

## **Business Streetscape Grant Guidelines**

The West Wimmera Business Streetscape Grant program is aimed at encouraging building owners and business operators to upgrade the appearance of buildings' facades and to improve accessibility to premises.

### **Purpose**

The purpose of the program is to beautify the region's local shops by improving the streetscape and ensuring universal access. Through providing financial assistance the program aims to develop a stronger partnership between Council and building owners and business operators in making overall improvements to the building façade.

### **Program Objectives**

The objectives of the program are:

- To promote an improved partnership between Council and private building owners and business operators in enhancing the appearance and accessibility of the main streets within the Shire.
- To provide financial assistance to encourage building owners and business operators to undertake works to upgrade the facades of buildings and access to those buildings within the Shire.

The program will benefit the broader community by:

- Making places more attractive, comfortable and confident for doing business and spending time in the main street precincts.
- Increasing activity in the local shopping precincts which will generate more business and attract new business to the area.
- Providing universal access for everyone, not just people with a disability. Good access will benefit the aged and people with prams and young children.

## Level of funding available

**Tier 1 – Non-Active Shopfront Rejuvenation - Up to the maximum amount of \$500  
– reimbursement upon successful application only.**

**Tier 2 – Self completed works up to the maximum amount of \$3000**

**Tier 3 - Work undertaken by a contractor up to maximum amount of \$5000**

**Other grant submissions: Community groups, who are not eligible to apply for  
Tiers 1 – 3 can apply for the Streetscape Community Group Grant of up to a  
maximum of \$1500.**

Applicants for key landmark buildings or where the proposal includes the upgrading of Council owned infrastructure e.g. footpaths, street furniture, may be able to negotiate a larger Council contribution considering the significance of the building to the streetscape. Key landmark buildings are often located on corners or have a wider than average frontage increasing the costs of works.

## Eligibility and assessment criteria

Applicants for funding will be assessed against the following criteria and will be awarded until the financial allocation for the program has been exhausted.

The following matters will be assessed in determining if a grant application is successful:

- a) The application is for facade or access improvement works to a retail/ commercial building.
- b) The applicant must be a small business owner. A small business is defined as a business employing less than 20 people. The business must be operating for Tier 2-3.
- c) The proposed works are consistent with or compliment any approved colour palette, facade design and/or streetscape for the area.
- d) The proposed works are in keeping with heritage character. (If applicable).
- e) The proposed access works are in accordance and compliant with relevant disability legislation and regulations.
- f) The application is for eligible works and the applicant has submitted all relevant information with the completed application form.

Council reserves the right to approve or refuse a grant application in terms of the colour, material or method of execution as it considers appropriate.

Prior to commencing the works, applicants must enter into an agreement with Council detailing the agreed schedule of works and grant sum. The applicant must have read and agrees to comply with the terms and conditions applying to the program.

It is the responsibility of the applicant to investigate the requirement of any necessary planning/building permits through Councils planning/ building department. Costs associated with obtaining building/planning permits may not be included in the total amount of the grant application.

Eligible works that are successful and require a planning/ building permit will need to submit a planning/building application for approval prior to receiving funds for works.

## Non-Active Shopfront Rejuvenation

Up to the maximum amount of \$500

### Eligible works for non-active shop fronts/businesses.

Works that will be eligible for grant funding include:

- Painting
- Cleaning of brickwork
- Removal and replacement of cladding and awnings

### Ineligible works

The type of works that are not eligible for the program are:

- Works required as part of a development approval conditions of consent
- Works on a building that has received grant funds from this program (or other council grant program) in the past three years.
- If insufficient information is provided on the application form, Council may seek clarification on the proposed works before making a decision about the grant application.

### Application requirements

You will require the following for an application.

- Detailed costings for paint and equipment including colour pallet and description of proposed works.
- Photos of current condition.
- Owner consent (if applicable)

### How to claim grant funding

To claim the funds the applicant must provide Council with:

- On completion of works an acquittal must be submitted, including receipts and photos.
- A tax invoice to Council for the agreed grant sum.

Council will inspect the works and only pay the grant funding when the works have been satisfactorily completed in accordance with the agreed schedule of works listed in the agreement.

