

BUSINESS ASSISTANCE GRANT PROGRAM

GUIDELINES



The Business Assistance Grant Program provides financial assistance to local businesses for projects that improve presentation, enhance streetscape appeal, and drive economic development in the Shire of Corrigin.

OBJECTIVES

- Support local businesses to grow and reinvest in the Shire of Corrigin
- Enhance the visual appeal and functionality of business premises through shopfront improvements
- Activate public-facing spaces to create vibrant, welcoming areas for residents and visitors
- Contribute to a thriving local economy and improved town amenity

PROCESS

Organisations are encouraged to contact Deputy Chief Executive Officer to discuss the eligibility of their application for the Business Assistance Grant.

Complete the Business Assistance Grant Application Form available on the Shire of Corrigin's website. Applications should include a project quote, a brief project plan and budget, and any compliance requirements if applicable

Submit the Application Form to shire@corrigin.wa.gov.au

Applications will be reviewed by the Shire Executive Team and referred to Council for approval. Projects should align with the Shire's strategic priorities by improving local business infrastructure, creating safe and welcoming public spaces, enhancing the town centre, and supporting initiatives that attract visitors and boost economic activity.

Applicants will be notified within one week of the Ordinary Council Meeting.

Approved projects must be completed within the relevant financial year, by 31 May.

An Acquittal Form must be submitted within 30 days of project completion. Funding will be reimbursed once the Shire receives proof of expenditure, a completed acquittal form, and an invoice.

Funding Round 2025/26

Applications Open	From August each year (after the annual budget is adopted)
Applications Close	April each year
Notification of Outcome	Within one week following the subsequent Council Meeting

Note: These dates ensure projects can be completed by 31 May within the financial year. Exceptions may be considered by the Shire on a case-by-case basis.

The Shire will review how the program is performing at the end of each financial year and may make changes to eligibility, technical requirements, or funding limits if needed

WHO CAN APPLY?

All local businesses within the Shire of Corrigin. The applicant must have an ABN and Public Liability Insurance.

INELIGIBLE ORGANISATIONS INCLUDE:

- individuals;
- not-for-profit organisations;
- government agencies;
- or businesses with outstanding acquittals from other Shire-facilitated funding programs.

WHAT CAN I APPLY FOR?

Applications must be from an eligible organisation and may seek up to \$2,000 per application per annum. The program will run subject to budget availability, with 10 grants allocated per financial year.

EXAMPLES OF ELIGIBLE PROJECTS

- External painting
- Signage improvements or replacements
- Awnings or façade restorations
- Window display upgrades
- Outdoor seating or planter boxes
- Accessibility improvements (e.g., ramps, handrails)
- Landscaping in front of business premises including car parking
- Public-facing art or creative installations

INELIGIBLE PROJECT COSTS INCLUDE:

- The grant will not fund operational costs (e.g. salaries and wages, rent, utilities, insurance, loan payments).
- Consumables (i.e. stock).
- Routine maintenance or cleaning (e.g., pressure washing, general upkeep)
- Marketing or advertising costs
- Projects that do not comply with planning or building regulations

Projects that have already started or been completed are not eligible for funding. Applicants cannot receive funding from another Shire grant program in the same year for the same project and must not be linked in any way to a political party, political organisation, political agenda, or lobbying activity.

PRIORITY AREAS

Funding is for local businesses to deliver projects and programs within the Shire of Corrigin that support their growth and the Shire of Corrigin's economy. Successful projects will have a clearly identified and evidenced need for the project and must align with one of the following priority areas:

SHOPFRONT IMPROVEMENTS

To provide financial support to commercial property owners to undertake high-quality facade improvements to enhance the visual appearance and function of their building. This will increase street appeal and patronage, stimulate the economy, and improve uptake of commercial/industrial tenancies within appropriately zoned areas. i.e. projects may include facades, lighting, landscaping, and accessibility.

CRIME PREVENTION

To provide funding to support community safety enhancement projects or programs, such as CCTV installation. This creates a safer and more secure environment by prioritising prevention as the root causes of crime, supporting public law enforcement, and fostering a strong, resilient community. Applications in the Crime Prevention priority area need to demonstrate footage will be available for Police.

PLACE ACTIVATION

To provide funding that supports businesses in delivering projects and programs in public spaces or areas that are public facing. The aim is to activate pockets of the Shire for the benefit of residents and visitors, increase walkability, encourage participation in community life, and celebrate the unique history of the community. Example projects may include events, art installations, or entertainment.

HOW ARE APPLICATIONS ASSESSED?

