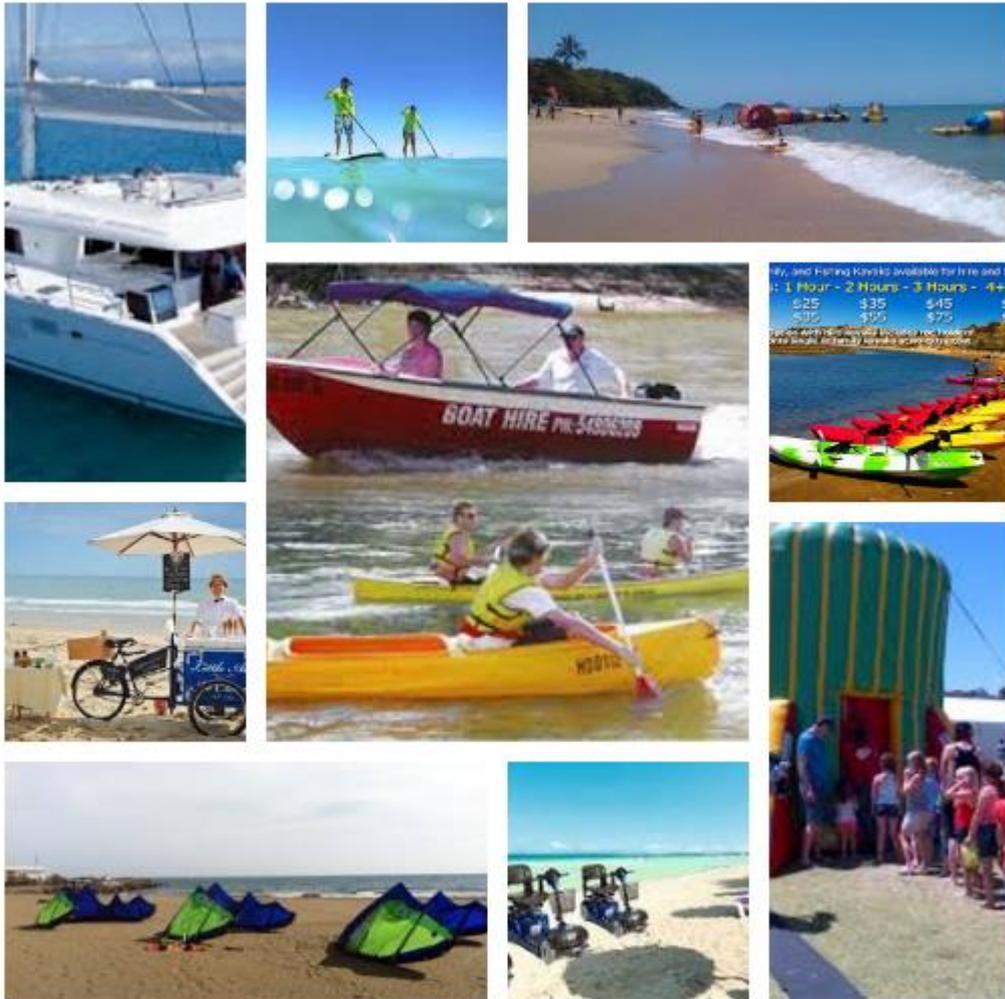




lifestyle location of choice

Business Creation & Jobs Grant



Copper Coast Council

Business Creation & Jobs Grant Telephone Enquiries: 8828 1200

Email: info@coppercoast.sa.gov.au

Contents

1. Introduction	3
2. Available Assistance.....	3
3. Eligibility	5
3.1 Who Can Apply	5
3.2 Essential Criteria.....	5
3.3 Required Information	6
4. Decision Making Criteria, Assessment and Approval	6
4.1 Key decision making criteria	6
4.2 Assessment and Approval.....	7
5. Keydates	7
6. How to Apply	8
6.1 Confidentiality and commercial-in-Confidence Considerations.....	8
6.2 Copyright	8
6.3 What to Submit.....	8

1. Introduction

The Copper Coast Council has established a Business Creation & Jobs Grant to support the development of new economic and job generating activities in the Copper Coast. This program is part of the 2017-18 budget and the program will be built into the Council's future growth and marketing strategy. This program provides new job creating businesses an opportunity to obtain a grant up to a level that is equivalent to the general rates they would pay from the time their venture opens until 2021.

This program aligns with the State Governments Job Accelerator Scheme and will encourage the creation of tourism products, required by our industry, in business plans or identified by the YP tourism audit. The grants will be assessed on a case by case basis with the level of the grant based on the proposed new business's direct and indirect job creating and economic benefit. Part of this assessment will consider any impact on existing Copper Coast businesses.