## Self-completed works

Up to the maximum amount of \$3000

### Eligible works

Works that will be eligible for grant funding include:

- Painting
- Upgrading of signage structures (excluding sign writing etc)
- Cleaning of brickwork
- Removal and replacement of cladding and awnings
- Repair or replacement of wall tiles, facade structures
- Other facade improvement works subject to Council's approval
- Access works to reduce entrance barriers
- Removal of steps to install an access ramp
- Installation of handrails to existing ramp entry or additional stepped entry
- Minor works to make other parts of the existing premises more accessible will be considered.

If insufficient information is provided on the application form, Council may seek clarification on the proposed works before making a decision about the grant application.

### Ineligible works

The type of works that are not eligible for the program are:

- Works required as part of a development approval conditions of consent
- Works on a building that has received grant funds from this program (or other council grant program) in the past three years.
- Home based businesses.

## How to claim grant funding

To claim the funds the applicant must provide Council with:

- A tax invoice (including ABN) to Council for 80% of the agreed grant sum.
- On completion of works an acquittal must be submitted, including receipts and photos.
- A tax invoice (including ABN) for the remaining 20%.

Council will inspect the works and only pay the final payment when the works have been satisfactorily completed in accordance with the agreed schedule of works listed in the agreement.

## Work undertaken by a contractor

up to maximum amount of \$5000

### Eligible works

Works that will be eligible for grant funding include:

- Painting
- Upgrading of signage structures (excluding sign writing etc)
- Cleaning of brickwork
- Removal and replacement of cladding and awnings
- Repair or replacement of wall tiles, facade structures
- Other facade improvement works subject to Council's approval
- Access works to reduce entrance barriers
- Removal of steps to install an access ramp
- Installation of handrails to existing ramp entry or additional stepped entry
- Minor works to make other parts of the existing premises more accessible will be considered.

If insufficient information is provided on the application form, Council may seek clarification on the proposed works before deciding about the grant application.

### Ineligible works

The type of works that are not eligible for the program are:

- Works required as part of a development approval conditions of consent
- Works on a building that has received grant funds from this program (or other council grant program) in the past three years.
- Home based businesses.

## How to claim grant funding

To claim the funds the applicant must provide Council with:

- On completion of works an acquittal must be submitted including photos.
- A tax invoice from the contractor (including ABN) for the agreed grant sum.

Council will inspect the works and only pay the grant funding when the works have been satisfactorily completed in accordance with the agreed schedule of works listed in the agreement.

## Community Group Applications

Community groups, who are not eligible to apply for Tiers 1 – 3 can apply for the Streetscape Scheme Community Group Grant of up to a maximum of \$1500.

### Eligible works

Works that will be eligible for grant funding include:

- Painting
- Upgrading of signage structures (excluding sign writing etc)
- Cleaning of brickwork
- Removal and replacement of cladding and awnings
- Repair or replacement of wall tiles, facade structures
- Other facade improvement works subject to Council's approval
- Access works to reduce entrance barriers
- Removal of steps to install an access ramp
- Installation of handrails to existing ramp entry or additional stepped entry
- Minor works to make other parts of the existing premises more accessible will be considered.

If insufficient information is provided on the application form, Council may seek clarification on the proposed works before deciding about the grant application.

### Ineligible works

The type of works that are not eligible for the program are:

- Works required as part of a development approval conditions of consent
- Works on a building that has received grant funds from this program in the past three years.

### How to claim grant funding

To claim the funds the applicant must provide Council with:

- On completion of works an acquittal must be submitted including photos.
- A tax invoice to Council for the agreed grant sum.

Council will inspect the works and only pay the grant funding when the works have been satisfactorily completed in accordance with the agreed schedule of works listed in the agreement.

