

## SECTION 356 SMALL GRANTS (ACCESS INCENTIVE) GUIDELINES

### Program Overview

As part of the Community Resilience Fund – COVID-19 Recovery Package (Invigorate Gunnedah), Gunnedah Shire Council is pleased to open a special grant round, aimed specifically at supporting businesses and community groups to enhance access for people with disability within their premises. A grant of up to \$2,000 (GST exclusive) is available to each successful applicant for relevant projects in this round. Innovative access projects are encouraged.

Projects may include the installation of an access ramp to the business or shop front, redesign of marketing collateral (i.e. menus) to appeal to broader demographic, changes to the fit out of premises to enhance manoeuvrability, access and safety for wheelchairs, people with temporary mobility challenges, etc. The Gunnedah Shire Missed Business Guide is a valuable resource to assist organisations and business to identify potential projects for funding. A copy of the Missed Business Guide is available at [www.gunnedah.nsw.gov.au](http://www.gunnedah.nsw.gov.au).

### Eligibility

Businesses and community not-for-profit organisations physically located in the Gunnedah Shire are eligible to apply

- A maximum grant request of \$2,000 (GST exclusive) is available per applicant
- A minimum of 25% co-contribution towards the total project cost, is required
- Given the limited funding pool, only one application is permitted per premises
- At least one (1) written quote must be provided to support the application
- Projects must be completed by 30 June 2022

### Criteria

Applications must have an access and inclusion focus and are required to meet at least one of the following criteria:

- Assists businesses and organisations to meet legal responsibilities in relation to access and universal design
- Will result in increased potential to attract and retain customers and clients with temporary or permanent disability or impairment
- Seeks to address issues of access and inclusion
- Improves access for people with temporary or permanent disability or impairment
- Has an education and training focus
- Demonstrates an innovative and creative approach to addressing access issues

Applications are assessed by the Section 356 Small Grants (Access Incentive) Assessment Panel with funding recommendations based on eligibility and the project's benefit to enhancing accessibility.

## **Application Form Overview**

The form is designed to give the S356 Small Grants (Access Incentive) Assessment Panel an understanding of the applicant's proposal/request for assistance. While there are some general questions to be answered, applicants are strongly encouraged to upload/supply additional information and design images to assist in selling their idea.

For more information about the Access Incentive Grant, visit [www.gunnedah.nsw.gov.au](http://www.gunnedah.nsw.gov.au) or contact Council's Community and Social Planner on (02) 6740 2100 or [council@infogunnedah.com.au](mailto:council@infogunnedah.com.au).

## **CLOSING DATE – 5.00PM FRIDAY 28 MAY 2021**

Gunnedah Shire Council  
PO Box 63  
GUNNEDAH NSW 2380

*For further enquiries please contact Council's Community and Social Planner on 02 6740 2100 or [council@infogunnedah.com.au](mailto:council@infogunnedah.com.au)*

### SECTION 356 SMALL GRANTS (ACCESS INCENTIVE) APPLICATION

Date: .....

#### PART A – GRANT AMOUNT REQUESTED

Grant funds sought (GST excl): \$..... Total Project cost: \$..... (GST excl)

\* Maximum grant available is \$2,000 (GST excl)

\* Applicants are required to contribute a minimum of 25% of total project cost)

#### PART B – CONTACT/ELIGIBILITY DETAILS

Name of Business/Organisation: .....

Address: .....

Postal Address: .....

Key Contact Person: .....

Position: .....

Telephone: ..... Mobile: .....

Email: .....

Business/Organisation email (if different from key contact email) .....

Business/Organisation Facebook Address: .....

ABN # (If applicable): .....

Registered for GST?  Yes  No

Is this organisation?

- A Business  Yes  No
- Non for profit/Registered Charity?  Yes  No
- Physically located in the Gunnedah Shire?  Yes  No
- Incorporated under the Associations Incorporations Act 1984?  Yes  No



### PART C – BUSINESS/ORGANISATION DETAILS

Provide a brief overview of your business/organisation: (retail, manufacturing, produce, community etc)

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When did your business/organisation commence trading/operating? .....

Do you employ staff?     Yes             No

                    How many permanent staff? .....    How many casual staff? .....

Do you have volunteers?  Yes             No            If yes, how many? .....

### PART D – PROJECT DETAILS

Provide a brief description of your project. I.e. What will the funding be used for? (No more than 250 words)

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Are you requesting funds for: (Tick all that apply)

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Equipment?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Marketing/promotional material?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Structural modifications to your business/shop/office? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Signage?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other? (if so what?)                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- .....

Does the project require a development application/Development Consent?    Yes    No    Don't know

How will the project enhance accessibility for your customers/clients?

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Have you commenced the project?       Yes                       No  
 (\* Funding will not be granted for works already commenced or purchased)

### PART E – PROJECT BUDGET

(Please outline in the table below the total project cost up to a maximum of \$2,000, and income, including how you propose to spend the grant funds requested from Council)

Expenditure	
Item (Please list each individual item, if applicable) – If Council is unable to fund the entire amount sought, an itemised list may assist with partial funding decisions.	Amount (GST Excl)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Sub Total</b>	\$
<b>GST Amount</b>	\$
<b>TOTAL EXPENDITURE</b>	\$

Income	
Source	Amount (GST Excl)
Section 356 (Access & Incentive) Grant funds requested from Council:	\$
Applicants co-contribution:	\$
Other funding Sources (please list):	\$
	\$
<b>Sub Total</b>	\$
<b>GST Amount</b>	\$
<b>TOTAL INCOME</b>	\$

**Please note: Income and Expenditure tables should balance (be equal)**

**If successful it is expected that Council's contribution is acknowledged in your annual financial statement and publicity material**

Given the round is highly competitive, funding for entire projects may not always be possible. If your application is successful, but only certain items are approved under the Grant, will your business/organisation still go ahead with the project?  Yes  No

If **No**, why not?

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**Please Attach:**

1. Quotes or pricing estimates to validate project costs
2. Design, drawings or pictures to support your application
3. Any relevant approvals to support or enhance your application

(Please note at least one quote is required for all applications)

Name: .....

Position: .....

Signature: ..... Date: .....

## Section 356 Small Grants (Access Incentive) Declaration of Expenditure (Submit only on completion of the project)

Financial Year Grant Awarded:        /        /

Date: .....

### DETAILS OF APPLICANT BUSINESS/ORGANISATION

Name of Business/Organisation: .....

Address: .....

Postal Address: .....

Key Contact Person: .....

Position: .....

Telephone: ..... Mobile: .....

Email: .....

### ACCOUNTABILITY REQUIREMENTS

Where the grant is \$2,500 or less, the organisation must at the conclusion of the Project complete this declaration (provided by Council) certifying that the grant was spent on the purpose(s) for which it was granted.

### DECLARATION

I (please print name) ..... declare that the Business/Organisation as detailed above spent the grant amount of \$..... as granted by Gunnedah Shire Council under Section 356 of the NSW Local Government Act 1993 specifically for the project, program or initiative as detailed in our Organisations application, dated ..... and as per the attached associated receipts/invoices.

Name: .....

Position: .....

Signature: ..... Date: .....