



## Small Business Shopfront Improvement Grants Frequently Asked Questions (FAQ)

### What are the Small Business Shopfront Improvement Grants (SBSIG)?

The SBSIG are an initiative of the City of Gosnells that provides local small businesses with the opportunity to subsidise the cost to upgrade their shopfront.

### How do the SBSIG work?

- The SBSIG cover up to 50% of the total improvement works to a maximum of \$5,000 per Applicant (inclusive of GST).
- Applicants must fund the remaining 50% of the cost of the shopfront upgrade.  
(Refer to SBSIG Guidelines for list of eligible enhancements)
- Eligible Applicants are permitted one SBSIG approval per calendar year.
- Preference will be given to Applicants who have not previously received funding under the SBSIG.

### Who can apply for the SBSIG?

- The Applicant must legally trade from or own the business premises, which must be located within the City of Gosnells. If the premises are not owned by the Applicant then written consent from the building's owner must be included with the SBSIG application.
- To be eligible to apply the Applicant's business must employ no more than 20 staff.

### How do I apply for the SBSIG?

- The SBSIG application form is accessed through the City of Gosnells website. Applications must be submitted via the City of Gosnells online management portal (<https://smartygrants.com.au>) together with all required documentation.  
(Refer to SBSIG Guidelines for complete list)
- Incomplete SBSIG applications will be returned to the Applicant.
- Applications can be submitted throughout the year.

### What documentation needs to be included in my SBSIG submission?

In addition to a completed application form, all SBSIG submissions must include:

- 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)

### How long will it take for the City of Gosnells to assess my SBSIG application?

Applications will be determined within 15 working days from the date of submission.

### What is the timeframe for completion of the work?

- The proposed shopfront improvements must commence within six months of the SBSIG being awarded.
- Completion of the works must be within 12 months from the date of the SBSIG being awarded.



**What if I want to undertake a shopfront improvement to my premises that is not listed in the SBSIG Guidelines?**

The SBSIG Guidelines list an extensive range of eligible shopfront improvements. However, if an Applicant wants to undertake an improvement not listed in the Guidelines it will be necessary to discuss the matter with the City's Economic Development team for further advice.

**What do I do once the shopfront improvements to my premises are complete?**

Following completion of the works, Applicants must submit an acquittal report, including proof of work, within 12 months of the grant being approved. Once the acquittal is accepted the balance of the SBSIG will be paid to the Applicant.