

- core competencies and experience
- issues to be addressed/skills they will build through the funded activities.

All questions in the application form must be answered to enable timely assessment. Applicants must address selection criteria and provide a project budget and timeline. Applicants may add attachments to the application form.

## 7 Conditions of funding

Successful applicants must enter into a grant agreement with the Department of Jobs, Precincts and Regions. The grant agreement outlines the commitments and obligations under the grant, as well as the general funding terms and conditions.

Grant funds will be released after the grant agreement has been executed by both parties.

Grant recipients will be required to report by 31 May 2022 on the outcomes of their project and contribute information and data about the funded project to the Department of Jobs, Precincts and Regions for the evaluation of the program.

Grant recipients may be required to provide copies of supporting documentation to evidence reported project expenditure and to return any unspent funds.

The Department of Jobs, Precincts and Regions reserves the right to request the applicant to provide further information should it be deemed necessary.

The Department of Jobs, Precincts and Regions reserves the right to amend these guidelines and the application terms at any time as it deems appropriate.

### 7.1 Publicity/Acknowledgement

Successful applicants must not make any public announcement or issue any press release regarding the receipt of a grant without prior written approval from the Department of Jobs, Precincts and Regions.

The Department of Jobs, Precincts and Regions may publicise the benefits accruing to the successful applicant and/or the State associated with the provision of the grant and the State's support for the Project. The Department of Jobs, Precincts and Regions may include the name of the successful applicant and/or grant amount in any publicity material and in the annual report of the Department of Jobs, Precincts and Regions.

## 7.2 Privacy and confidentiality

Information provided by the applicant for the purpose of this application will be used by the Department of Jobs, Precincts and Regions for the purposes of assessment of applications, program administration and program review. In making an application, the applicant consents to the provision of their information to State and Commonwealth Government departments and agencies for the purpose of assessing applications.

Any personal information about the applicant or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

Enquiries about access to personal information, or for other concerns regarding the privacy of personal information, can be emailed to the Privacy Unit of the Department of Jobs, Precincts and Regions by emailing [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au). The privacy policy of the Department of Jobs, Precincts and Regions is also available by emailing the Privacy Unit.

## 8 Other information

Further information may be obtained at [business.vic.gov.au](http://business.vic.gov.au) or by contacting Business Victoria at [bctg2@business.vic.gov.au](mailto:bctg2@business.vic.gov.au) or by phoning 13 22 15.