



**CITY OF  
PERTH**  
City of Light



# *Business Relocation*

**GRANT GUIDELINES**





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## Disclaimer

This document is provided for information and does not purport to be complete. While care has been taken to ensure content is accurate, we cannot guarantee it is without flaw of any kind. There may be errors and omissions, or it may not be wholly appropriate for your particular purpose. In addition, the publication is a draft document which is liable to change. The City of Perth accepts no responsibility and disclaims all liability for any error, loss or other consequence that may arise from you relying on any information contained in this document. The final document will be published in due course.

## ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

The City of Perth acknowledges the traditional custodians of the land that we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands. We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbarl Yerrigan.

We offer our respects to Elders past and present.

# The City's Aspiration

The City of Perth is committed to supporting initiatives that contribute to our aspiration for Perth – Liveable, Sustainable and Prosperous. Through sponsorship and grants, we support stakeholders to build a sense of vibrancy, celebrate our diverse culture, and contribute to economic growth, creating a city that is a great place to live, work and visit.



Liveable



Sustainable



Prosperous



# Business Relocation Grant

## Introduction

The City of Perth recognises that businesses contribute to the vibrancy and energy of the city. Small to medium-sized businesses are encouraged to relocate to the city through the Business Relocation Grant, which assists with the associated financial cost.

By reimbursing some of the relocation costs, the City hopes to attract businesses from outside of the local government area and encourage them to call the City of Perth home.

## Funding Levels Available

The grant funding available is based on the number of full-time employees and the cost associated with the relocation.

Grant funding starts at \$10,000 (excluding GST) for eligible businesses that have:

- minimum 10 full time equivalent (FTE) employees; and
- can demonstrate relocation costs of at least \$10,000.

The grant amount available increases by \$1,000 per full time equivalent employee up to \$50,000 (excluding GST) and the applicant must demonstrate an equivalent value in relocation costs.

Where an applicant's relocation costs and equivalent employee count are not equal, the lower figure will apply. For example, where an applicant has 40 full time equivalent employees and relocation costs are \$30,000 excl GST, they can apply for \$30,000.

## Program Outcomes

To guide and inform the City's direction and approach for the Business Relocation Grants, key outcomes have been identified as a priority which are aligned with the City's **Strategic Community Plan 2022-2032**. The City aims to support projects that can achieve these outcomes.

 <p>Aspiration: <b>LIVEABLE</b></p>	 <p><b>A safe, active, vibrant and connected community</b> The city is a safe place for all to live, work, study and play.</p>
 <p>Aspiration: <b>SUSTAINABLE</b></p>	 <p><b>A well-planned, designed and managed city</b> The city meets today's needs while ensuring sustainability for the future.</p>
 <p>Aspiration: <b>PROSPEROUS</b></p>	 <p><b>A smart and innovative city on a strong growth path</b> Perth knows and plays to its strengths. <b>Job rich, with economic sector development and thriving small businesses</b> The City is 'open for business'.</p>

# Eligibility Criteria

To be eligible to apply for grant funding from the City, the applicant must:

- 1 be a legally constituted entity, or a business with an Australian Business Number (ABN);
- 2 have a demonstrated investment or intention to occupy office space within the City of Perth local government area such as:
  - a Heads of Agreement, lease proposal or offer to lease containing a proposed lease term of at least three years; or
  - a commercial property lease arrangement with a term of at least three years; or
  - ownership of a property located within the eligible area to which the grant funds would apply to;
- 3 demonstrate the business employs and can sustain a minimum of 10 full time employees or equivalent and is able to provide evidence of this;
- 4 demonstrate that the size and layout of the new premises is suitable for the number of employees relocating;
- 5 demonstrate that the business is relocating from outside the City of Perth Local Government Area;
- 6 possess all appropriate insurances and be willing to provide copies of relevant certificates of currency upon request;
- 7 can demonstrate appropriate permits, approvals, licences etc have been investigated or are being obtained for the proposed project with the relevant authorities including and not limited to the City's planning, building, health and heritage departments;
- 8 have submitted the application prior to the relocation; and
- 9 demonstrate financial viability without the City's funding (e.g., the applicant is able to provide evidence such a bank statement to demonstrate the business has the cash flow to undertake and fund the relocation upfront, with an approved grant paid upon completion.





