

Business Grants for Disability Access Program

About the Disability Access Grants

The City of Port Adelaide Enfield is committed to creating ‘A city that values its diverse community and embraces change through innovation, resilience and community leadership’

The City of Port Adelaide Enfield has initiated a grant program to assist local small businesses in the City of Port Adelaide Enfield to improve access to their building by people who have a disability. With many older and heritage buildings within the City, this Grant has been established to encourage repurposing of older building to preserve history, whilst encouraging new economic activity.

City Plan 2030:

	<p>ECONOMY <i>A City of opportunity</i></p> <p>What it looks like</p> <ul style="list-style-type: none"> • Prosperous • Connected • Growing <p>Indicator</p> <ul style="list-style-type: none"> gross regional product proportion who feel that they can easily access information and organisations number of local jobs
	<p>COMMUNITY <i>A City that supports community wellbeing</i></p> <p>What it looks like</p> <ul style="list-style-type: none"> • Healthy • Inclusive • Cohesive <p>Indicator</p> <ul style="list-style-type: none"> proportion who say they are healthy proportion who feel a part of their local community proportion who say they feel safe in their neighbourhood or community
	<p>ENVIRONMENT <i>A City which cares for its natural environment and heritage</i></p> <p>What it looks like</p> <ul style="list-style-type: none"> • Distinctive • Adaptable • Sustainable <p>Indicator</p> <ul style="list-style-type: none"> proportion who say the city's heritage is effectively managed city adaptability score proportion who say the city's natural environment is effectively protected
	<p>PLACE MAKING <i>A City where people love to be</i></p> <p>What it looks like</p> <ul style="list-style-type: none"> • Belonging • Accessible • Creative <p>Indicator</p> <ul style="list-style-type: none"> city net promoter score proportion who say they can easily access places and services across the city proportion who feel they had an opportunity to participate/experience local arts and cultural activities
	<p>LEADERSHIP <i>A City confident in its leaders</i></p> <p>What it looks like</p> <ul style="list-style-type: none"> • Strategic • Accountable • Engaged <p>Indicator</p> <ul style="list-style-type: none"> proportion who say council delivers value for the rate dollar proportion who are satisfied with council services proportion who say council is engaging with the people and relevant organisations and businesses

Who is eligible?

Small Businesses who lease or own a business premise located within the City of Port Adelaide Enfield.

Am I eligible to apply?

Business Grants for Disability Access Program	Yes	No
Profit making organisations including commercial entities, businesses and sole traders with buildings in Port Adelaide Enfield	✓	
Not-for-profit incorporated group or organisation		x
Unincorporated bodies		x
Individuals		x
Organisations with outstanding debts such as rates, fees or charges to the City of Port Adelaide Enfield		x
Organisations that have not provided a satisfactory Evaluation/ Acquittal form for any previous funding received from Council		x
Organisations applying for retrospective payments or budget deficit payments		x

What projects are eligible?

Projects which improve access to, and movement around the business site for people with a disability. Some examples of eligible projects include:

- Access ramps/lifts
- Internal and external disability signage
- Accessible toilets
- Accessible shop counters
- Modifications to doorways
- Equipment and/or fittings to assist audio or visually impaired people
- General modifications/improvements designed to improve access for people with a disability

What funding is available?

The City of Port Adelaide Enfield Business Grants fund provides grants of 50% of the completed project costs up to a maximum of \$5,000. All approved grants are provided as a reimbursement to any successful applicant on the basis of matched funding by the applicant. i.e. a \$ for \$ basis. The total maximum contribution from the City of Port Adelaide Enfield per a business per annum is \$5,000.

For this program there is a total funding pool of \$30,000 available in the 2018-2019 financial year.

How will my application be assessed?

The following criteria will be used to assess your application, and you will need to demonstrate:

1. That you are the owner or have the permission of the building owner to make changes.
2. That you have any required Development Assessment approvals for the work or are applying for any necessary approvals under the Development Act.
3. That you have the necessary finance to undertake the approved works.
4. That the project will ensure improved access to the business site and/or services for people with a disability.
5. Any building works will be considerate of existing heritage aspects of the buildings.

