

Place Enhancement Grant Guidelines

Supporting businesses, landlords and owners corporations improve the look, feel and use of their privately owned spaces in Banyule where there is a community benefit.



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INTRODUCTION

Banyule Council acknowledges that our businesses make a huge contribution to the vibrancy and energy of Banyule, and that a positive visitor experience is what every business aims to achieve.

Place Enhancement Grants have been developed to assist eligible businesses, landlords and owners corporations improve the look, feel and use of privately-owned, open spaces such as streets-apes, car parks and public realm areas through capital works projects. The objective of these grants is to improve the visitor experience which will encourage repeat visitation for longer periods adding to the vibrancy and viability of shopping precincts in Banyule.

Council welcomes proposals that aim to:

- Address health and safety concerns
- Improve accessibility
- Improve amenity
- Add vibrancy to a space

Matched dollar for dollar funding of up to \$20,000 will be awarded to successful applicants to complete their project.

TYPES OF PROJECTS SUPPORTED

Council will consider projects that enhance privately owned spaces that are in the public realm and have a clear public benefit. Examples of projects that Council will consider are:

- Improvements to existing car parks e.g. resurfacing, drainage, roll over curb etc.
- Improvements to pedestrian access ways.
- Landscaping.
- Construction/ improvements to retaining walls.
- Feature walls (mural, garden walls etc.) and other building facade improvements
- Establishment or improvement of street-facing outdoor dining areas , e.g. shade structures, resurfacing, crash barriers.
- CCTV.
- Plumbed access to water to install drinking taps.

KEY DATES

Applications Open

Monday 6 September 2021 (9am)

Information Session/Grant Writing Workshop

Monday 20 September, 2021 (5pm-7pm)

Register at banyulebusiness.com.au/events

Applications Close

Thursday 14 October 2021 (11:59pm)

Assessment Period

15 October – 14 November 2021

Outcomes Announced

End of November 2021

Project Completion (Acquittal)

1 September 2022

THE APPLICATION PROCESS

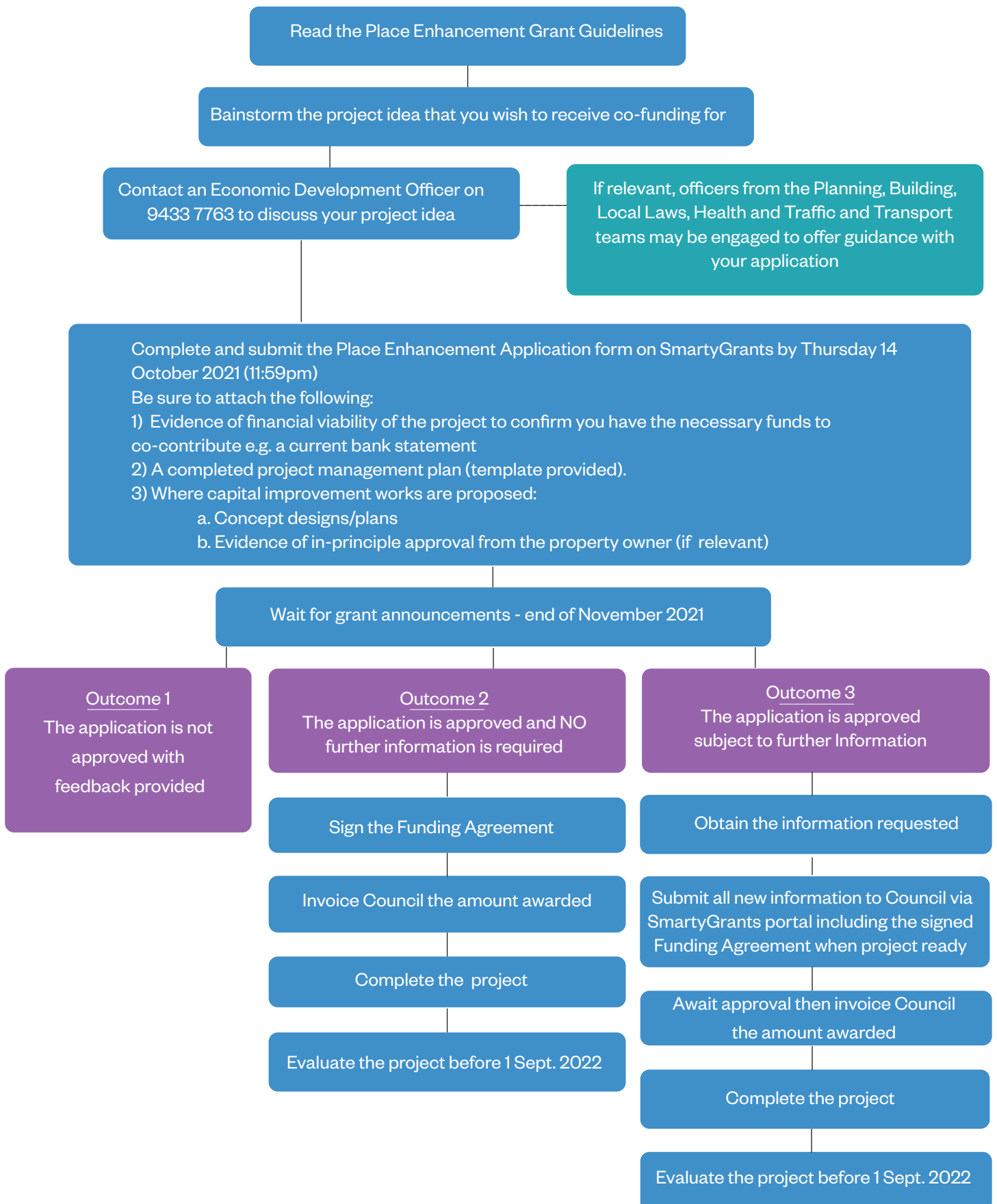
The grants process is a competitive one and not all applications will necessarily be funded. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

