

Policy

Local Commercial and Activity Centre Improvement Grant Funding



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Adopted:	
Last reviewed:	
Review dates and resolution No #:	Nil
Next review due date:	Prior to April 2021
Legal Authority:	There are no specific provisions in the Local Government Act 1995 relating to the distribution of grants by local governments. However, authority for such a grant programme can be found by reading together sections 3.1 and 3.18 of the Local Government Act 1995.
Directorate:	City Strategy
Department:	Economic Development
Related documents:	<p>Acts/Regulations</p> <p>Local Government Act 1995</p> <p>Plans/Strategies</p> <p>Strategic Community Plan 2017 – 2027</p> <p>Corporate Business Plan 2017 – 2022</p> <p>Policies</p> <p>Nil</p> <p>Work Instructions</p> <p>To be written</p>

Note: Changes to References may be made without the need to take the Policy to Council for review.

Policy:

1. Title

Local Commercial and Activity Centre Improvement Grant Funding

2. Purpose

The City of Kwinana recognises that Local Commercial and Activity Centres play a vital role in both the local economy and residents' quality of life. In order to ensure that this crucial sector continues to provide essential services to the community, a grant program has been developed which will complement the City's Local Commercial and Activity Centres Strategy. The grant funds will be allocated on a competitive basis via an Expression of Interest (EOI) process.

3. Scope

3.1 Local Commercial and Activity Centres

The following Local Commercial and Activity Centres are eligible to apply for funding via the EOI as defined by the Local Commercial and Activity Centre Strategy:

- Medina (including the Light Industrial Area)
- Parmelia
- Calista
- Orelia

3.2 Term of Policy

This Policy shall be reviewed following a period of three years. Funding for the programme is subject to annual budget allocations as determined by Council.

4. Definitions

There are no specific definitions associated with this Policy.

5. Policy Statement

The City of Kwinana's Strategic Community Plan 2017 - 2022 identifies the need to develop a diverse and thriving economy, which benefits the residents by providing employment opportunities and enhanced services. Particular emphasis has been placed on Local Commercial and Activity Centres via strategies and recent capital investment. These areas are a focal point for the communities they serve and often reflect the unique sense of place of each community. The objectives of the Policy will ensure the grant funds are distributed in an equitable manner to assist the City and local businesses in achieving the goals and aspirations as detailed in the Strategic Community Plan. Through the provision of a grant funding programme, it is envisioned that the financial assistance will support local businesses to improve amenity, culture, vibrancy and economic outcomes.

The grants will take the form of reimbursement for specified types of expenses related to upgrading local businesses. The purpose of these grants is to address the disparity in investment between businesses located in the Kwinana Central Business District (CBD) and those in other local shopping centres. These smaller centres serve a vital purpose in making goods and services accessible to members of the community who may find it difficult to reach the CBD.

The Policy also requires the formation of a selection panel comprised of three elected members, and two City Officers to be appointed by the CEO, who will assess the applications against the eligibility assessment criteria for the Local Commercial and Activity Centre Improvement Grant Funding programme.

- 5.1 The following expenses will be considered for grant funding under this Policy:
 - 5.1.1 The removal and replacement of obtrusive security features to make the property more inviting, while providing the necessary security;
 - 5.1.2 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);
 - 5.1.3 Enhanced public realm (for which a broad definition shall apply) and will include, but not be limited to, improvements or creation of alfresco areas or enhanced landscaping, such as a flower bed;
 - 5.1.4 A business that has been trading at its current location for a period of 12 months prior to making application to the Local Commercial and Activity Centre Improvement Incentive, may apply for items related to internal improvements. Eligible expenses include vital equipment that is permanent in nature, or those which provide for an enhanced consumer experience not currently available within the premise or within businesses in the immediate vicinity.

