

Grow Now – Investment Attraction Fund Guidelines

Part of the:

*Restart Mandurah Now
Industry and Business Incentive Scheme*

Grant	Grow Now – Investment Attraction Program
Deadline	Open round until 31 May 2022
Application Details	Applications must be submitted by SmartyGrants

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1 Restart Mandurah Now – Industry and Business Incentive Scheme

Scheme Introduction

Based on the best health advice for WA and the National Cabinet principles, the City of Mandurah has aligned its effort to 1. **Respond**, 2. **Restart** and 3. **Transform Mandurah** beyond COVID-19.

At a Special Council Meeting on 12 May 2020, Council endorsed Restart Mandurah which focuses on reigniting Mandurah’s economy to counteract the impacts of the pandemic. Restart Mandurah has three key initiatives to support the community including a \$5 million Restart Mandurah Fund.

The proposed business grants program has been developed to incentivise private sector activity to deliver on the City’s economic agenda, specifically growing the economy and building business sustainability and capacity.

The City recognises and embraces the transformative role that business play in building thriving communities that are intertwined with improving economic and job prospects locally. This acknowledgement is even more important in the opposing environments where Transform Mandurah’s first projects are visibly underway and attracting investment interest; while the mixed effects of COVID-19 continue to impact our community.

To leverage the current environment to support local businesses and attract further investment into Mandurah, a *Restart Mandurah Now* Industry and Business Incentive Scheme is proposed. This program aims to attract investment from various sized businesses to deliver economic objectives for Mandurah and its City Centre.

The three proposed funding streams for the program are:

1. Ready Now – Business Capability Fund
2. Grow Now – Investment Attraction Program
3. Activate Now – City Centre Business Incentive Program

Restart Mandurah Now - Industry and Business Incentive Scheme				
Funding Stream	Ready Now Business Capability Grants	Grow Now Investment Attraction Program	Invest Now Investment Proposals (EoI)	Activate Now City Centre Business Incentive Program
Application Rounds	Open Non-competitive	Open Non-competitive	Open Non-competitive	Open Non-competitive (2 rounds pa – Oct & March)
Total Fund	\$100,000 pa (2yrs)	\$250,000 pa (2yrs)	Undetermined	\$150,000 pa (2yrs)
Maximum Grant	\$15,000	\$50,000	Subject to Proposal	\$15,000
Matching Funds	50%	50%	Subject to Proposal	50% encouraged
Approval Process	Assessment Panel	Assessment Panel	Council	Assessment Panel

Scheme Benefits

The overarching benefits of the program is to entice and/or attract business and industry to mobilise and/or expand in the City of Mandurah to reverse the negative impact of Mandurah's struggling economy. In particular the program aims to address the following areas of concern:

- high unemployment and under employment;
- lack of residents who work locally;
- lack of industry diversity;
- limited education and training outcomes; and the
- ability to attract and retain young people

Each of the 3 streams (Ready Now, Grow Now & Invest Now and Activate Now) have additional unique benefits that they seek to address. These are:

1. **Ready Now:** Improve the number of local businesses that can participate as suppliers of goods, services and works to the City of Mandurah and the market in general.
2. **Grow Now & Invest Now:** Increase investment and development of Mandurah's economy which provide and grow a diversity of employment, industries and enterprise in Mandurah.
3. **Activate Now:** Increase investment by business in City Centre public and private spaces; and improve the quality and scale of unique activities and products that increase foot traffic and add vibrancy to the City Centre during the day and night.

2. Grow Now – Investment Attraction Program

Introduction

Mandurah is a special place to our community and since the end of 2018 over 2000 Mandurah residents contributed to creating a new shared vision for Mandurah. This vision is reflected in the new [Mandurah Matters Strategic Community Plan 2020-2040](#) and identifies Economy as a key area of importance.