### The City will not consider applications from

- serviced offices or co-working spaces;
- businesses that will operate under a retail lease;
- the Commonwealth or State Government Departments;
- a political party;
- an applicant that the City considers to support, promote or facilitate violence, intolerance or discrimination;
- an employee or elected member of the City, or their immediate family, however this does not include an application from an organisation that an employee, elected member or their immediate family member may be part of;
- an applicant that has outstanding debts to the City;
- an applicant who is in legal conflict with the City;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City funding;
- an applicant that has already received City funding (including in-kind) for the same project within the same financial year; and
- an applicant that conducts, or has conducted themselves in a way that the City considers to be injurious or prejudicial to the character or interests of the City.

### The City will not consider applications for project expenses or projects:

- where the City considers the primary purpose to be political;
- that the City considers denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- that request reimbursement of funds already spent; or
- that are for debt reduction or operational deficits; and
- project legal expenses.

The City of Perth will not support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads.

Additional details on and requirements are set out Council Policy 4.3 **Outgoing Sponsorships and Grants**. The applicant should review the Policy prior to submitting an application for sponsorship or grant funding and, to the extent of any inconsistency, the Policy takes precedence over this document.

### Applications from Trusts

Applications from trustees acting on behalf of trusts are required to provide a copy of their trust deeds to the City of Perth as part of the application process.

### Examples of Costs Supported

- Costs relating to the refurbishment, fit out, adaptation of any new facilities within the leased or purchased premises including additional sustainability related improvements and enhancements;
- Physical security improvements such as CCTV, lighting or removal of alcoves at street level;
- Relocation costs such as removalists;
- Professional services such as building surveyors, consultants, architects, designers etc that contribute to the relocation process;
- External upgrades to the property including painting, signage, hard and soft landscaping; and
- Marketing costs to advertise your new business location including website updates, promotional campaigns and materials, updates to business stationery etc.

### Examples of Costs Not Supported

- Costs associated with the negotiation or contract expenses related to the purchase or lease of property;
- Works to meet the make good clause from existing tenancies or any remediation works to any previous tenancies the applicant is relocating from;
- Relocation from an office or property already within the City of Perth local government area; and
- Ongoing lease/rental costs or repayments on the purchase of a building.



# Assessment Criteria

## Essential Criteria

1. Demonstrate how the relocation into the City of Perth will positively impact your business and contribute to a diverse economy
2. Demonstrate how the relocation will positively impact the surrounding area.
3. Demonstrate your business is well-planned and will be sustainable in its new location by providing evidence of long-term business planning (minimum three years).
4. Demonstrate planning and capacity to manage all aspects of the relocation.

## Documentation

Your application must include the following to assist with assessment:

1. Evidence of the organisations' financial viability such as annual profit and loss statements and/or balance sheets to demonstrate capacity to fund the project upfront;
2. Evidence of formal intent to relocate such as:
  - Heads of Agreement / Offer of Lease / Intent to Lease that includes a minimum lease term of three years, or;
  - Fully Executed Commercial Lease Agreement, or;
  - Certificate of Title for purchase of property.
3. Evidence that the business is relocating from outside the City of Perth Local Government Area i.e., your most recent lease agreement.
4. Evidence that relevant approvals have been investigated or are in progress e.g. evidence of permits such as obstruction permits, approvals, licenses, email correspondence, confirmation of application submissions etc where applicable.
5. Evidence of your full-time equivalent employees i.e. a copy of your payroll and tax information;
6. Evidence of your work from home policy or operational procedures to show staff will work majority of hours from the business location;
7. Evidence of your eligible relocation costs including quotes equal to or greater than the amount requested; and
8. A current business plan that is effective for a minimum of three years and as a minimum covers the organisational structure detailing staff positions and executives, development plans i.e. growth goals and strategies, cashflow forecasts and financial statements.

# Other Important Information for Business Relocation Grants

All applicants must disclose any known established relationship between the business and the managing agent or lessee and all quote providers.

Note: An ABN Lookup search is undertaken on all supplied invoices and receipts.

## Permits and Approvals

Funding is subject to the applicant obtaining all relevant permits and approvals. The provision of the grant does not replace the requirements and processes for development, planning, building health and heritage approvals. All relevant approvals and permits must be gained outside of the grant process and will require engagement with the relevant City departments.

## Payment Terms and Acquittal

Business Relocation Grants are reimbursements and the costs associated with the project must be met upfront by the applicant. The approved grant is paid after occupancy of the new premises and when acquittal requirements and proof of the costs incurred have been submitted to the City.

