Industry Attraction and Business Development Fund 2025-2026

GRANT GUIDELINES

Shire of West Arthur
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The Shire of West Arthur has established an Industry Attraction and Business Development Fund aimed at fostering and promoting the creation of new businesses within the Shire, as well as the growth of existing businesses, with a specific focus on businesses located in the Darkan township.

The Shire has budgeted $10,000 for the 2025-2026 financial year for this program with the possibility of expansion in coming years.

The aim of the program is to:

- Assist new businesses with the early stages of business development (including development of business plans, strategic plans etc).
- Assist existing businesses with the expansion of their existing business to increase employment opportunities within the Shire.

The activities listed below will be eligible for funding through the program, with a preference for supporting initiatives that are not accessible from alternative sources:

- Consultancy services such as business planning, feasibility studies, legal advice, website design and development, e-commerce platforms, online content development.
- Training and upskilling.
- Branding and marketing.
- Space improvements or equipment purchases. Eligible improvements may include the following (subject to council approval where required):
    - Painting of the existing facade
    - Repairs to structure facade elements
    - Upgrading entrances for improved accessibility
    - Window treatments including vacant shopfront windows (e.g. vinyl artwork)
    - Tiling or painting of external walls
    - Awning and canopies
    - Creative lighting on facades, awnings and footpaths
    - Removal of redundant signage
    - Verge upgrades
    - Public art elements including painted murals, light boxes, window or footpath decals
- Other costs where the applicant can demonstrate a need for expenditure associated with establishing or expanding a business

The Shire will provide funding of up to 80% of the project's total value, capped at $5,000 (excluding GST). The Proponent must show that they can supply the remaining 20% through either in-kind services or cash contributions.

All funding allocations must be formally adopted by council and the successful applicant must be willing to enter into a formal agreement with the Shire of West Arthur which may include specific conditions. Funds

will be disbursed in accordance with the agreed milestones, with the final 10% of the funds being released upon the project's completion.

To be eligible you must:

- be a legal entity capable of entering into a legally binding and enforceable Grant Agreement with the Shire;
- have an Australian Company Number (ACN), or an Australian Business Number (ABN) and be solvent (if existing business);
- have an account with an authorised deposit-taking institution (an Australian financial institution or bank) registered with Australian Prudential Regulation Authority;
- Be proposing a business that will have a physical presence in the Shire of West Arthur;
- be a micro or small business (i.e. a business employing fewer than 20 people);
- have all appropriate licences and insurances;
- have the consent of the property owner if property is not owned by applicant and have at least 12 months of lease remaining at the time of application.

Prospective applicants are required to first reach out to the Shire at 9736 2400 or via email at projects@westarthur.wa.gov.au to discuss their application. Following this initial contact, applicants must submit a formal written request for funding that encompasses:

- Details on the proposed business and the proposed timeframe for development;
- Shows evidence of the need for financial support from the Industry Attraction and Business Development Fund (this Fund is intended to kick start prospective projects; it is not intended to reduce costs for projects that would occur regardless of support);
- Demonstrates the need for the business in the Shire and its alignment with the Shire's Strategic Community Plan (you can view the Shire's plan here - https://www.westarthur.wa.gov.au/documents/554/strategic-community-plan;
- Evidence of current solvency (if existing businesses);
- Details of funding assistance required, its use (including quotes), and be able to demonstrate funding contribution of at least 20%;
- The project outcomes and demonstrates capacity to deliver the project outcomes.

The grant cannot be used for:

- Retrospective expenditure
- Businesses that are not based in the Shire of West Arthur
- Land purchases
- Employment of staff
- Activities to be undertaken as part of normal business
- Debt reduction

Grant will be assessed on a points-based system according to the following criteria:

- Business readiness (25 points)
- Location (with businesses located in the Darkan Townsite given preference. Note that this does not preclude businesses outside the townsite from applying) (10 points)

- The potential of the businesses to be successful and benefit the community (20 points)
- The potential of the business to employ people (10 points)
- Ability of the business to provide a service or experience that is currently not available within the Shire (10 points)
- Completeness and comprehensiveness of the application (20 points)
- Procuring suppliers or services within the Shire of West Arthur where available (5 points)

Shire staff will review the applications to ensure applicants are eligible and have provided sufficient information. An agenda item will be prepared for Council to assess the application based on the above criteria.

Timeframe

The 2025/26 grant round will be open from 10th September 2025. Applications should be submitted to Shire@westarthur.wa.gov.au by 12 noon on 31st of October 2025.

Applications will be assessed in November 2025 for consideration by Council at the November Council meeting (27 November 2025) with grant agreements to be signed December 2025. Funds will be available for the applicant from December 2025 and must be spent by June 2026.

Grant recipients will be required to provide documentation and a brief report (500 words maximum) at the end of the grant period showing how the funding was spent. This will need to be submitted one month after the funds have been received.