

General Policy

Burke Shire Council

Small Business Façade Improvements and Upgrades Grants Policy



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Version History

For Statutory or General Policies

Council Resolution	Date	Reason / Comments

1. Purpose

Burke Shire Council has a strong commitment to supporting the small businesses that are owned and operate within our Shire. We have a small but strong small business community that are often strongly affected by seasonal operations. In line with Council's efforts to maintain a tidy and welcoming community, this policy aims to assist businesses with façade improvements and upgrades that not only make the town more attractive to tourists, locals and those looking to invest, but it aims to draw attention to the local businesses in our shire.

2. Scope

This policy provides a framework to conducting the process of the façade improvements and upgrades policy. It also stipulates the framework for the assessments of the grant.

To be considered eligible for the grant, applicants must be a local small business who's primarily business residency is located within Burke Shire. The application must demonstrate that the façade improvement or upgrade will contribute to the beautification of the shire.

3. Date of Policy

The policy applies from the date adopted by Council.

4. Definitions

Applicant	The business who will be implementing the proposed event, activity or project.
Local small Business	This includes businesses that are owned and operated by local residents in the Burke Shire and operate under an ABN.

5. Policy Principles

The Façade Improvement and Upgrade Grants aims to support a range of diverse activities to incentivise community pride within our small business community. The core guiding principles of the policy is to:

- Incentivise small local businesses to actively contribute to the Burke Shire economy in a positive way;
- Build and provide opportunities for businesses to promote and stimulate local economic activity; and
- Encourage small business and community pride by making the effort to improve small business appearances throughout the shire.

6. Process of Application and Engagement

6.1 Process

The Grants to Burke Shire Business Policy will follow the process below:

- i. During budget planning for the new financial year an amount will be allocated to the scheme based off the previous interest;
- ii. An invitation to all local businesses in the shire to apply for funding will be released after the budget is formalised;
- iii. As requests are received a formal Council report will be issued to determine to amount of support that will be granted;
- iv. Projects must be completed within six months;
- v. Upon acquittal approval, businesses will be paid the grant funding amount applied for.

Criteria in assessing a request or applications for assistance must include;

- Small business benefit i.e., how will the façade improvement encourage greater economic activity and small business pride;
- Community benefit i.e., how it will strengthen the Burke Shire small business community;
- The extent to which to activity enhances opportunities to increase local economic activity e.g., using local services;
- Availability of funding;
- Amount requested per applicant;
- The value for money of the project;
- The consequences of not obtaining the grant;
- The financial capabilities of the business making the request;
- If applicable, tourism benefit i.e., how will it attract more tourist, create greater spend or encourage tourists to stay one more night etc.; and
- Alignment of the purpose of the activity with Council's aims and objectives as set out in the Corporate Plan

Applicants may also need to provide evidence of the following:

- No outstanding debt or bankruptcy claims form
- 3rd Party confirmation of no such outstanding debt or bankruptcy.

6.2 Who is eligible to apply?

- Local Burke Shire Business – must have proof of residency via rates notice or bills notice;
- Primary business address must be located in Burke Shire;
- Must have an ABN; and
- Businesses must adhere to relevant legislation and local laws and hold all necessary permits and approvals that relate to their project.

Who is not eligible to apply?

- Charities and not-for-profits;
- Businesses with debts owing to council; and
- Business whose primary operating address and is not within Burke Shire

6.3 Funding available

All applications require 50% cash/funds co-contribution. Applicants are eligible to apply for up to \$3,000.00 (maximum value) co-contribution from Council.

Council will not fund retrospectively or for events or activities already passed the date of application.

6.4 Eligible Activities

Eligible Activities – Façade improvements and upgrades including but not limited to:

- Upgrading signage;
- Fencing upgrades;
- External painting;
- Removal of derelict structures;
- Adding additional external attractive detail e.g., tiling;
- Adding greenery e.g., planter boxes;
- Improvements to under awnings appearance;
- External lighting and window treatments;
- Enhancing shop entrances;
- Reinstatement or restoration of architectural, historical, character features;
- Murals and artwork;
- Screening of visible plant, equipment and utility hardware;
- Any other façade works that reflect the goals of the program as approved by Council; and
- Collective small business initiatives to improve street appeal is also encouraged

Ineligible Activities

- Operational and administration expenses;
- Relocation of a business;
- Purchase of buildings;
- Internal shop fittings improvements;
- Remission of rates;
- Purchase of equipment that does not directly relate to project delivery;
- Premises that are exclusively used as a private residence;
- Fees including development applications;

- Structural works such as re-roofing, plumbing etc.; and
- Any other works that Council deems does not meet the goals of this program

6.5 Application Process

- 1) Application period opens
- 2) Businesses fill out application form
- 3) Applications close
- 4) Assessment of applications occur
- 5) Recommendations provided to Council
- 6) Applicants notified of outcome
- 7) Successful applicants proceed with project
- 8) Applicants complete project and submit acquittal
- 9) Council accept acquittal and pay granted funding amount

6.6 Acknowledgement

All applicants successful in obtaining a Façade Improvement and Upgrade Grant must acknowledge Council's contribution in all publicity to which the grant applies. Council will require the applicant to carry out the following in recognition of Council's support:

- Display of wording. Proudly Supported by Burke Shire Council. Council's logo should also be displayed concurrently.

6.7 Acquittal

All applicants successful in obtaining a Business Grant must complete a Business Activity Grant Acquittal Declaration on the prescribed form within three months of project completion. The requirements of the acquittal are dependent on the category of funding applied for but may include the provision of the following information:

- Evidence that the funds were expended as intended
- Detailed information on activities conducted along with photos

A requirement for special audit reports should be avoided unless the council has reason to suspect that the reports submitted are misleading or incorrect. Council will email a reporting template to help businesses with reporting requirements.

7. Review of Policy

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

8. Key Responsibilities

Position	Responsibility
Mayor	To lead councillors in their understanding of, and compliance with, this policy.
Councillors	To understand and comply, where relevant, with this policy.
CEO	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this policy.
Directors	To communicate, implement and comply with this policy.
Managers and Supervisors	To implement this policy and related procedures.
All Council staff	To comply with this policy and consider its implications for related projects and programs.

9. Related Documents

Legislation/Regulations	Awards	BSC Policies	Procedures
		Burke Shire Council Corporate Plan Burke Shire Council Annual Budget	