Successful applicants must:

- provide proof their expenditure at least matches the funding being provided by the City of Perth;
- provide proof that money was spent after the application submission date (not before) through invoices and tax receipts, or other documentation such as bank statements and remittance proving referenced invoice has been paid;
- provide before and after photographs (or other determined appropriate) of the relocation
- provide a detailed testimonial of their experience with the City of Perth in assisting with the relocation, to be used for promotional purposes (the City may invite the applicant to record a testimonial to camera); and
- be available to meet and/or provide updates on the relocation as required.

Once the relocation is complete, you must contact the City and organise a site visit to confirm that the works have been undertaken as agreed, prior to a claim being processed.

The City reserves the right to obtain professional photographs of the works delivered through the grant program and use these in promotional activities of the City of Perth.

# General Information

## Key Dates

**Applications open** 3 June 2024

**Applications close** 30 April 2026

The City will accept applications for Business Relocation Grants at any time, however decisions will be made on a case-by-case basis in line with budget and strategic priorities.

This grant operates on exhaustive funding, and the City reserves the right to close the program once the available budget has been expended.

## How to Apply

You are required to discuss your application with a City Sponsorship Officer prior to submission to ensure you are applying in the most suitable program.

Applications for grants and sponsorships must be submitted through the City's approved online management portal, SmartyGrants. A link to the application form will be provided once it is determined that the Business Relocations Grant is the most suitable program.

## Assessment Process

Applications are assessed by a minimum three-person funding panel, which may recommend full, part or no funding to the decision-making authority. The recommendation is carefully considered with the view of maintaining the integrity of the proposal.

The City reserves the right to request further information in considering any application, as well as the right to reject any application for any reason.

## Decisions and Notifications

Applications may be accepted or rejected or part-funding approved, and the decision is final and not subject to any further appeal within the City. Applications will be considered by Council.

**Allow up to 3 months** to be notified of a decision for requests over \$20,000. Allow up to 2 months for requests \$20,000 and below.

## Funding Agreements

Successful applicants for Business Relocation Grants must provide a copy of an executed lease agreement and enter into a written funding agreement with the City within **six months** of approval.

The City will not be under any obligations in relation to a successful application until the parties execute an agreement. A funding agreement template can be viewed on the Grants and Sponsorship page. The City will not fund projects that are entirely different from the agreement.

## Funding Term

All successful applicants will have 12 months to occupy the new premises from the date of agreement. Any requests for extensions must be made in writing prior to the end of the agreement and will be determined via the relevant approvals.

## Acquittal Process

Subject to the terms of the agreement, successful applicants will be required to submit an acquittal report through SmartyGrants no later than three months from the completion of the agreement.

## Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting a funding application and a determination by Council, an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application, the person/organisation will be disqualified and the grant excluded from being considered for approval.







## Frequently Asked Questions

1

### Are the details of my application confidential?

No. *State Records Act 2000 (WA)*, *Local Government Act 1995 (WA)* and other relevant legislation and regulations. An assessment of your application will form part of the decision recommendation report which and may be subject to potential Freedom of Information (FOI) requests. Successful applicants may be listed on the City's website. Please make it known to the Sponsorship Officer if information provided in your application is commercially sensitive.

2

### How will I know if my application is successful?

The application will be decided during Council meeting which can be live streamed on the day or minutes provided post meeting. For Business Relocation Grants, a City Officer will contact you to advise you of the outcome of your application after an appropriate amount of time after the council meeting.

This document is available in other formats on request.

3

### What decision making process do applications go through?

Each application undergoes an eligibility check before it is reviewed by an Assessment Panel. The panel will assess the request against the program criteria and make a funding recommendation which is presented to Elected Members for decision at an Ordinary Council Meeting.

An Agenda Briefing Session occurs one week prior to the Ordinary Council Meeting and provides opportunity for Elected Members to ask the Administration questions about the application and the Assessment Panel recommendation. Applicants can attend the Agenda Briefing Session and have the opportunity to make a deputation to Elected Members. A Sponsorship Officer will contact applicants to inform them of this opportunity and meeting dates.

4

### How long does it take to receive funding after my project is approved?

Subject to the terms of the agreement, the payment policy for the City of Perth is 30 days from the end of the month in which the invoice is received. Payment of funding will be made on achievement of milestones linked to project deliverables set out in the agreement.

## Contact Us

### Sponsorship Officer

@ sponsorship@cityofperth.wa.gov.au  
perth.wa.gov.au/grants

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