Applications are reviewed by the Shire Executive and referred to Council for approval. Projects should align with the Shire's Council Plan and contribute to community and economic priorities, such as:

Community Priority	Priority Action
1.2 Safe, accessible and inviting public places and facilities	1.2.2 Investigate opportunities / initiatives to collaborate with local businesses and community groups to enhance CCTV and lighting
1.3 High standard of community and recreation activities and facilities	1.3.6 Promote and deliver the Shire's Community Grant Scheme
2.2 Improve the town central business district and housing options	2.2.1 Continue to develop the Main Street enhancement in conjunction with the business community

Applicants must also demonstrate:

- The project is feasible and the business has the capacity to deliver it
- The project is a distinct initiative, not a standard operational expense

ACQUITTAL

Grant recipients must submit an Acquittal Form within 30 days of project completion, along with:

- Proof of expenditure (e.g., receipts or invoices)
- A brief evaluation report
- An invoice

Once the acquittal is successfully assessed, funding will be reimbursed. Failure to complete the acquittal process will disqualify the applicant from future funding.

ACKNOWLEDGEMENT

Successful applicants should acknowledge the support of the Shire of Corrigin in their project communications, signage, or promotional material.

A suggested acknowledgment line is:

"Supported by the Shire of Corrigin Business Assistance Grant Program."

The Shire Logo can be provided upon request.

BUSINESS ASSISTANCE GRANT PROGRAM

APPLICATION FORM



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Please complete all sections of this form and submit to the Shire of Corrigin via email (shire@corrigin.wa.gov.au) or in person at the Shire Administration Office. This form should be completed in conjunction with reading the Business Assistance Grant Guidelines.

APPLICATION CHECKLIST & ELIGIBILITY

- Applicant has an ABN
- Applicant holds current Public Liability Insurance
- Property owner consent obtained (if applicable)
- Project complies with planning/building regulations
- No outstanding debt with the Shire
- Acknowledgment of grant conditions

APPLICANT DETAILS

Business Name	
Contact Person	
Position	
Phone Number	
Email Address	
Postal Address	
ABN	

Registered for GST? ☐ Yes ☐ No

Bank Details (BSB & Account No): _____

Public Liability Insurance Provider & Policy Number: _____

BACKGROUND INFORMATION

Please provide background on your business including years' operating in Corrigin, staff numbers, and plans for growth.

Additional information may be attached on a separate sheet if required.

PROJECT DETAILS

Priority Area (tick one): ☐ Shopfront Improvement ☐ Crime Prevention ☐ Place Activation

Project Title: _____

Project Description (include what you plan to do, why funding is needed, and how the work will be delivered):

Additional information may be attached on a separate sheet if required.

Strategic Benefit: How will this project benefit your business, the local community, and the Corrigin town environment?

Additional information may be attached on a separate sheet if required.

Partnerships (if any):

Previous similar projects delivered:

Impact if funding is reduced or unsuccessful:

Additional information may be attached on a separate sheet if required.

RISK ASSESSMENT

Identify potential risks to the project and outline mitigation strategies.

Risk	Likelihood	Mitigation Strategy

BUDGET SUMMARY

Attach quotes or estimates to support your application.

Item/Activity	Supplier	Grant Request (ex GST)	Business Contribution (ex GST)	Other Funding

Have you received funding from another source? ☐ Yes ☐ No

If yes, please specify the amount? _____

PREVIOUS FUNDING HISTORY

Has your business received any funding from the Shire in the last 2 years? If yes, provide details:

Year	Amount	Purpose

ACKNOWLEDGMENT PLAN

How will you acknowledge the Shire of Corrigin's support for this project (e.g., signage, social media, website)?

DECLARATION

- I confirm that I am authorised to submit this application.
- I confirm that the information provided is true and correct.
- I agree to provide further information if required.
- I give permission for Shire to use this project in promotional material.
- I agree to submit an Acquittal Form within 30 days of project completion.

Name: _____

Position: _____

Signature: _____

Date: _____

BUSINESS ASSISTANCE GRANT PROGRAM

AQUITTAL FORM



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APPLICANT DETAILS

Business Name	
Contact Person	
Position	
Phone Number	
Email Address	
Postal Address	

PROJECT DETAILS

Describe how the grant funds were spent:

Additional information may be attached on a separate sheet if required.

Describe how the project benefited the chosen priority area:

Additional information may be attached on a separate sheet if required.

How did you acknowledge the Shire of Corrigin's contribution? Attach evidence (e.g., photos, social media posts):

Additional information may be attached on a separate sheet if required.

RISK DETAILS

Was there any risks identified?

How did you overcome them?

BUDGET DETAILS

Grant Amount Approved: _____

Total Funds Spent: _____

Unspent Funds (if any): _____

Income

Source	Amount (ex GST)

Expenditure

Item	Supplier	Amount (ex GST)

Additional information may be attached on a separate sheet if required.

ATTACHMENTS CHECKLIST

- Receipts or invoices for all expenditure
- Photographs of completed works
- Evidence of acknowledgment (e.g., signage, social media)

DECLARATION

- I declare I am authorised to submit this acquittal on behalf of my organisation.
- I declare the information provided is true and correct.
- I have attached all required supporting documentation.
- I understand false or misleading statements may disqualify the organisation from future funding.

Name: _____

Position: _____

Signature: _____

Date: _____