



Small Business Shopfront Improvement Grants Guidelines

1. Small Business Shopfront Improvement Grants (SBSIG)

The City of Gosnells understands local businesses greatly contribute to the vibrancy and energy of the City. In recognition of this, the Small Business Shopfront Improvement Grants (SBSIG) provides local small businesses with the opportunity to subsidise the cost of upgrading their shopfront.

2. Who can apply for the SBSIG?

Applicants must meet the following criteria to be eligible for the SBSIG:

- The Applicant's business must be located within the City of Gosnells.
- The Applicant must legally trade from or own the business premises.
- The business must employ no more than 20 staff.
- If the Applicant does not own the premises, then the building owner's written consent must be submitted with the application.

3. How do the SBSIG work?

- The SBSIG cover up to 50% of the total improvement works to a maximum of \$5,000 (inclusive of GST).
- Following approval, the Applicant will receive 50% of the grant. The remaining 50% will be claimed at the time of acquittal when proof of the work undertaken is provided.
- One SBSIG for eligible Applicants per calendar year.
- The works must be commenced within six months of the grant being awarded and the works are to be completed within 12 months of the grant being awarded.
- Requests for extensions to these timeframes must be made in writing.
- All required documentation must be contained in the SBSIG application.
- Funding is subject to the Applicant obtaining all relevant permits and approvals.

4. What improvements can the SBSIG fund?

The following improvements are eligible for the SBSIG:

- Painting of building shopfronts
- Installation of architectural features to shopfronts
- Installation or repairs to awnings or canopies
- Relocation of air-conditioning units from shopfronts
- External lighting displays
- Installation of universal access points
- Furniture for alfresco dining
- General improvements
- Treatments such as the installation of planter boxes, timber panelling or landscaping improvements
- Professional service fees



5. What improvements are not eligible for the SBSIG to fund?

The following are not eligible for the SBSIG:

- Business operating costs (staff wages, rent, utilities)
- Consumables (food, office stationery)
- Relocatable equipment (coffee machine, computers)
- Internal fit-out items
- Standard operating equipment (cash registers, EFTPOS facilities)
- Advertising and marketing

6. How to apply for the SBSIG

Applications for the SBSIG must be submitted via the City's approved online management portal, SmartyGrants (<https://smartygrants.com.au>). Incomplete applications will be returned to the Applicant and paper-based applications will not be considered.

The completed SBSIG Application Form must be accompanied by the following documentation:

- Photo(s) of the existing shopfront
- Detailed design of facade improvement (including scaled drawings)
- Quote for works to be undertaken
- Written consent from the building owner (if applicable)

7. Statutory Approvals

Depending on the type of shopfront upgrade, the Applicant may need to obtain additional approvals before works are undertaken. These statutory approvals may include:

- Development Application approval under the City's operative Local Planning Scheme.
- Building licence approval under the Building Codes of Australia (BCA).
- Health approval for alfresco dining.

All Applicants will need to liaise with the City's Development Services Team to determine if one or more statutory approvals are required.

8. SBSIG Assessment Process

Applications will be assessed within 15 working days from the date of submission in accordance with the eligibility and assessment criteria. When assessing applications preference will be given to Applicants who have not previously received a SBSIG.

9. SBSIG Acquittal Process

Successful Applicants will be required to submit an acquittal report within 12 months of the grant being approved.