

This form must be saved to your computer before completing. Forms completed in a web browser may not save correctly and your application could be lost. Please open and complete this form using Adobe Reader, which can be downloaded for free [here](#).



LOCAL COMMERCIAL SUPPORT GRANT

Retail Business Application

The City of Kwinana recognises that local businesses play an important role in the quality of life of the community. Local businesses increase the vitality of our City and are an important source of employment for local residents. The purpose of this grant is to encourage business owners to invest in making improvements to their business and to engage other local business and services to carry out this work.

The grant funds will be allocated on a competitive basis via an Expression of Interest (EOI) process. The grants will take the form of reimbursement (to a maximum of \$1,000) for specified types of expenses for example physical upgrades, security features, strengthening online presence and professional development. Disbursement of grant funding will occur on receipt of final paid invoice.

In order to be eligible for a *Retail Business grant*, a business must meet the following criteria:

- Be an approved shop, local shop, liquor store, health studio, eating house, fish shop, tavern, showroom or trade display as defined in the City of Kwinana Local Planning Scheme No.2. Essentially this means businesses that have a retail trade component and are located in the City of Kwinana.
- Have ownership of the premise or a lease for at least 12 months from the time of approval, or demonstrate an ongoing rental arrangement that is acceptable to the panel;
- Have all current, or be able to obtain, insurances, permits and licences for business operation, including being registered by the City of Kwinana and holding an ABN;
- Have all current, or be able to obtain, insurances, permits and licences for the works proposed;
- All grant applications must have a written quote for the work. Grants will not be given for works already undertaken;
- The grant will not fund operational expenses such as wages, stock or marketing;
- The applicant must be the owner-operator of that business location (franchises are eligible);
- The project must be completed within 3 months of approval unless otherwise approved by the City;
- Goods or services should be procured from businesses within the City of Kwinana (unless exceptional circumstances preclude this);

The following expenses will be considered for grant funding under this Policy:

- The removal and replacement of obtrusive security features to make the property more inviting, while providing the necessary security;
- External improvements permanently affixed to the property (permanent outdoor signage is an eligible expense) or works directly upon the external premises (must have building owner's written consent);
- Enhanced public realm including, but not be limited to, improvements or creation of alfresco areas or enhanced landscaping, such as a flower bed;
- The development of websites with e-commerce functions such as sales or booking features.
- Installation of security features such as lighting, CCTV or alarm systems.
- Any other project, that in the opinion of the selection panel, is consistent with the intent of the policy (for example, professional or business development).

APPLICATIONS CLOSE AT 5^{PM} ON MONDAY, 27 MARCH 2023. For more information or to apply contact invest@kwinana.wa.gov.au

Applicant details

Business name/trading name:	
ABN:	
Contact first name:	
Last name:	
Phone number work:	Mobile:
Email:	
Business premises address:	
Postal address:	
I'm leasing the business premises	I own the business premises
<i>If leasing:</i>	What is the end date of the lease?
	Signature of landowner or agent:
Description of business:	
Proposed works:	
How will this benefit your business and local economy:	
I have attached a written quote (required)	Yes
The quote is from a supplier:	
Based within the City of Kwinana (preferred)	Yes
From the surrounding regions (Cockburn, Rockingham or Serpentine-Jarrahdale)	Yes
From another area (<i>please specify the region and why this supplier was chosen</i>)	
I confirm that the above information is correct and that I understand that if successful the grant will be paid as a reimbursement for the work undertaken.	
Signed:	