



**DISTRICT COUNCIL OF  
KIMBA**

**SMALL BUSINESS GRANTS  
PROGRAM  
GUIDELINES AND  
APPLICATION**



[www.kimba.sa.gov.au](http://www.kimba.sa.gov.au)

[council@kimba.sa.gov.au](mailto:council@kimba.sa.gov.au)

**2024-25**

## DOCUMENT APPROVAL

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**This document has been endorsed and approved for use by:**

*Debra Larwood*

Debra Larwood  
Chief Executive Officer

13 March 2024

Date

### Document Version Control

<b>Document Name:</b>	Small Business Grants Program 2024-25 Guidelines and Application
<b>Document Status:</b>	Final
<b>Version Number:</b>	2
<b>Author:</b>	Mel Garibaldi, Economic Development Manager
<b>Authorised By</b>	Deb Larwood, Chief Executive Officer

### Change History

<b>Version</b>	<b>Issue Date</b>	<b>Author</b>	<b>Reasons for Change</b>
1	08/03/2023	Mel Garibaldi	Document Development
2	13/03/2024	Mel Garibaldi	Review

## **Introduction**

The District Council of Kimba Small Business Grants Program (the Program) has been established to support businesses that aspire to the Council's strategic directives of "support the development of business and employment".

The Program will support small businesses that are seeking to:

- create new employment opportunities
- support local employment growth and
- further expand their business and build on their already successful business model and growth potential.

## **Eligibility Criteria**

Businesses must fulfil the following conditions to be eligible for funding:

- be located within the District Council of Kimba area;
- hold a current Australian Business Number (ABN);
- have 20 or fewer full-time equivalent employees (excludes casuals);
- demonstrate solid growth or market potential;
- hold all appropriate permits and licences; this will include but is not restricted to building and planning permits, health, and any other statutory permits or licences that are required for the business to be legal;
- Council rates must be paid and up to date, or a payment plan in place;
- hold current public liability insurance and provide evidence of insurance when applying;
- not be in breach of any state/territory or local government law or regulation;
- Demonstrate their own contribution to the project, whether financial, in-kind or by some other means and must match the amount of the grant with cash, material or other in-kind support towards the program on a \$1:\$2 basis.

## **Ineligible Projects**

The following projects have been deemed ineligible to access the Small Business Grant funding:

- Projects that have commenced
- Projects that already have Council funding mechanisms in place or were previous recipients of the National Radioactive Waste Management Facility Community Benefit Program funding.
- Projects in which funds will be used for the following
  - Payment of salaries
  - Payment of everyday expenses or general bills, for example, rent, rates, land taxes, insurance or utilities.
  - Fundraising or sponsorship
  - Political activities
  - Academic or conference costs
  - Interstate or overseas travel

## **Business Contribution Breakdown**

As part of your application, it is essential to detail your business's contribution towards the proposed project. This demonstrates your commitment and ensures a collaborative effort in achieving the project's goals. Contributions can be financial, in-kind, or through other means, and must match the grant amount on a \$1:\$2 basis.

### **Contribution Requirement Explained**

For every dollar your business commits to the project—whether through cash, materials, or other in-kind support—the grant will contribute two dollars. This means if your project's total cost is \$3,000, your business needs to provide \$1,000, which could be a combination of cash, materials, or services, with the grant supplying the remaining \$2,000. This 1:2 ratio ensures a shared investment towards your project's success, underlining the importance of your commitment alongside the grant's support to maximise the project's impact.

### **How to Demonstrate Your Contribution**

**Financial Contribution:** If your contribution is in cash, please outline the total amount you intend to contribute and how these funds will be allocated within the project. Attach bank statements or financial documents that earmark these funds for the project.

**In-Kind Contribution:** For contributions in the form of goods or services, describe the items or services to be provided and their relevance to the project. Include an estimated value for each, ensuring the total meets the required contribution ratio. Provide quotes or market evaluations to substantiate these values.

**Other Means of Support:** If your contribution includes other forms of support (e.g., volunteer hours, equipment usage), detail the nature of this support, its direct relevance to the project, and an estimated value. Documentation or calculations supporting these valuations should be attached.

### **Documenting Your Contribution**

Provide a clear and detailed list of all contributions, including the type, value, and how each directly supports the project objectives.

Attach relevant supporting documents, such as receipts, quotes, valuations, or signed declarations of intent to contribute specific goods or services.

Ensure the total value of your contribution meets or exceeds the required match for the grant (\$1:\$2 basis), showing your commitment to the project's success.

**Include this breakdown in your application form, under the project information section. Ensure all documentation is clear, legible, and adequately supports the contributions claimed.**

## Available Funding

Grants of up to \$5,000 are available, with an organisation eligible to receive only one grant per annual funding round. **The Grant does not include GST and will not cover GST expenses.**

## How to apply

Applications are available at the Council office or via Council's website – [www.kimba.sa.gov.au](http://www.kimba.sa.gov.au). Completed applications should be forwarded via email to [mel.garibaldi@kimba.sa.gov.au](mailto:mel.garibaldi@kimba.sa.gov.au), or via post to PO Box 189, Kimba SA 5641, or in person to the Council office by the application closing date of 5pm on Friday, 10<sup>th</sup> May 2024.

