

BUSINESSES GRANT APPLICATION 2022-23

Claremont Town Centre business grant program

The Town of Claremont through the Claremont Town Centre (CTC) program is offering business grants to businesses within the CTC in order to support initiatives and projects that provide social, cultural, and economic benefits to the town.

Prior to completing this application form, businesses must refer the Scope of Projects, as outlined in the CTC Business Grant Guidelines 2022-23 and ensure the project concept aligns with the Selection Criteria.

To discuss your event or project idea, please contact the CTC Marketing Manager at ctc@claremont.wa.gov.au or (08) 9285 4300.

Eligibility

The following eligibility criteria applies to all applicants.

- Applicants must be the owner or representative of a business located and operational in the Specified Area Rate (business location must be within the boundaries of Stirling Hwy/north side, Stirling Rd/west side, Leura Ave and Guger St).
- Applicants are responsible for obtaining and covering the costs of appropriate permits/licenses to facilitate, market and promote the proposed event/project.

Guidelines for applicants

- The project description must explain how the project will increase foot traffic and raise awareness of the Claremont Town Centre.
- Preference will be given to applicants who demonstrate that other businesses in proximity to the event/project are in support of, or are working in collaboration to facilitate the project (e.g. they will be trading during the applicable dates, or taking part in some way).
- Only one (1) business grant will be issued per project/event/program series and collaborations with other CTC businesses are encouraged.
- To be eligible for grant funding, applications must confirm a minimum equal cash/in kind investment in relation to the funds being applied for.
- The aim of the project/event/initiative cannot be used to raise funds for an individual business or project partnership.
- Applications must be submitted a minimum of six (6) weeks prior to the project/event.
- If working collaboratively with other businesses, applicants are to nominate one 'banker' for the project/event/initiative, who will administer a tax invoice, submit tax invoices/receipts and provide banking details for the grant payment.
- Only one (1) tax invoice is to be issued to the Town of Claremont per grant application and the invoice it to be accompanied by copies of tax invoices/receipts for the goods and services noted in the application process. Any grant application variations must be reported and approved by the Town of Claremont prior to project implementation to avoid payment discrepancies.

BUSINESSES GRANT APPLICATION 2022-23

- Applicants are to note that Town of Claremont Corporate and Governance Procedures (Finance) has in place a 30 day payment term that is applicable to all Council business transactions.
- **A condition of successful grant approval is that the project/event/initiative includes on all printed materials the Claremont Town Centre logo and associated social media campaigns tag #claremonttowncentre (Instagram) and Facebook @ClaremontTownCentre.**

How to apply for a grant

Business grants will be awarded at the Town of Claremont's discretion and in accordance with the available budget. Only one (1) grant will be issued per project/event and/or program series. Should you wish to apply for a grant:

1. Contact the Claremont Town Centre Marketing Manager at ctc@claremont.wa.gov.au or (08) 9285 4000 to discuss your submission.
2. Fill in and submit the form on the following pages to:

ctc@claremont.wa.gov.au

Subject: Claremont Town Centre Business Grant

Alternatively post to: Claremont Town Centre Business Grant

**Att: Claremont Town Centre Marketing Manager
308 Stirling Highway, Claremont WA**

BUSINESSES GRANT APPLICATION 2022-23

Anticipated event/project cost breakdown:

Item	Cost (inc GST)
Total	

Applicant/s contribution to this event/project (please indicate the cash and in-kind contribution you/your project partners will be making. Noting it must match the funds applied for)

Item	Cost (inc GST)
Total	

Demonstration of collaboration with other businesses in the Claremont Town Centre:

Provide names of project partners or precinct businesses that support your proposal

BUSINESSES GRANT APPLICATION 2022-23

Grant application notification

All applicants will be notified within two weeks of the outcome of their application.

Payment

At the completion of the event/project the nominated business (or 'banker' if one or more businesses are involved) will be required to submit a tax invoice and tax receipts of goods and services being claimed for against the grant.

Noting payments will only be processed if the following criteria is demonstrated:

- Successful implementation of the event/project.
- **Claremont Town Centre has been acknowledged on all printed and digital materials, (noting printed materials must get approval prior to going to print), and tagged in social media posts; Facebook @ClaremontTownCentre Instagram #claremonttowncentre**
- Tax Receipts accompany a Tax Invoice, which is to include the contact details of the nominated business, ABN, banking details and GST breakdown.

Under the Town of Claremont's Purchasing Policy, grant payments for successful applications will be processed within 30 days from receipt of Tax Receipts and a Tax Invoice, submitted by the nominated business.

Payment conditions

- Grant funds will be capped at a maximum of \$1,000 + GST per project/event/program series against the grant criteria.
- Unspent monies, non-presentation of tax receipts to support expenditure and/or failure to deliver as per the grant application will not receive payment.
- Payment will be processed within 30 days of receipt of tax receipts and tax invoices being received by the Town of Claremont's Finance Department.

I agree to the above mentioned conditions and understand the Town of Claremont's payment terms

Signature: _____ Print Name _____

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