

# Bunyip Complex Fire Small Business and Farmer Support Recovery Grant Program Guidelines

## Why small business and farmer support recovery grants

A number of small businesses and farmers directly impacted by the 2019 Bunyip Complex Bushfire have not been eligible for previous grant programs. These businesses include but are not limited to some agriculture, trades and accommodation providers.

Grant assistance is being made available to reimburse expenses associated with purchases needed to reinstate primary production enterprise or small businesses, marketing and promotions, and staff or business owner training.

Recovery is a process to re-establish individual, community and economic wellbeing after a disaster and is best directed by those directly impacted by the disaster. Recovery is undertaken by individuals, businesses and communities and continues long after the disaster has gone. Recovery is different for every person, every business and community and may not develop in a linear direction, rather ebb, and flow as challenges are met and overcome.

Wellbeing defines the quality of our lives in the personal, social, economic and cultural domains and can be influenced by the environments we live in including:

- Social Environment - including community connection and support, arts and culture, health, access to social services.
- Economic Environment - including financial security, work and job creation, wealth distribution
- Natural Environment - including land management, air and water quality, natural heritage, and ecological conservation
- Built Environments - including essential services (power, water, communications) community facilities and parklands, private and public buildings, and infrastructure such as roads and pathways.

## Grant objective

The key objective of the small business and farmer support grants program is to enable businesses and farmers impacted by the Bunyip Complex Fire in March 2019 to continue to rebuild their business or farm activities through the purchase or repair of equipment (plant and other), training for staff and business owners or business marketing and promotion opportunities.

## Available Funding and supporting evidence

The maximum grant amount available under this program is \$5,000 (GST exclusive) per small business or farm business operation.

Funding is provided as reimbursement for expenses incurred based on valid tax invoices and receipts which show a zero balance or full payment having been made (funding is not provided for the GST component of an invoice or receipt).

Applicants may seek 'In-Principle Approval' before they commit to expenditure by contacting Councils Economic Recovery Officer by email to [recovery@cardinia.vic.gov.au](mailto:recovery@cardinia.vic.gov.au) with quotes and details of the planned purchase.

Please note that any expenses sought to be recovered through this grant program must not have and cannot be also claimed via a tax deduction.

GST is excluded from any grant payment.

## Grant eligibility

Applications will be accepted from:

- Sole traders, small businesses and farmers that were impacted by the 2019 Bunyip Complex Fires
- Sole traders, small businesses and farmers that were impacted by the 2019 Bunyip Complex Fires and have had to relocate and re-establish their business or farm operation
- A current Australian registered business with an Australian Business Number (ABN)
- Sole traders, small businesses and farmers that are able to provide evidence of expenses incurred to carry on or re-establish the business or primary production enterprise due to the Bunyip Complex Fires.

Applicants may apply for funding to reimburse expenses associated with:

- repairing or replacement of damaged or destroyed equipment, tools or assets required to undertake farm work or business operations (plant and other)
- repairing, replacement or restoring farmland pasture or crops
- training and development costs
- marketing and promotion costs

Funding will not be allocated to:

- items or services which can be met through other sources including Community Recovery funding
- items or services that benefit an individual, farmer or small businesses not directly impacted by the 2019 Bunyip Complex Fires
- wages and salaries
- the GST component of any equipment, training or marketing purchased
- items or services which have received funding from previous grants programs.

## Grant criteria

Applications must:

- outline how the item or service aligns with the grant objective
- clearly identify the beneficiary as being directly impacted by the 2019 Bunyip Complex Fires
- provide clear expense details
- be 18 years and over

Grant applications, acceptance of offer and acquittal will be submitted via the SmartyGrants online program.

## Important dates

Applications will be accepted from August to November 2022 or until funds are fully expended.

## Assessment process

A multidisciplinary panel of Council Staff will assess grant applications against the eligibility and grant criteria.

Applicants will be notified in writing of the outcome of their application within 7 days of the submission of their application.

Applicants may be asked to submit additional information to support their application.

Applications will be assessed in order of receipt.

## Dispute resolution

If an applicant wishes to query a grants assessment, written requests for clarification may be sent by post or email:

Email: [Recovery@cardinia.vic.gov.au](mailto:Recovery@cardinia.vic.gov.au)

Post:

Community Recovery Team  
Cardinia Shire Council  
PO Box 7  
Pakenham 3810

All requests will receive due consideration and a written response will be provided.

**Reporting and monitoring**

Successful applicants must provide evidence of expenses at the time of their application.

**More information**

For more information, please contact Susie Wickes, Economic Recovery Officer.

Email [recovery@cardinia.vic.gov.au](mailto:recovery@cardinia.vic.gov.au)

<b>Steps to completing your grant</b>	
<b>Step 1</b>	<p><b>Preparing your application</b></p> <ul style="list-style-type: none"> <li>Prior to applying, please contact Councils Economic Recovery Officer to discuss your idea to ensure it meets the eligibility <a href="mailto:recovery@cardinia.vic.gov.au">recovery@cardinia.vic.gov.au</a></li> <li>Ensure you have considered the grant objectives, eligibility and criteria</li> <li>Ensure you have a detailed item/service expense budget</li> </ul>
<b>Step 2</b>	<p><b>Submitting your application</b></p> <ul style="list-style-type: none"> <li>Apply for a grant by visiting <a href="http://cardinia.vic.gov.au/recovery">cardinia.vic.gov.au/recovery</a></li> <li>Applications are made on SmartyGrants. You will require an email and password to create a login.</li> <li>Complete all questions on the application form</li> <li>You can save and return to your grant application</li> <li>Ensure you press <b>submit</b> when you are finished your application</li> <li>For assistance with SmartyGrants please contact Susie Wickes, Recovery Officer, email <a href="mailto:recovery@cardinia.vic.gov.au">recovery@cardinia.vic.gov.au</a></li> </ul>
<b>Step 3</b>	<p><b>Notice of outcome – acceptance of offer</b></p> <ul style="list-style-type: none"> <li>You may be asked to submit further information to support your application</li> <li>You will be notified in writing if your grant has or has not been successful.</li> <li>If successful, you will be asked to complete the acceptance of offer on SmartyGrants which will outline the grant acquittal requirements</li> <li>Funds will be released once you have submitted your acceptance of offer</li> </ul>
<b>Step 4</b>	<p><b>Grant acquittal</b></p> <ul style="list-style-type: none"> <li>Complete the grant acquittal by December 2022</li> <li>Upload evidence of expenditure including copies of paid invoices and receipts to the grant acquittal form</li> <li>Provide other evidence of your item purchase or service delivered completion eg photos,</li> </ul>