Applications must be made online via the SmartyGrants portal before 11:59PM on 14 October 2021. To apply, head to banyulebusiness.com.au/grants

Applicants will need to attach the following documents to support their application:

- Evidence of financial viability of the project to confirm applicants have the necessary funds to co-contribute e.g. a current bank statement.
- A completed project management plan (template provided).
- Where capital improvement works are proposed:
 - a. Concept designs/plans (permits will be required once the grant application is approved).
 - b. Evidence of in-principle approval from the property owner (if relevant).

THE APPLICATION PROCESS IN STEPS



CONTACT US

All applicants must contact an Economic Development Officer before submitting their application to discuss their grant proposal. The Officer will ensure that the grant idea meets the criteria and may liaise with other council departments such as the Building and Planning Teams to provide additional guidance on proposed project.

Call us on 9433 7763. If you'd prefer to email, write to us at business@banyule.vic.gov.au.

ELIGIBILITY

The following applicants can apply:

1. Small and Medium Enterprises (SMEs) in Banyule with a bricks and mortar presence in a major or minor activity centre, industrial estate or stand alone, with a valid ABN. SMEs are defined in the context of this grant as having between 1 to 199 employees.
2. A landlord of a commercial/industrial property in Banyule that has a lease in place with a business defined in point 1.
3. A collective group of SMEs as defined in point 1.
4. Owners corporations in collaboration with, or on behalf of, SME's or landlords or both as defined in points 1 – 3 above.

The following applicants cannot apply:

- Applicants who have not contacted an Economic Development Officer to discuss their project idea before submitting their application.
- An employee of Banyule Council.
- An employee of Australian and local government agencies, political organisations and trader associations.
- Not For Profit organisations (other than Body Corporations) including community groups and schools (please refer to Community Grants available on the Banyule Council website).
- Unincorporated associations and branches.
- Applicants subject to any legal impediment, including bankruptcy or liquidation.
- Applicants that don't agree to be listed as a business grant recipient on the Banyule Council and Banyule Business websites with the potential to be promoted on social media (prior approval will be sought).

- Businesses that have an adverse effect on public health, safety, the environment or heritage.
- Applicants that have not satisfactorily acquitted a previous grant or have existing funds owing to Banyule Council, such as rates.

WHAT CAN BE FUNDED

Examples of fundable activities include:

- Planning and design costs.
- Site preparation, including clearing or demolition.
- Construction and commissioning.
- Fixed fittings and fixed equipment.
- Planning Permit application fees.
- Local Laws Permit application fees.

FUNDING EXCLUSIONS

Council is unable to pay for:

- Site acquisition.
- Enhancements to outdoor dining areas with no street frontage.
- Routine or cyclical maintenance works.
- Routine maintenance expenses that are considered ongoing costs such as staff wages, rent and utilities.
- Retrospective funding.
- Additional funding due to project cost overruns.
- Building surveyor costs or Building Permit fees.
- Events.



FUNDING LIMITS AND GRANT TERMS

Successful applicants are required to comply with the following terms and conditions:

- Sign a letter of agreement detailing the grant obligations.
- Obtain relevant permits, if required.
- Invoice Council the amount awarded once the project is ready to commence.
- Submit an online evaluation report with receipt/s accounting for expenditure and before and after photos of the completed project.

Grant funds will be distributed once all necessary permits have been approved and the applicant can demonstrate that the project is ready to start.

Project completion date is 1 September 2022.

Any alterations, variations or modifications to the grant's original purpose must have consent from Council. Requests will be considered, and the applicant will be notified of the decision. Approval must be received before changes can proceed otherwise Council reserves the right to cease funding.

QUOTES

Please note the following:

- All applicants are required to supply two quotes with their application.
- All quotes need to clearly show the supplier/company name and contact details.
- All quotes need to be itemised and clearly show details of the cost of each individual activity.
- Quotes should be current (not more than 2 months old).
- Applicants should allow a 10% contingency in their grant request to allow for any unforeseen works.
- Council will not be held liable or held responsible for any additional or unexpected costs for the project outside of the contingency allowance. These costs must be met by the applicant.



