



SMALL BUSINESS GRANTS PROCEDURE

1. PROCEDURE PURPOSE

This Procedure sets out the requirements for and how Council will assess applications for the Small Business Grant. This document is to be read in conjunction with the Small Business Grant Policy.

Council is required to only allocate the funding for use on priorities it deems most urgent and which are associated with the impacts and recovery needs associated with the Flood Disaster and to alleviate distress or damage caused as a direct result of the Flood Disaster. The use of the funds must be for activities related to the recovery needs associated with the Flood Disaster.

The application procedure is comprised of two stages: an Expression of Interest (EOI), and once approved a Detailed Application (DA).

2. ELIGIBILITY CRITERIA – EXPRESSION OF INTEREST

To be eligible to apply for the grant the applicant must demonstrate and attach all necessary supporting documentation, showing;

- it is a Small Business;
- the Owner of the small business pays rates in the McKinlay Shire Council local government area;
- the earnings of the small business represent the primary earnings for the Owner;

Applications will not be considered if:

- the Applicant, or a Related Person or Entity of the Applicant is eligible for and has already received a grant, financial assistance or a concession from the McKinlay Shire Council, the State of Queensland or the Commonwealth government in relation to the Flood Disaster;
- the Applicant is a government agency;
- the Applicant is a bank.

3. DETAILED APPLICATION

Once Council has established eligibility under this procedure as shown under 1., the applicant is invited to provide a Detailed Application. The Detailed Application must indicate that

- the distress or damage was caused as a direct result of the Flood Disaster and
- what the estimated value of that distress or damage is; and

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- how the Owner will apply the grant to mitigate the losses suffered as a result of the Flood Disaster.

4. ASSESSMENT OF APPLICATIONS

Council will, acting reasonably, assess the EOI's and Detailed Applications on the basis of the level of distress or damage caused and will satisfy itself that the provision of a grant in this instance will be used for activities related to recovery needs associated with the Flood Disaster including but not limited to:

- Mitigation of personal hardship or distress arising as a direct result of the Flood Disaster;
- Restoration or repair of assets or infrastructure of the small business damaged or lost directly as a result of the Flood Disaster;
- Repair and/or replacement of essential plant or equipment lost or damaged as a result of the Flood Disaster;
- Clean up and recovery work at the location of the small business required as a direct result of the Flood Disaster;
- Staff retention;
- Rates assistance;
- Additional general business expenses and loss of income incurred as a direct result of the Flood Disaster.

Council will assess all EOIs and Detailed Applications received in accordance with the eligibility criteria and the Policy.

Any decision made by Council on any EOI and/or Detailed Application is final.

5. DEFINITIONS

In this document, the following terms have the meaning as set out below:

5.1 Applicant means the Owner

5.2 Owner means the individual corporate entity or structure with ownership and rights to the business.

5.3 Policy means the McKinlay Shire Council Small Business Grant Policy

5.4 Related person or entity means a person or entity related to the Owner through familial ties or, for a corporate entity, as set out in sections 50 and 50AAA of the Corporations Act 2001 (Cth).

5.5 Small business means a business registered and operating within the McKinlay Local Government area with less than ten (10) employees (full time, part time or casual) as at the time of the Flood Disaster, the operation of which generates the primary source of income for the Owner.

6. HOW TO APPLY

Each Applicant should apply in writing and address each of the eligibility criteria, including supporting documentation which includes evidence that the Applicant is a small business operating within McKinlay Shire. Written applications should be forwarded to John van der Meer.

John van der Meer
Community Services Team Leader
John.vandermeer@mckinlay.qld.gov.au
07 4746 4203
0452 131 331

7. AUTHORISATION & RESOLUTION

This Procedure bearing my initials was duly adopted by Council as McKinlay Shire Council Small Business Grants Procedure on the 16th July 2019 by Council Resolution 016/1920. This shall hereby supersede and previous policies of the same intent.



Chief Executive Officer

11/8/19
Date

THIS PROCEDURE IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL.

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