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# SOCIAL ENTERPRISE GRANTS PROGRAM

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Funding Guidelines

# PURPOSE

**The Social Enterprise Grants Program (SEGP) will encourage and assist social enterprises to establish and/or expand in the municipality through offsetting costs incurred as a result of new development or expansion. It is envisaged that these enterprises will enhance the City of Ballarat’s reputation for business vitality, diversity and inclusiveness, and contribute to the city’s thriving economy and community.**

The grant limit for this category is based on an Economic Benefit Test and subject to the City of Ballarat Business Assistance Scheme.

The objective of the SEGP is to achieve a sustainable, growing and inclusive economy by:

- Supporting local social enterprise businesses in:
  - improving productivity, profitability and competitiveness; creating jobs, and skills enhancement of the region’s employment base
- Attracting new social enterprise businesses to the region by:
  - providing economic infrastructure and facilitating expansion into new markets.

**A Social Enterprise** is defined as an organisation that combines trade with a social purpose, where that social purpose is a defining part of the business.

## APPLICATIONS WILL BE CONSIDERED FROM

For profit organisations and businesses

Not for profit organisations and business that:

- are incorporated associations or companies; and
- have an Australian Business Number (ABN) or can provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment; or are to be auspiced by an eligible organisation for the duration of the project

Charities

Philanthropic organisations

Start-ups and established businesses that have a sound business proposal, as detailed in their Business Plan, that will proceed regardless of grant funding

Businesses and organisations currently located or intending to locate in the City of Ballarat, and whose social purpose outcomes benefit the community

## APPLICATION PROCESS

Grant applications will only be accepted online via the SmartyGrants program. For more information on the SEGP please contact City of Ballarat Economic Development Unit on 5320 5500 or visit [www.ballarat.vic.gov.au/grants.aspx](http://www.ballarat.vic.gov.au/grants.aspx)

Grants will be open all year round for online submissions. Review and assessment of the submissions will be completed by members of the Economic Development Unit, who will make a recommendation to Council. The final decision on all submissions will be made in the Council chamber.

## FUNDING CONDITIONS

Successful applications must adhere to the following conditions:

- All events, projects and activities must be based in the City of Ballarat or otherwise provide evidence that the project/event/activity will involve and support a significant number of people from the municipality
- Grants are allocated specifically for the project and cannot be used for any other purpose without prior formal written agreement from Council
- All activities to be undertaken must obtain the relevant consent, permit or approval prior to commencement
- Unless otherwise approved, organisations are required to sign an agreement with Council
- Unless otherwise exempt, programs or activities undertaken with grants must acknowledge the support of the City of Ballarat
- Organisations are required to meet all relevant legislative requirements (e.g. Occupational Health and Safety, Risk, Equal Opportunity, and WorkCover)
- Organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance
- Organisations are required to have Public Liability Insurance cover of up to \$20 million and may be required to indemnify the Council according to the level of risk of the funded project, event or activity
- Unless otherwise exempt, applicants are to demonstrate a minimum dollar for dollar contribution to the project through funds, fundraising, and sponsorship or in kind support
- Only one application per organisation per grant program is allowed in any given financial year
- All applications will be assessed on a case by case basis and are subject to the availability of funding
- Unless otherwise approved, all applications must be submitted using the appropriate form prior to the activity commencing. Funds are required to be expended within 12 months of the letter of offer
- Funds not expended by this date are to be returned to the City of Ballarat unless a written extension is obtained from Council
- Unless otherwise exempt, successful organisations will be required to provide Council with a tax invoice if they are registered for GST, or an invoice if they have an ABN but not registered for GST, or an invoice and signed 'statement by supplier' if they do not have an ABN
- Unless otherwise approved, a signed acquittal report must be submitted to Council within one month of completion of the activity

## ELIGIBILITY

The following will not be funded under the SEGP:

Projects, events or activities which have already started (no retrospective funding)
Events or activities already receiving City of Ballarat funding
Political events or activities
Prizes or gifts
Purchase of land and property
Projects requiring ongoing funding from the City of Ballarat
Ongoing operating costs or salary subsidies
Private sector projects undertaken as a result of a government contract
Submissions from individuals
Submissions from organisations with outstanding debt to Council or previous un-acquitted grants
Submission from government departments and agencies
Submissions from political organisations
Submissions from educational organisations
Submissions from subsidiaries of larger corporations or unincorporated organisations
Submissions from businesses and organisations not currently located or intending to locate in the City of Ballarat or whose social purpose outcomes do not benefit the community of Ballarat.
Organisations that do not have a social purpose

## MANDATORY APPLICANT REQUIREMENTS

Evidence of Public Liability Insurance Certificate (minimum \$20 million)
No outstanding funding acquittals
No Council debt
Business or Strategic Plan submitted and is satisfactory
Detailed Project Plan submitted and is satisfactory
Detailed Budget submitted and is satisfactory