### *Current Grant Round*

Round opens:	Monday 18 <sup>th</sup> March 2024 at 9am
Round closes:	Friday 10 <sup>th</sup> May 2024 at 5pm
Assessment date:	12 <sup>th</sup> June 2024, subject to the 2024-25 budget being adopted at the June Ordinary Meeting of Council
Outcomes advised:	By end of June 2024
Project Completion:	All successful projects must be completed by 30 June 2025
Funding Acquittal:	Must be completed within one month of project completion or 30 June 2025, whichever comes first

## Assessment of Applications

Applications for the Small Business Grants Program will be assessed according to the criteria and presented to Council for consideration following the closure of the funding round.

## Further Information

Please contact the Economic Development Manager if you require further information, assistance with completing your application, or if you would like to discuss any aspect of your project on 08 8627 2026 or email [mel.garibaldi@kimba.sa.gov.au](mailto:mel.garibaldi@kimba.sa.gov.au).

## Funding Acquittal

A funding acquittal form is required to be completed upon finalisation of the project. This form verifies that the funds have been used in accordance with these guidelines and the project budget in the application form. It also provides Council with valuable feedback on how your project and the community have benefited from the Community Grants Program. In addition, any unspent funds are required to be returned to Council. **The acquittal must be completed within one month of project completion or 30 June 2025, whichever comes first.**

## Organisation Information of the Applicant

1. BUSINESS DETAILS	
Legal Entity Name:	
ABN Number:	
Industry Details – ANZSIC Code	
Address:	
Suburb:	Postcode:
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name: (first Name and Surname)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>
Title (your role with the group/organisation):	
Address:	
Phone:	Home/Work: Mobile:
Email:	
3. BUSINESS DETAILS	
What is your organisation's estimated annual operating budget? \$	
How many registered employees do you have?	
a) Full-Time:	
b) Part-Time:	
c) Casuals:	
4. IF THE BUSINESS IS AN ACCOMMODATION BUSINESS	
Accommodation Type:	
Capacity:	

## Organisation Information (continued)

### 5. BANKING INFORMATION

Full Account Name:	BSB:
Financial Institution Name:	Account Number:

### 6. INSURANCE DETAILS (You must supply a copy of your insurance certificate)

Type of Cover	Insurer	Expiry Date	Amount of Cover

## GST Declaration

I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.

Does your business have an ABN ABN Number -----	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your business registered for GST	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Project Budget Information

Total cost of Project (Ex GST)	\$
Amount of Small Business Grant Funding Requested (Ex GST)	\$

<b>EXPENSES BREAKDOWN</b> Itemise your proposed expenses for the project, clearly specifying each expense. Where available, include quotes to support these cost estimates.	<b>\$ AMOUNT to the nearest whole dollar (excluding GST)</b> <b>Quotes of expenses need to be submitted with the application</b>
Item	\$
Item	\$
Item	\$
Item	\$
Item	\$
Item	\$
Item	\$
<b>TOTAL (excluding GST):</b>	<b>\$</b>

Please provide a breakdown of your organisation's contribution to the project:

<b>DESCRIPTION</b>	<b>\$ AMOUNT (excluding GST)</b>
Cash	\$
Materials	\$
Service	\$
<b>TOTAL (excluding GST):</b>	<b>\$</b>
<b>NON-CASH CONTRIBUTION BREAKDOWN</b> For each non-cash contribution (material and service) your organisation is making to the project, please provide a detailed breakdown of its estimated value. Ensure to describe how you calculated these values to help us accurately assess your commitment and the total investment in the project.	<b>Materials</b>
	<b>Service</b>



## Project Information

Name of Project Requiring Funding	
Estimated commencement date of Project.	
Estimated completion date of Project.	
Location of Project:	Number/Street: Suburb: Postcode:

### Project Summary or Description

*The description should describe concisely what the project will do and how it will be undertaken:*

#### Attachments

- There are no attachments relating to the Project Scope.
- The following documents are attached relating to the Project Scope:
1. Document Name
  2. Document Name
  3. Document Name

### **Business Description**

*Provide a description of your business and services offered:*

### **Benefits and Outcomes of the Project**

*Provide a description of the benefits and outcomes of the proposed project to the District Council of Kimba and/or the wider community:*

## Application Declaration

Please read, tick the boxes and sign:

- I acknowledge that I am authorised to make this application on behalf of the Organisation.
- I acknowledge that the information provided in this application is true and correct.
- I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the District Council of Kimba Small Business Grants Program.
- I acknowledge that, should this Application be successful in obtaining Small Business Grant funding, our Organisation must complete the acquittal and reporting requirements.
- I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the District Council of Kimba Business Grants Program may request further information.
- By signing this form this organisation gives the District Council of Kimba permission to use details of this project and photos in any media or publicity pertaining to the Small Business Grants Program
- I have enclosed a copy of my business insurance certificate and any quotes required.

On behalf of \_\_\_\_\_ (Business Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)