Addressing the various external influences such as those identified in the Plan (outlined above in *Scheme Benefits*) requires a comprehensive approach across community and all levels of government. This program targets facilitating and leveraging private partnerships to achieve improved local economic outcomes with due consideration to environmental impacts.

The Grow Now Program has two streams:

1. Grow Now Grant applications – open rounds non-competitive (assessed individually).
2. Invest Now Expression of Interest Proposals – open rounds non-competitive.

Both streams' objectives and criteria are the same, however the Invest Now EOIs are for larger projects with a value of over \$50,000.

Visit the City's website for more information on [Invest Now Proposals](#).

3. Definitions

Below is a summary of some of the important defined terms that may be used in this Grant Guidelines:

Attachments:	The documents you attached as part of your Application
City:	City of Mandurah as the organisation responsible for issuing this Grant.
Grantee	The person or persons, corporation or corporations who is accepted by the City of Mandurah, including the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
Application:	Your Grant Application
Grantor	City of Mandurah.
Grant Guidelines	This document.
Selection Criteria/ Qualitative Criteria:	The Criteria used by the City of Mandurah in assessing your Application

4. Objective of the Grant

The objectives of the Grow Now grant is to incentivise and attract investment and development of Mandurah's economy which provide and grow diversity of employment, industries and enterprise in Mandurah.

Program Objectives include:

- Attract business investment aimed at stimulating sustainable economic growth
- Increase sustainable local job creation and industry diversification
- Improve business and industry involvement in building Mandurah's capacity and capability
- Encourage business and industry involvement in achieving improved pathways to education and learning outcomes in Mandurah.

5. Grant amount and grant period

Grant Amount

Grow Now Grant applications:

- Total grant amount of \$250,000 per year for two years.
- Applications can request up to \$50,000 per year for up to two years, with 50% matched funding encouraged.
- Applications will be determined by the Grants Assessment Panel.
- Grants will be approved by the Director Strategy and Economic Development in accordance with the Financial Authorisation Limit Listing within the Council Procurement Policy.
- Any applications that are considered outside of the funding parameters will be referred to Council for a decision.
- Applicants must meet the objective and criteria to be considered for funding.
- In-kind contributions are not considered as part of the application.

Grant/Project period

The Grant Periods are as follows:

- Year 1: 9 October 2020 – 30 June 2021
- Year 2: 1 July 2021 – 30 June 2022

- Funds awarded in Year 1 must be expended by 30 June 2021, unless prior written agreement with the City's Governance Section.
- Funds awarded in Year 2 must be expended by 30 June 2022, unless prior written agreement with the City's Governance Section.

Multi-year applications in 2020/2021:

- A multi-year application can be submitted for a maximum of \$50,000 with a delivery time commencing in the Year 1 timeframe as long as expenditure and project is completed by 30 June 2022.
- Multi-year applications that require over \$50,000 grant funding will be required to submit an Expression of Interest via [Invest Now program](#).

Payments are aligned to project milestones and second year funding (for multi-year applications) is subject to first year's reporting on successes, lessons and modifications.

Applications for the 2021/22 Financial Year must be lodged by 31 May 2022.

All grant activities or programs must be completed by 30 June 2022 unless prior written agreement. The Grants must be Acquitted in accordance with Funding Agreement.

6. Eligibility activities

The grant funding can be used for the following activities:

- Project stimulates sustainable economic growth
- Project's capacity to increase sustainable local job growth
- Project attracts or diversifies Mandurah industry (from new or established enterprises)
- Project's alignment with [Strategic Community Plan 2020-2040](#) initiatives

Examples included, but not limited:

- New product added to existing service or production
- Business Expansion
- Automatisation
- New technologies
- New equipment

7. Ineligible activities

The grant funding can not be used for the following:

- Land and property acquisition
- Buildings or extensions, alterations or improvements to a building
- Purchase of vehicles
- Internal research and development activities, marketing and advertising activities
- Employment of staff or payment of wages
- Operational overheads (such as rent, insurance, phone, internet)
- Activities for which funding has been provided by State, Federal or Local Governments
- Retrospective activities - the funding for the program or activity must occur during the grant period and must not have been undertaken prior to submitting a grant application
- Support legal action or legal fees
- Use of consultants must be at arm's length from the applicant
- In-kind contributions

8. Eligibility criteria

Who is eligible?