## Terms and conditions

An applicant must comply with the following terms and conditions:

### General

- a) The applicant is to submit a completed application via Council's SmartyGrants program and must include all supporting information i.e. description of proposed works, a digital image/ photo of shopfront, area being upgraded before works commence, colour pallet, and owner's consent (if applicable).
- b) Only one grant application is lodged per property, however a number of business owners may jointly make a combined application.
- c) The applicant must obtain necessary planning/building approvals before commencement of the works.
- d) Two quotes from licensed contractors are to be submitted with the application if work is not being completed by owner/business.
- e) The applicant is to enter into an agreement with Council listing the agreed schedule of works and grant sum (+GST).
- f) Works should not commence until the applicant has signed the agreement with Council.
- g) Applicants will be required to remove any illegal signage as part of the facade improvements.
- h) Works approved for grant funding are to be completed within 12 months from the date the agreement with Council is signed or grant funds will be reallocated.
- i) Any overrun in costs is not the responsibility of Council and extra funds will not be granted.
- j) Applicants are required to partake in media and communications opportunities that promote the council's business grants program.

Works are to be carried out in accordance with the Victorian Occupational Health and Safety Act 2004 and Occupational Health and Safety Regulations 2017, the Victorian Electricity Safety Act 1998, the Victorian Electricity Safety (Installations) Regulations 2009 and other legislation as required.

### Disclaimer

- Council will not be responsible for under estimation of costs.
- A successful applicant cannot be guaranteed funding to the level requested.
- An applicant meeting the key selection criteria will not be guaranteed funding.



## OHS Requirements

1. Works are to be carried out in accordance with the Victorian Occupational Health and Safety Act 2004, and Occupational Health and Safety Regulations 2017, the Victorian Electricity Safety Act 1998, the Victorian Electricity Safety (Installations) Regulations 2009 and other legislation as required.

Specifically, the applicant, building owner and licensed contractor must:

- Accord with the Occupational Health and Safety Amendments Regulations 2014, Australian Standards or Codes where they exist.
- Not obstruct and or hinder movement of persons on footpaths or roadways e.g. ladders and scaffolds etc. Traffic management for construction or maintenance work is to be in accordance with the requirements of the Road Management Act 2004 and related Regulations.
- Should a temporary road or footpath closure be required, a Council application for a temporary road or footpath closure must be completed at least ten days before the work is started.
- Not allow items such as drop sheets, ladders, trestles etc. to be a trip hazard for passers-by or motorists.
- Ensure that if any work is required to be done near electrical wiring that this work is completed strictly in accordance with the Victorian Electricity Safety (Installations) Regulations 2009 the Code of Practice on Electrical Safety for Work on or Near High Voltage Electrical Apparatus (the Blue Book 2012) to prevent electrocution or serious injury.
- Ensure the structural integrity of any awnings or structures if work is to be conducted on or from those places.
- Ensure the structural integrity of any ornamental work e.g. stone/brick rosettes, figurines etc. prior to beautification work commencing.
- Ensure when working above ground to inspect roof/awnings or access points for brittle sheets e.g. fibreglass etc. to prevent persons falling through.
- Ensure that any asbestos content of a facade or structure is appropriately handled and managed – reference to WorkSafe Victoria for information on safe handling of asbestos products is essential.
- Ensure that no asbestos cement surfaces are water blasted to prepare the surfaces for painting.
- Ensure that proper access and egress is provided to work areas above ground e.g. ladders should extend 1 metre above landing point; ladders used at a ratio of 4:1 etc.
- Do not work within 2 metres of an unprotected edge – if this is not possible then temporary handrails, fences to be erected to prevent falls or if not practicable, harnesses must be used.
- Arrange to have information sheets available (Material Safety Data Sheets) on chemicals used in beautification works e.g. Paint stripper and paints in general. MSDS's are available from the manufacturer and are generally available on the internet on the manufacturer's website.

## Review

This program is to be reviewed annually in accordance with the review of Council's budget. The review of the program is to consider:

- The success of the program in achieving the program objectives.
- The rate of take-up of the program.
- Feedback from post-grant survey results from building owners and business operators.
- Whether the grant program information or process need to be revised.
- Whether eligible works needs to change.
- Whether the amount of grant funding should be changed.

To view and complete an application form for the Business Streetscape Grant go to:

<https://westwimmera.smartygrants.com.au/>

- Visiting Council's Customer Service Centres
- Telephoning: 13 99 72
- Emailing: [economicdevelopment@westwimmera.vic.gov.au](mailto:economicdevelopment@westwimmera.vic.gov.au)