Therefore applications are sought to create ongoing new business or jobs in the Copper Coast.

A key focus of this program will be tourism, food and wine. This includes proposals which will create jobs through investment in new or expanded food or beverage operations and investment in new or expanded tourism facilities and experiences which will attract inbound visitors.

This document provides guidance for Business Creation & Jobs Grant, including:

- financial assistance;
- eligibility requirements;
- the decision making criteria assessment and approval process;
- key dates; and
- how to apply.

The Council and/or Delegate reserves the right to vary the application of the fund as well as other key criteria and dates as appropriate.

2. Available Assistance

Assistance provided through the Business Creation & Jobs Grant is not intended to be ongoing.

Grants will only be provided to projects which can create new additional jobs in the Copper Coast which can be sustained beyond the original assistance period. Thus the grant is designed to only support the additional risks and transitional costs associated with the business establishment.

The grant will be up to a maximum that is equivalent to the general rates the new venture would pay, once the business is operational up to 2021. It will be assessed on a case by case basis with the level of the grant based on the proposed new business's direct and indirect job creating and economic benefit.

The grants will be available in two categories. The first category are pre-approved businesses that the Council is seeking to have established in the Copper Coast area, the second category is merit based.

Category 1 – Pre-approved businesses concept (Delegated to Council staff)

- Craft brewery / Distillery
- Hot air balloon
- Equipment hire (bikes, horses, jet skis, etc)
- High-end boutique accommodation
- Accommodation to cater for a full bus (touring group)
- Indoor bowling alley
- Mini golf

Category 2 – Merit based (Council decision)

- Assessment of the risk profile (customer base new or existing)
- Consideration of the investment levels required
- Assessment of the establishment costs
- Assessment of the number of jobs created
- The businesses ability to enhance (not compete with) existing businesses

Examples of category 2 opportunities include;

- Copper based Art/Craft/Jewellery manufacturing
- Dedicated tourist museum – Auto/Motor bike/Tractor/Wooden Boat.
- Theme Park
- Theme Town
- Business relocation to our region (enabled via NBN)
- Pet Grooming/Washing Parlour
- High end Fishmonger
- High Tech businesses e.g. Marketing and Design companies

Failure to maintain agreed targets may result in a request for all or part of the grant to be repaid.

3. Eligibility

3.1 Who Can Apply

New or expanding Copper Coast businesses are eligible to apply for Business Creation & Jobs Grants where they can demonstrate that:

- ongoing jobs will be created in the Copper Coast as a result of the Business Creation & Jobs Grant;
- the organisation is a legal entity with which the Copper Coast Council can enter into a legally binding funding agreement. The Council may require related entities (for example, holding companies) to be a party to the funding agreement as Guarantor of both performance obligations and the repayment amount should a repayment event occur;
- the organisation can be regarded as being substantially located in the Copper Coast.
- the organisation is financially viable
- the enterprise does not engage in an industry sector or activity that; is in direct competition with an existing Copper Coast business and its establishment or expansion could jeopardise the viability of that business; involves the speculative purchase of land or buildings, or illegal activity;
- the organisation has an Australian Business Number

3.2 Essential Criteria

All applicants for Business Creation & Jobs grants will be required to demonstrate that:

- the business proposition, after the initial Business Creation & Jobs Grant support, is sustainable over the longer term without further assistance;
- the project can commence by 30 June 2021;
- the project will create ongoing jobs in the Copper Coast;
- how it aligns to Category 1 (preapproved); and
- the organisation has the managerial capability and financial capacity to implement the project.

Category 2 Applicants will also be required to:

- provide information on how their project may impact (enhance not compete with) on other similar Copper Coast businesses (including potential competitors);
- provide business and financial risk data; and
- provide information on the justification for the funding request

Business Creation & Jobs Grants will not be provided for:

- early stage proof of concept activities or investments;
- retrospective funding, where projects have been completed or have commenced prior to the application being received by Council;
- a project, or elements of a project, which are more appropriately funded by other State, Commonwealth and/or Local Government or industry sources;
- projects which are solely transactional in nature and do not lead to any transformational or positive significant job impacts to the Copper Coast;
- projects undertaken on behalf of third parties; or
- projects that have received other Council support or have specifically been excluded;

3.3 Required Information

Business Creation & Jobs Grant applications vary between the two categories;

Category 1 applications must demonstrate how they fit the category requirements and essential criteria.

Category 2 applications must be supported by a business case, including profit and loss statements for at least three years including any other grants and contributions to the project. These projections must demonstrate ongoing viability.