Applications must meet the eligible criterion:

- Your business must be located within the City of Mandurah district or you must be planning to re-locate to Mandurah
- Have an Australian Company Number (ACN) or an Australian Business Number (ABN) and be solvent
- Be a for-profit organisation and trading for a minimum of two year
- Be classified as a small or medium sized business employing up to 199 people
- Have all appropriate insurances and licences
- Applicants are only eligible for one application each year
- As part of the application process, the business must verify that will remain in the district of Mandurah for the next two years
- Must make a declaration of solvency

Who is not eligible?

An Application will be rejected without consideration if:

- Not-for-profit organisation or charitable entity
- Local, State or Federal Government
- Employee or councillor of the City of Mandurah
- Have an outstanding debt the City of Mandurah
- Applicants who have previously received funding under this Grant program
- Funding received for the same program from any third party

9. How to apply

Attachments to the application

The following documents must be attached to your application:

- Copies of most recent financial statements (two year)
- Copies of quotes from suppliers/consultants in relation to the funding
- Current Insurance certificate – Product and Public Liability, Professional Indemnity,
- Letters of Support
- References

Applicants must note that references and letters of support cannot be obtained from City, the Mayor or Councillors.

How to apply

Applications must be submitted electronically via SmartyGrants, with applicants completing the questions and attaching documentation as required.

- Create a login using an email address and password that will be used for the duration of the grant process (first time users only).
- Login and commence your application online.

Contact Officer

Natasa Perovec

9550 3946

Natasa.Perovec@mandurah.wa.gov.au

10. Assessment Process

Applications will be assessed progressively as they are received during the course the financial year.

Grants Assessment

The process for grants assessment is below:

Stage One

Applications will be initially reviewed by the City to ensure the application meets the eligibility criteria. Applications that do not meet the eligibility may be set aside at this stage. The City may request additional information from the applicant during this phase.

The initial grant assessment ensures that the application meets the eligibility criteria, and will address the following matters:

- Application meeting the eligibility criteria;
- Application for an eligible activity or program; and
- Application responded to all questions and provided attachments as requested.

Stage Two

Applications that meet the eligibility criteria will be referred to an internal Grants Assessment Panel which meets once per month (or as needed) to consider applications as they are received. The City may request additional information from the applicant during this phase.

Applications are assessed against their eligibility, the grant objectives and the following evaluation criteria as set by Council in accordance with the Grants and Funding Council Policy:

- Alignment with the Strategic Community Plan 2020-2040
- Commercial soundness (Market needs, opportunity, solution, implementation strategy)
- Business readiness (Organisational capacity to deliver proposed project)
- Local impact
- Risk.

Financial capability assessment and risk

The City will also assess each application based on financial capability and risk.

Financial capability

In order to assess an Applicant, the City may have access to and consider:

- a) any financial risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by an external agency or suitably qualified City financial officer; and
- c) any information produced by the Bank, financial institution, or accountant of an Applicant.

Applicants may be required upon request to provide to the City (or its nominated agent) all such information as the City reasonably requires to satisfy itself that Applicants are financially viable and have the financial capability to provide the Project for which they are applying and to otherwise meet their obligations under any proposed Agreement.

The City reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality.

Risk

The City reserves the right to reject any shortlisted Applicant on the basis of presenting an unacceptable risk to the City, which may have resulted from any of the assessment methods or tools described in this document.

11. Notification of application outcomes

The City will endeavour to notify Applicants within two months of the outcome of their Application via the email address provided in the Application form submitted through SmartyGrants.