- 5.2 In order to be eligible for a grant, a business must meet the following criteria:
 - 5.2.1 Have a lease or ownership for a premise for at least two years from the time of approval;
 - 5.2.2 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. These approvals must be obtained prior to any application being approved;
 - 5.2.3 Have all current, or be able to obtain, insurances, permits and licences for the works proposed. These approvals must be obtained prior to any funds being dispersed;
 - 5.2.4 All grant applications must have two written quotes for the work if the value exceeds \$1000. Grants will not be given for works already undertaken. (Disbursement of grant funding will only occur on receipt of final paid invoice);

- 5.2.5 The grant will not fund operational expenses such as wages, stock or marketing;
- 5.2.6 The applicant must be the owner-operator of that business location (franchises are eligible);
- 5.2.7 Applicants must provide the most recent financial statements that demonstrate solvency of the business (these documents will be kept strictly confidential);

The project must be complete three months from project approval unless otherwise approved by the City;

- 5.2.9 Applications for grants in areas zoned Light Industry under Town Planning Scheme No.2, will be limited to funding under parts 5.1.1 and 5.1.2, only and will be on a matching dollar basis; and

- 5.2.10 Successful applicants must enter into an agreement with the City. The agreement must include the following information:

- agreement to allow the City to promote the programme, the City's support and the outcomes through the City's media;
- agreed scope of benefits to the business and the community;
- acquittal of funding; and
- provision to the City, on a date determined within the agreement, of the achieved benefit as a result of the grant funding.

- 5.3 The Local Commercial and Activity Centre Improvement Grant funds will be distributed based upon merit with evaluation based upon:

- 5.3.1 The leveraging of private funds as a result of the grant;
- 5.3.2 The benefit to the local community;
- 5.3.3 The extent to which the proposal brings new products or services to the community;
- 5.3.4 The extent to which the proposal demonstrates financial viability or sound management;
- 5.3.5 The extent to which the project is ready to be implemented (investment ready);
- 5.3.6 The equal distribution of the funds based upon geographic location (to the degree that this is practical based upon quality of submissions);
- 5.3.7 The maximum grant allocated to an individual project will be \$3,000;
- 5.3.8 Preference will be given to applicants who have not received funding in the round immediately preceding the current round of funding;
- 5.3.9 Preference will be given to applications that focus on the external aesthetics of the premises and the amenity of the area.
- 5.3.10 An evaluation matrix is included in Appendix One.

6. Financial/Budget Implications

This grant funding program will be subject to allocations as determined by Council in its annual budget.

7. Asset Management Implications

There are no specific asset management implications associated with this Policy.

8. Environmental Implications

There are no specific environmental implications associated with this Policy.

Strategic/Social Implications

Plan	Outcome	Objective
Strategic Community Plan 2017 - 2027	A thriving local economy	2.5 Stimulate economic development and encourage diversification

10. Occupational Safety and Health Implications

There are no specific OSH implications associated with this Policy.

11. Risk Assessment

Risk Event	Inadequate EOI process leaves applicants feeling that the process was somehow unfair and that the best outcomes were not achieved.
Risk Theme	Inadequate engagement practices
Risk Effect/Impact	Financial Reputation
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Transparent application and selection process which provides clear and equitable assessment of projects that enhance services within the community through development of a robust policy.

Rating (after treatment)	Low
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Appendix One

Evaluation Matrix

Each application will be scored by the Commercial and Activity Centre Improvement Grant Funding Panel by the following evaluation matrix. All scores will then be added to create a final score to rank applications.

Criteria	Maximum Score
The leveraging of private funds as a result of the grant	10
The benefit to the community	10
The extent to which the proposal brings	
new products or services to the community;	10
The extent to which the proposal demonstrates financial viability or sound	
management;	10
The extent to which the project is ready to be implemented (investment ready);	10
The equal distribution of the funds based upon geographic location (to the degree	
that this is practical based upon quality of submissions);	10
SUBTOTAL	
If no previous grant secured in previous round	+20% OF SUBTOTAL
If outcome is focused on external aesthetics	+20% OF SUBTOTAL
TOTAL	