PERMITS AND OTHER STATUTORY REQUIREMENTS

Applicants must seek clarification from Council on what permits, if any, may be required for their grant proposal prior to lodging an application. These permits are required if your application is successful.

To learn more about the permit process, visit banyule.vic.gov.au/Planing-building

Note all works that require a building permit must be done by a registered builder. Applicants may engage Council's independent building surveyors or engage an external service provider.

ASSESSMENT PROCESS

Eligible applications will be assessed by an advisory panel comprised of Banyule Council senior staff and external consultants. All applicants will receive notification of the outcome of their application by the end of November 2021.

Applications will be assessed against the following criteria:

- Demonstrated alignment with the objectives of the grant and demonstrated need (30%)
- Clear project goals (20%)
- Demonstrated planning that includes resourcing, timelines, budget and quotes (30%)
- Local procurement (20%)

Please see Table A overleaf for further details regarding assessment and weighting.

TABLE A

Grant Assessment Criteria and Weighting

CRITERIA	KEY POINTS	WEIGHTING
Demonstrated alignment with the objectives of the grant and demonstrated need	<p>How well the proposed project meets one or more of the following objectives:</p> <ul style="list-style-type: none"> • Addresses health and safety concerns • Improves accessibility • Improves amenity • Adds vibrancy to a space <p>What is the extent of need, priority or urgency? Does the project address statutory obligations?</p>	30%
Clear project goals	Are the project goals clearly defined?	20%
Demonstrated planning	<p>Demonstrated plan that includes:</p> <ul style="list-style-type: none"> • resourcing • timelines • budget • quotes <p>Is the budget clear and realistic? Does the budget accurately reflect the project scope?</p>	30%
Local procurement	<p>Does the applicant intend to procure from a local supplier?</p> <ul style="list-style-type: none"> • Full score for procuring in Melbourne's North (Banyule, Hume, Darebin, Moreland, Whittlesea, Nillumbik, Mitchell). • Half score if procuring outside of the North is justified and reasonable. <p>Head to Rediscoverlocal.com.au for a directory of Banyule based businesses.</p>	20%

Case Studies

Head to banyulebusiness.com.au/grants for a list of FAQs



Improvements to street-facing outdoor dining areas ✓



Improvements to privately owned car parks in areas of high public use ✓



Improvements to privately owned car parks in areas of high public use ✓



Improvements to building facades in areas of high public use ✓



Improvements to building facades in areas of high public use ✓



Improvements to non-street facing courtyards ✗

Support and Assistance

All Enquiries

The Economic Development Team
03 9433 7763
business@banyule.vic.gov.au

Vision Impaired

For a hard copy of the Guidelines or SmartyGrants Application or large print copies, contact business@banyule.vic.gov.au

Hearing or Speech Impaired

Call us through the National Relay Service on 133 677 (TTY) or 1300 555 727 (ordinary handset) and contact 9490 4222

For Technical SmartyGrants Support

Call the SmartyGrants support desk from 9am - 5pm Monday to Friday on 03 9320 6888 or by email at service@smartygrants.com.au

Interpreter Service

إذا كنتم بحاجة إلى مترجم، الرجاء الاتصال بالخط القومي لخدمة الترجمة الهاتفية TIS على الرقم 131 450. واطلبوا إيصالكم ببلدية بانويل على الرقم 9490 4222.

若你需要口譯員，請致電131 450聯絡TIS National，要求他們為你致電9490 4222接通Banyule市政廳。

Ako vam je potreban tumač, molimo vas, nazovite TIS National na broj 131 450 i zatražite da vas se spoji sa Vijećem općine Banyule na broj 9490 4222.

Αν χρειάζεστε διερμηνέα τηλεφωνήστε στην Εθνική Υπηρεσία Διερμηνέων Μεταφραστών στον αριθμό 131 450 και ζητήστε να σας συνδέσουν με τη Δημαρχία Banyule στο 9490 4222.

Se hai bisogno di un interprete chiama TIS National al numero 131 450 e chiedi di essere messo in comunicazione con il Comune di Banyule al numero 9490 4222.

Ако ви треба преведувач ве молиме јавете се на TIS National на 131 450 и замовете да ве поврзат со Banyule Council на 9490 4222.

如果你需要一名翻译，请打电话到国家电话翻译服务处 (TIS National) 131 450，再转接到Banyule市政府9490 4222

Haddii aad u baahan ta'ay mutarjum wac khadka qaranka oo ah TIS 131 450 weydiina in lagugu xiro Degmada Banyule tel: 9490 4222.

Nếu cần thông dịch, xin gọi cho TIS Toàn Quốc qua số 131 450 rồi nhờ họ gọi cho Hội Đồng Thành Phố Banyule theo số 9490 4222 giúp quý vị.