All Applicants will be offered an opportunity to request feedback on their Application.

12. Successful grant applications

Funding agreement

Approval of funding is subject to the Applicant agreeing to reporting requirements and entering into a Funding Agreement with the City.

Payment of the grant

The Grow Now – Industry Attraction Fund is a re-imbusement grant and therefore successful Applicants will need to pay for the activity before making a claim for the approved grant.

Payment will be made on submission of a Tax Invoice to the City of Mandurah for the GST exclusive value of the grant and this must be accompanied by copies of invoices and receipts as proof that the activity has been paid for in line with the Application and the Funding Agreement.

The City must receive the claim for payment by 30 June 2022. If a claim for payment is not received by this date, the grant approval may lapse and the funding agreement terminated. The City at its discretion may extend the program.

Payment will be made by the City of Mandurah with 7 days.

Reporting Requirements

All funding recipients will require to submit project information to the City to ensure funds are utilised for the agreed purpose and to assist the City collate the benefits associated with the Scheme as a whole. All reporting requirements and timeframes will be included in funding agreements and include but not limited to:

- Employment opportunities
- Percentage of suppliers and funds directed to Mandurah suppliers versus non-Mandurah suppliers
- Total project actuals
- Financial documentation
- Applicant feedback (e.g. sustainability and capability improvements).
- Participant feedback (for relevant projects only).

City Evaluation

The City may contact the successful grant recipient up to 12 months after the completion of the Project/program to obtain additional information to ensure objectives were met.

13. Conditions of Grant Application

No obligation to enter into Agreement

This document is not to be construed as making any express or implied representation, undertaking or commitment by the City that it will enter into a binding agreement with any Grant Applicant.

The City may discontinue or suspend the Grant process at its sole discretion, at any point of the Grant Application or Evaluation process. The City may determine there are no suitable Grant Applicants.

What the City may do

In addition to the above, the City reserves the right, at its discretion, to:

- reinstate or vary this document at any time
- repeat any stage in the document
- include a review process as part of the document
- supplement, modify or replace the document
- extend the Deadline
- exclude any Application from further consideration once the City has considered it
- decline to answer queries from an Applicant that are deemed inappropriate
- evaluate Applicants in such a manner as the City regards appropriate
- allow an Applicant to withdraw from this document
- enter into a Funding Agreement in accordance with this document
- conduct a security, probity or financial check on an Applicant for the purpose of evaluating an Application; at the cost of the City
- negotiate with an Applicants after it has been chosen as the successful Applicant or preferred Applicant; and
- take other action as the City considers, at its discretion, appropriate in relation to the process described in this document.

Ownership of documentation

With the exception of a Grant Applicant's existing copyright and other intellectual property rights, all documents and information submitted by a Grant Applicant as part of or in support of an Application shall become, on submission, the absolute property of the City and will not be returned to the Grant Applicant at the conclusion of the grant process.

Canvassing of Councillors or Officers

If a Grant Applicant, whether personally or by an agent, canvasses any of the City's Councillors or Officers with a view to influencing the acceptance of the Application made by it or by any other Applicant, then regardless of whether the canvassing had or may have had any influence on the acceptance of such Application, the City may at its discretion omit the Application from further consideration.

Conflicts of interest

By completing the Application, the Applicant warrants that unless otherwise stated in its Application, to the best of its knowledge at the date of submitting an Application, no conflict of interest exists or is likely to arise in relation to the Grant during the evaluation period or (if the Applicant is awarded the Grant) during the Project period between the City and the Grantee, its employees or any proposed Sub-Contractors.

Should a conflict of interest or risk of conflict of interest arise at any time during the Assessment or Project period the Applicant must immediately notify the City in writing of that conflict of interest or risk of conflict of interest. The Applicant acknowledges that the City may, in its absolute discretion, determine that such a conflict of interest renders the Applicant's Application not eligible to continue in the process.

