



Online applications open on Tuesday 22 November 2022 and close at 5pm on Sunday 18 December 2022

Our goal

The City of Salisbury is committed to provide support and strengthen both our businesses and community life. In this context, we aim for the Salisbury City Centre to offer an authentic local mainstreet experience that is well designed and attracts people to visit.

Achievement of this objective would be supported by increasing the investment by private property owners into the upkeep and presentation of their buildings. This would complement Council's investment of \$8 million in the Church and John Street Revitalisation project.

The key objectives of the program are:

- to enhance the activation of the area
- to improve the operation and viability of the local businesses
- to improve the amenity of the Salisbury City Centre

The type of improvements that could be considered include:

- Repainting of external shop frontages or facades
- Improving signage as part of a broader shopfront improvement project
- Improving accessibility for all users as part of a broader shop front improvement project
- Introducing external materials that add visual interest to the street (eg texture, tiling)
- Introducing green elements such as vines, green walls and window boxes
- Installing laminated glass or security glazing (and removal of security roller doors)
- Installing or upgrading awnings.

If you have a project idea which has not been listed above, please contact the Polaris Business & Innovation Centre on 08 8260 8205 or via email polaris@salisbury.sa.gov.au; or the Salisbury Business Association on 0414 813 202 to discuss your proposal and check eligibility.

Funding available

Funding of **up to \$10,000** (excluding GST) will be available for each successful applicant. Applicants are required to demonstrate a contribution of **30%** of the total cost of the proposed improvement (financial contribution). Applicants will be required to provide quotes for the items they are seeking funding for and provide receipts and proof of purchases to acquit the grant within 6 weeks of implementation.

This grant funding process opens on **Tuesday 22 November 2022** and will close on **Sunday 18 December 2022**. All applications will be assessed after the 18 Dec 2022 deadline and a panel will review each application against the eligibility criteria.

Eligibility criteria

To be eligible for the Shopfront Improvement Grant, your business needs to:

- Have an ABN.

- Be located within the Salisbury City Centre area. (Those located in John Street, Church Street or adjacent streets will be given priority.)
- Be a property owner or a tenant holding owner's consent.
- Business must be a small business – employing under 20 employees.
- Work will commence in 2022/23 financial year.

We would welcome proposals where a number of nearby businesses would like to collaborate to enhance the street appeal.

Before applying, we strongly encourage you to contact the Polaris Business & Innovation Centre or the Salisbury Business Association.

We only accept applications via our online system. To apply, visit the Polaris website on <https://www.polariscentre.com.au/resources/>.

Businesses and conditions that are not eligible for funding

The program will not support:

- Businesses, organisations or property owners wanting to fund improvements on properties located outside the Salisbury City Centre area.
- Applications contravening an existing Policy or Operating Guideline.
- The application has safety and/or environmental hazards.
- Retrospective spending.

Elected Members and employees of the City of Salisbury are not eligible to sign or be listed on any grant application.

Assessment of applications

All applications will be assessed by an evaluation panel on their merit using the criteria outlined below. Submitting an application does not guarantee you will receive a grant. This grant program has a limited funding pool available and applications will be assessed and ranked according to Council's grant assessment criteria and processes.

Criteria	Weighting %
Delivers high quality outcomes	30
Fully detailed, costed and balanced budget, with quotes and realistic pricing	20
Works are ready to begin quickly	20
Use of greening or eco-friendly approach to enhancements	10
Procure products and services from local suppliers in the City of Salisbury	20
TOTAL	100

Decision on successful applications will be announced after the first Council meeting in 2023.

Conditions of funding

Funds provided must be used for the approved grant, with monies spent by the end of the current 2022/23 financial year.

Any changes that would result in funding being expended other than as detailed in the application may not be undertaken without written approval from the City of Salisbury.

Applicants must obtain any necessary approvals and meet any costs associated with those approvals.

Where appropriate the applicant will ensure that the project complies with all the relevant acts, codes, standards and applicable legislation.

Appropriate acknowledgement of City of Salisbury's funding must be given by the recipient in promotional material, announcements and reports of the specific project.

All successful applicants will be required to provide a detailed written report on outcomes of the project funded by Council in the form of an acquittal report document.

Acquittal reports will be required within six weeks from the conclusion of each project, unless otherwise agreed by the City of Salisbury.

The acquittal report must include any relevant receipts and a short report on the effectiveness of the project in achieving the stated outcomes in the application.

Expenditure statements must be signed by the applicant where applicable. Failure to fulfil this requirement will prejudice any future funding applications.

GST requirements

Grants are subject to GST legislation. If your application is successful and your organisation is registered for GST, Council will require a valid tax invoice before the grant can be processed.

General requirements

Applicants must hold or should be willing to obtain the appropriate insurances for the implementation of their grant funded project.

Entity undertaking the work is also required to hold appropriate insurances.

Applications must be completed in full, or they will not be accepted.

Council will not be responsible for any expenses incurred by an applicant in preparing their application, or as a result of an applicant anticipating approval of their application.

The City of Salisbury's logo may be used on promotional material to acknowledge sponsorship. Applications for logo usage must be submitted to the City of Salisbury's Marketing Department via email Communications@salisbury.sa.gov.au. The logo must not be acquired for use from elsewhere (eg downloaded from website, scanned/photographed from a document, etc).

Grants funding is required to be returned to City of Salisbury in the event that the proposed activity does not occur. In the event that all grant money is not expended, any unspent portion must also be returned to the City of Salisbury.

Frequently Asked Questions (FAQs)

How do I apply?

Only applications submitted through the online application form will be accepted.

All online applications are to be submitted before 5pm on Sunday 18 December 2022.

You will receive an acknowledgement email confirming the submission of your application, however this does not mean that your grant has been approved.

Can we submit more than one application?

No, you can submit only one application.

Do I need a quote for all individual items?

Yes.

What is considered as an acceptable quote?

A formal quote which clearly describes the items/scope of work and cost is required.

If I have already purchased equipment prior to this start date can I claim back this money?

No, you can only submit invoices for works after the start date of the grants to be approved.

Will late applications be accepted?

Late applications will not be considered.

What other help is available?

The City of Salisbury assists local businesses with access to business advisory services through the Polaris Business and Innovation Centre. Assistance is provided via workshops, individual meetings and mentoring programs. Contact Polaris Centre on 8260 8205 or visit www.polariscentre.com.au to find out more.

The City of Salisbury Grant Finder is a grant sourcing service and can be found at <https://cityofsalisbury.grantguru.com.au/>