Applications must demonstrate that the proposed project will provide identified ongoing direct employment benefits in the Copper Coast.

The grant will be confirmed at the time of the application but will only become payable once the business is operational and the rates become due.

4. Decision Making Criteria, Assessment and Approval

4.1 Key decision making criteria

Submissions for grant funding will be assessed according to whether they:

- meet the eligibility and category 1 criteria outlined above; or
- meet the eligibility and category 2 criteria outlined above; and
- create ongoing and sustainable jobs in the Copper Coast; have a viable business case and a proponent that has managerial capability and financial capacity to implement the project;
- provide value for money in terms of budget cost per job created for comparable job types; and

- are unlikely to impact negatively on the financial sustainability or job creation in other firms or industries.

4.2 Assessment and Approval

Applications will be assessed based on their category. Category 1 applications will be assessed by Council staff and signed off by both a Director and the CEO. Once approved they will be published in the Council Agenda. Category 1 applications that do not transparently fit the eligibility criteria may be put through the category 2 process. In those cases applicants will be requested to provide additional information.

Category 2 applications will be summarised and placed on a formal Council meeting agenda for a decision by the full Council. Applicants may request that parts of their documentation remains confidential, however, the Council's decision (once it has been made) will be made public in the Council minutes.

Potential applicants should note that information received in connection with an application may be used and communicated outside the Copper Coast Council for due diligence purposes and may also be provided to the Australian Government and third parties engaged by Council to assist with the assessment of the applications received, together with program monitoring, reporting and evaluation purposes.

Applicants will be notified of Council's decision in writing.

To access the grant funding, successful applicants will be required to sign an Agreement with the Council stipulating obligations of the applicant and the conditions under which assistance is given.

A summary of this program will be provided in the Council's Annual Report.

5. Key dates

Applications are open until 30 June 2021

Council will evaluate applications for business case support against the eligibility criteria and key decision making criteria outlined in these guidelines as they are received.

Applicants will be notified of the outcome of their application to the Business Creation & Jobs Grants within 30 business days.

6. How to Apply

All applications to the Business Creation & Jobs Grant are to be emailed to the attention of the CEO at info@coppercoast.sa.gov.au

Council staff are available to discuss funding applications with proponents via appointment or 8828 1200.

6.1 Confidentiality and commercial-in-Confidence Considerations

If an applicant believes that any information provided in their application is confidential or commercial-in-confidence, the applicant must clearly identify such information and the reason for its confidentiality.

Applicants should be aware that the Council is subject to certain legislative and administrative accountability and transparency requirements, including public disclosure in accordance with Council's policies and relevant legislation.

Council will treat all information provided by applicants sensitively. Any information contained in, or relating to, an application, including information identified by an applicant as confidential, may be disclosed by Council:

- to its employees, advisers or third-parties in order to evaluate and assess an application;
- if the application is successful, for promotion of project activities and outcomes; where information is authorised or permitted by law to be disclosed; and/or where the information is already in the public domain.

6.2 Copyright

By applying for funding an applicant will be taken to:

- license the Copper Coast Council to reproduce for the purpose of this process, the whole or any portion of application despite any copyright or other intellectual property right that may subsist; and transfer ownership in the documents and any other materials constituting the application to the Council.

6.3 What to Submit

Applications must include:

Both categories;

- name of applicant;
- contact details for the authorised person who will act as the nominated contact for the application and from whom more information or clarification about the application can be sought, if required;
- details of the nature, location, type, scale of project/program and how it relates to the category 1 criteria.

Additional information category 2;

- a recent, full financial statement and/or a business case for the proposed project, including:
 - details of the nature, location, type, scale of project/program;
 - profit and loss, cash flow, and balance sheet projections for the construction and operation phase for at least three years including any other grants and contributions to the project, and supporting documentation (including where available, quotes from suitably qualified contractor/s or design consultants);
 - key assumptions underpinning cash flow projections; and
 - details of project/program financing, including information regarding the availability of borrowings or internal financing for the project, as well as other sources of financing (including other government grants or private contributions).
- details of all State and Commonwealth grants received in the past 2 years and any pending applications for grants;
- a project delivery timetable, including provision for necessary approvals (if applicable).
- estimates of direct additional employment generated over the construction period (where relevant), and estimates of the type, number and location of ongoing direct jobs created;
- any additional ongoing indirect employment supported by the project;
- any other supporting project preparation documentation(e.g. cost-benefit analysis, project scoping, options studies, design and other relevant work) demonstrating compliance with the eligibility criteria