



## Spark Tank Business Innovation Guidelines 2022 - 2023

### \$5000 Business Innovation Funding

#### 1. Timelines for 2021-22

	Round 1	Round 2
Applications Open	18 February 2022	TBC 6 June 2022
Applications Close	1 April 2022	TBC 22 July 2022
Applicants Notified	28 April	TBC 5 August 2022
Project Completion	23 December 2022	TBC 5 May 2023

#### 2. Objective

With COVID-19 placing significant pressure on business due to restrictions and lockdowns, there has never been a better time to recognise and support business innovation in regional areas. Providing opportunities for concepts to be developed and communication channels to be opened has the potential to stimulate the local economy through new ventures and potential production.

Supported by the Victorian State Government, Council will support projects or programs that are in concept stages through to full production. Funding will be available to implement:

- Networking
- Marketing
- Design
- Implementation Stages
- Small Capital Works
- Business Shopfront Developments
- Visual Merchandising Ideas
- Web Development / Online Platforms

#### 3. Eligibility

All businesses and entrepreneurs located within the Yarriambiack Shire Council municipal boundaries are eligible to apply. Businesses do not necessarily need to be tourism based. A focus on delivering a unique and contemporary product or experience that showcases the history and people of the region will be highly regarded.

#### 4. Ineligibility

The following requests will not be considered eligible:

- Those undertaking canvassing or lobbying of Councillors or employees of the Yarriambiack Shire Council in relation to their sponsorship request during the application and assessment period;
- Business innovation occurring outside the Yarriambiack Shire boundary;
- Those with an ineffective management structure to manage financial and accounting requirements;
- Those contravening an existing Yarriambiack Shire Policy or Operating Guideline;
- Events/festivals that denigrate or exclude any groups in the community;
- Events/festivals that have safety and/or environmental hazards;
- Past funding recipients with outstanding debts to the Yarriambiack Shire Council and/or incomplete reporting on previous funding;
- Funding requests for reimbursement of funds already spent;
- Funding requests for interstate and overseas travel expenses;
- Funding requests for general fundraising activities;
- Organisations who received funding in the previous round.

## 5. Assessment Criteria

The following criteria will be used to assess applications:

- Submission to include applicants contact information, proposed innovation, budget details and proposed timeline.
- Proposals are assessed and awarded in accordance with the scoring matrix.

## 6. Terms of Funding

- The Spark Tank Business Innovation Funding has two annual funding rounds.
- Business and individuals are only permitted to submit one application per round. Successful applicants are ineligible for further Spark Tank funding.
- All mandatory questions within the application must be fully completed and include all requested attachments.
- Funding will be distributed on receipt of the submitted Funding Agreement.
- All funds must be expended or assigned to an item of expenditure by the end of funding period, in accordance with the funding agreement.
- Applications will not be assessed if previous grants have not been acquitted by the due date.
- Successful applicants will be required to submit a funding acquittal by the end of the funding period.
- Auspiced applicants must provide a letter from the auspicating organisation confirming their commitment to the project and willingness to manage funds on behalf of the applicant.
- Programs will not be funded retrospectively (i.e., they cannot have already occurred).
- The project budget must detail all expenditure and income items.
- If an organisation is auspiced, funds will be paid to the auspicating organisation.
- All grants will be subject to the Goods & Services Tax (GST). All organisations must submit one of the following to receive payment:

- a) Organisations with an Australian Business Number (ABN) registered for GST - A tax invoice, inclusive of GST stating the organisation's ABN.
- b) Organisations with an Australian Business Number (ABN) not registered for GST - An invoice stating the organisation's ABN.
- c) Organisations without an Australian Business Number (ABN) - An invoice for the Grant amount and a completed Statement by Supplier form.
- Council reserves the right to refuse funding.

## 7. Compliance Commitments

The successful applications are bound by the OH&S Act 2004, its regulations, and amendments. Other Codes, Standards and Guidelines are listed below (but not limited too):

- Building Regulations 2006
- Plumbing Regulations 2008
- Removing Asbestos in the Workplace 2008 – Code of Practice 2016
- Prevention of Falls in general Construction – Workplace
- AS1428 – Design for Access and Mobility
- Managing Risk of Plant in the Workplace – Code of Practice 2016
- Managing Electrical Risks in the Workplace – Code of Practice 2016
- AS/NZS 2311 – Guide to the painting of buildings

## 8. Accountability

Successful applicants must provide a financial acquittal of funds including receipts relating to the grant, and complete a brief evaluation at the conclusion of the funding period.

## 7. Grievance Process

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

Applicants have the opportunity to request, in writing, a review of the decision by Council if not satisfied with the selection process by contacting Council's Manager Community & Economic Development. The applicant will be notified of the outcome in writing.

## 8. Insurance

Applicants must demonstrate that all relevant insurances are in place and that Public Liability Insurance is held to the minimum cover outlined in the Spark Tank Guidelines for the funding program. A copy of the Certificate of Currency covering the funding period must be included with an application. If

successful, an applicant should, wherever possible, ensure that Council is named as an interested party on the public liability policy for the funded organisation.

## 9. Acknowledgement of Council

Where ever possible acknowledgment of Council funding should be given in any public relations opportunities undertaken by the funded applicant, relating to the request. Copies of any examples must be included in the funding evaluation report. A copy of Council's corporate logo can be provided for promotional purposes however, grant recipients wishing to use Council's logo must first discuss their requirements with Manager of Community & Economic Development. Use of Council's corporate logo will only be approved under these circumstances.

## 10. Step by Step Guide

- 11.1 Check the eligibility and ineligibility sections of the guidelines to determine if you eligible to apply for the current round.
- 11.2 Ensure you have completed all required areas of the application form and provided attachments (where required).
- 11.3 Complete the Spark Tank Business Innovation Application Form – available by emailing [info@yarriambiack.vic.gov.au](mailto:info@yarriambiack.vic.gov.au) or requesting in person at the Yarriambiack Shire Office at 34 Lyle Street, Warracknabeal.
- 11.4 Submit your application using the following methods by the due date:
  - Email: [info@yarriambiack.vic.gov.au](mailto:info@yarriambiack.vic.gov.au)
  - In person: 34 Lyle Street, Warracknabeal
  - Mail: PO Box 243, Warracknabeal 3393
- 11.5 Applicants will be notified in writing of the outcome on 28 April 2022. Notification will be email or post depending on your preference selected.
- 11.6 Successful applicants will be required to sign and return an agreement to Council before payment of the grant and commencement of the project.

## Reference Documents

Local Government Act 1989

Yarriambiack Shire Council – Council Plan (2017-2021)

Yarriambiack Shire Council - Spark Tank Business Innovation Funding Program Policy (2021-2022)

Yarriambiack Shire Council – Spark Tank Business Innovation Funding Program Evaluation Procedure (2021-2022)

<b>Adopted:</b>	CEO Approved Date	Acting CEO Name Tammy Smith	CEO Signature
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