



'Ready to Reopen' Grants Application Guidelines

Introduction

Shell's QGC Business Navigator program is proud to support local businesses impacted by the COVID-19 pandemic.

The grants of up to \$5000 are aimed at assisting small businesses in the Western Downs region as they adapt to a new operating environment, while stimulating local spend. In particular, we want to assist businesses to ensure they can reopen and stay open.

Who can apply?

To apply, your organisation must be:

- A for-profit business with a registered ABN operating in the Western Down. Your organisation must have had a local operational presence for at least one year.
- A for-profit business with an annual turnover of no more than \$2 million.

Project Eligibility

- The nominated project must be for the benefit of your business located in the Western Downs.
- It is strongly encouraged that goods and services are sourced from within the Western Downs for the delivery of your project (E.g. engaging a local builder to complete shopfront upgrades). If this is not possible priority should be given to sourcing from nearby areas wherever possible.
- The project must be a short-term, one-off project, service or event. Projects must be completed within 3 months and not require ongoing support or funding to be sustained.
- Your application must not rely on the success of a separate grant application you have made to another organisation or government body, unless you have confirmation your application is successful. In this case, you should attach evidence of the confirmation.
- You should have a reasonable expectation that your business will continue to operate for at least 18 months after receipt of a 'Ready to Reopen' grant.
- While local businesses are encouraged to support TSBE and local Chambers of Commerce, the program is not restricted to members.

Example projects may include:

- Establishment or updating a website or online presence
- Obtaining professional advice regarding human resources or IT
- Training costs associated with reskilling staff

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- Repairs and maintenance incl reconfiguring the interior of premises to meet social distancing requirements
- Unexpected cleaning costs as a result of COVID-19
- Servicing commercial kitchen equipment such as ovens, stoves, coffee machines after extended non-use

Projects will be considered ineligible if they are:

- Entities that do not hold an ABN
- Political contributions, business memberships and requests from religious organisations for religious purposes.
- Ongoing costs or retrospective project costs. This is to optimise new, local spend.

Conditions of Funding

- Only applications using the standard application form will be accepted. Applications must be received by the closing date.
- It is expected that businesses will be advised of their application outcome by email on 6 July 2020.
- If you are unable to obtain quotes in time for your application to be submitted, you will be required to provide these before any monies are paid, if your application is successful.
- You agree to provide relevant documentation to Business Navigators such as invoices, receipts and photographic evidence, for acquittal purposes.
- Shell’s QGC Business Navigators Program reserves the right to request financial statements from the applicant (for any project or activity) at any time.
- You will need to provide evidence from the property owner confirming their approval if the proposed project involves a property that the applicant does not own.
- You understand that any approved application is subject to due diligence before monies can be paid.

You will notice in the application form that we collect information around senior members of your organisation. Providing this information, particularly around the involvement of any government officials, will assist us to assess your application in a timely manner. Having a government official involved in your organisation does not preclude a business from obtaining funding.

The definition of a ‘Government Official’ is:

- An official or employee of any government, or any agency, ministry or department (at any level) – including local government.



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- A political party or any official of a political party, including candidates for political office.
- An immediate family member (that is, a spouse, dependent child, parent or household member) of any of the above.

Applications will be undertaken online via SmartyGrants.

Please visit <https://shellaustralia.smartygrants.com.au/BusinessNavigators> and follow the prompts to register and begin your application.

Application Process

If your project meets the eligibility criteria and conditions set out in these Guidelines, please visit <https://shellaustralia.smartygrants.com.au/BusinessNavigators> and follow the prompts to register and begin your application .If you have any questions or would like further information, please contact the Grants Administrator, Business Navigators.

Email: grants@navigatorwesterndowns.com.au

Important Dates

Funding Round Opens	Funding Round Closes	Successful applicants advised
8 June 2020 (Midnight AEST)	22 June 2020 (Midnight AEST)	6 July 2020

Business Navigator Western Downs is a business growth advisory service partnering with owners of new and developing businesses in the Western Downs to accelerate their growth. The service is a partnership of Shell's QGC business and Toowoomba and Surat Basin Enterprise.

Our team provides strategy, finance and marketing advice as well as hands-on assistance to help develop strategy and achieve business objectives.