Contributions to an organisations general operating expenses or project works that are not located in the City of Port Adelaide Enfield will not be considered.

Applications will be assessed by internal staff from City Development and Community Services teams within 14 days of receiving your application. In order to maximize effectiveness and allow for quick decision-making, applications will be referred to the CEO for approval.

Things to remember

- Applicants are strongly encouraged to include a copy of their latest business plan including marketing strategy.
- Successful applicants for funding are required to sign an agreement detailing the agreed terms and conditions of accepting a Business Grants for Disability Access Program prior to receiving any Council money.
- Documentation for the work that is the subject of this grant application must be prepared by a builder, designer, engineer or architect with experience in conservation work.
- All work funded by Council's Business Grants for Disability Access must be undertaken by suitably qualified and licensed contractors. The building owner(s) has primary responsibility for quality assurance; Council will not warrant the workmanship or other qualities of the work as a result of any inspection or visit.
- Any liabilities arising from the work that is funded by Council shall attach to the building owner(s) and not to the City of Port Adelaide Enfield. It shall be the building owner(s) obligation to hold current and appropriate insurance cover and to take full responsibility for all acts and failures to act by any party in relation to design, documentation, contract(s) or the work on site.
- All applicants must possess an Australian Business Number (ABN) or provide written advice from the Australian Taxation Office (ATO) that no withholding tax is required from the grant payment by completing the ATO Statement by a Supplier form.

**As per ATO taxation requirements, 46.5% of the grant payment will be deducted from the grant allocation (withholding tax) if the funding recipient does not have an ABN or has not provided the ATO's Statement by a Supplier Form.*

How do I apply?

You will need to fill in the Online Application Form at <https://cityofpae.smartygrants.com.au/> and we suggest that you also keep a copy for your records.

The following will assist us to assess your application:

- Background research - it will assist your case if you can properly demonstrate why the works are required and how the works will improve access for people with a disability.
- Quotes - obtain three quotes for the proposed works. The quotes should be attached to the application form.
- Plans and sketches - depending on the size of the proposed works, it may be useful to submit plans or sketches.
- Photographs - take a photograph of the setting of the building, elevation and close ups

Who can I talk to?

Application forms and accompanying information should be forwarded to:

Phil Stump
Economic Development Officer
City of Port Adelaide Enfield
PO Box 110, Port Adelaide SA 5015

If you require any further information please contact Phil Stump on 8405 6748 or phil.stump@cityofpae.sa.gov.au

Acquittals & Evaluation reporting requirements

Successful applicants for Business Grants for Disability Access Program will be required to provide a written report describing the outcomes of the project. The level of detail required will be dependent on the level of funding being provided. Applicants that do not complete acquittal and evaluation reports will be ineligible for future funding.

Definitions

Acquittal - The process by which a funding recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the project.

Capacity - This refers to whether the applicant organisation or entity has the necessary features or characteristics to deal with the inputs required.

Community Benefit - Generates an outcome for the City of Port Adelaide Enfield Community where financial contributions are measured in terms of social return on investment. Projects delivering a community benefit should provide opportunities that will improve and/or promote health and healing as a response to community needs and issues of concern utilising community development.

Contribution - A contribution is an investment which is either non-financial or financial from an organisation or community group towards a collaborative project, program, activity, event and/or purchase.

Economic Development - efforts that seek to improve the economic well-being and quality of life for a community by creating and/or retaining jobs and supporting or growing incomes.

Grant - A grant is a payment made by Council to an independent organisation or individual for a specific purpose or project that demonstrates community and economic benefit and assists in meeting the City of Port Adelaide Enfield's strategic goals and objectives. Grants are subject to an application process and generally are distributed among a range of individuals, organisations or groups.

Incorporated Association - An incorporated association is a legal entity separate from its individual members and can hold property, borrow money, enter into contracts, sue and be sued

Small Business - is defined in terms of the Australian Bureau of Statistics classification as a business which has less than 20 full-time equivalent employees.