

Social Enterprise Grants Program 2024

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Social Enterprise Grants Program

Program Overview

Grants of up to \$20,000 (ex GST) or \$22,000 (inc GST) are available.

The Social Enterprise Grants Program (the program) supports the establishment and expansion of businesses with a social purpose. The program is aligned to our [Economic Development Strategy 2031](#) – enhancing the City of Melbourne’s reputation for business vitality, diversity and inclusiveness, and contributing to the city’s economy and community.

Applying businesses must be located within the City of Melbourne, have most of their workforce for their main activity within the City of Melbourne, or are committed to establishing within the City of Melbourne.

Topic streams

The program has a stream specifically for applicants working on circular economy solutions, and an open stream which is available to applicants working on any other social impact solution.

- **Circular Economy Stream:** City of Melbourne is interested in bold and inventive circular economy solutions, challenging the notion of what ‘waste’ is, and finding pathways towards a circular economy and zero waste. This stream is for businesses who are developing and/or delivering innovative circular economy related products and services.
- **Open Stream:** This stream is open to any other type of social enterprise that meets the eligibility criteria and program objectives.

To help understand if you are a social enterprise, the Victorian Government provides some resources [here](#). More information on circular economy can be found [here](#).

Please ensure that you have read the [guidelines](#) before you start your application. For more information and to obtain the accessible version of our guidelines visit our [website](#).

Definition of a social enterprise

For the purpose of this program, a ‘social enterprise’ is defined as a business that derives most of their income from trade and uses profits to contribute to their social mission. Within this definition, types of applicants may be not-for-profit or for-profit businesses.

Eligibility checklist

To apply, applicants must meet the following general eligibility criteria:

- have a valid Australian Business Number (ABN) or Australian Company Number (ACN)
- meet the program guidelines definition of a social enterprise
- have documented evidence of an appropriate legal structure, such as a sole trader, an Australian registered company, business cooperative or partnership

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- have no outstanding acquittals or debts to the City of Melbourne
- demonstrate financial viability as evidenced by a basic business plan, including projected financial statements
- demonstrate sustainable business practices in line with the Australian ethical charter
- be able to commence the funded activity upon receiving the grant
- complete and acquit the funded activity within 12 months, no later than two weeks after the agreed completion date of the proposal as stated in the funding agreement.

Do you meet all the eligibility criteria listed above? *

- ☐ Yes
☐ No

Do you have a circular economy related business proposal (ie proposals to avoid, reduce or recycle waste) *

- ☐ Yes
☐ No

Collaborations

Where the application is for a collaborative project, a lead applicant will submit this application, then note collaborating businesses within an application field by clicking the collaboration button and adding collaborators in SmartyGrants. Attach brief letters of support from appropriate business representatives incorporating their contact details.

Is this application a collaboration? *

- ☐ Yes ☐ No

If yes, please provide letter(s) of support

Attach a file:

Add additional documents here

Attach a file:

Your contact and business details

*** indicates a required field**

Contact details

Registered business name *

Organisation Name

Trading name

If different to your registered business name

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Main contact *

Title	First Name	Last Name

Position of main contact *

Mobile number *

Must be an Australian phone number

Office phone number

Email address of main contact *

Must be an email address

General office email, if applicable

Must be an email address

Website

Must be a URL

Applicant secondary contact *

Title	First Name	Last Name

Applicant secondary phone number *

Must be an Australian phone number.

Applicant secondary email *

Must be an email address.

Current business location

Your current business address *

Address		
Suburb	State	Postcode

Your current postal address

Address		
Suburb	State	Postcode

Please outline what connection your enterprise has to the City of Melbourne: *

- ☐
- ☐
- ☐
- ☐ My business is currently located in the City of Melbourne municipality
 - ☐ My business is looking to establish itself in City of Melbourne
 - ☐ My business provides a workforce in City of Melbourne municipality

You can For a map of the municipality click on this link: <https://www.melbourne.vic.gov.au/about-melbourne/melbourne-profile/Pages/City-maps.aspx>

Company profile

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Upload a copy of your certificate of incorporation or registration of business name *

Attach a file:

Upload a copy of your current Public Liability certificate of currency *

Attach a file:

Company structure *

- ☐ Charitable fund
- ☐ Company ACN
- ☐ Cooperative
- ☐ Incorporated association
- ☐ Partnership
- ☐ Sole trader
- ☐ Other:

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Date of establishment / incorporation *

Must be a date.

Australian Company Number *

Must be a number.

For more information about registering as a company visit www.business.gov.au.

Cooperative number *

If you're unsure of your cooperative number, visit [Consumer Affairs Victoria](#).

Incorporation number *

If you're unsure of your incorporation number, visit [Consumer Affairs Victoria](#).

Are you a registered Social Traders organisation? *

- ☐ Yes
☐ No

Social Traders connect Certified Social Enterprises with Business and Government Members. See more about Social Traders here: <https://www.socialtraders.com.au/>

Are you a certified B Corporation? *

- ☐ Yes
☐ No

Find out more about B Corps here: <https://bcorporation.net/about-b-corps>

Circular Economy

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Important Note

This section is to be completed by applicants with proposal to avoid, reduce or recycle waste.

City of Melbourne is interested in bold and inventive circular economy solutions, challenging the notion of what 'waste' is, and finding pathways towards a circular economy and zero waste. This stream is for those social enterprises who are developing and/or delivering innovative circular economy related products and services.

Describe how your business model contributes to a circular economy *

Must be no more than 200 characters.

Outline the measurable circular economy impact *

Must be no more than 150 characters.

Describe how you will measure this impact *

Must be no more than 200 characters.

What materials are you targeting? *

Must be no more than 200 characters.

Social purpose, vision and solutions

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Social mission

Describe the social mission of your enterprise and how you will report on your social outcomes *

Word count:

Must be no more than 300 words.

Social, environmental, economic business practices

For information and tips on how to make your business operations sustainable click [here](#)

Describe how your business incorporates social, environmental, economic and other values in your decision making process.

Word count:
Must be no more than 300 words.

Your customers

Clearly define the problem the business is solving and the target market/ customers *

Word count:
Must be no more than 200 words.

Your competitors

For circular economy applicants

List your main and potential competitors in order of importance *

Word count:
Must be no more than 150 characters.

Impact and Benefits to the City of Melbourne

* indicates a required field

What benefits will your proposal deliver?

What are the benefits your activity will deliver? Include references to your activity for the purpose of this grant, and how you will measure related benefits? *

Word count:
Must be no more than 500 words.

Alignment with the United Nations Sustainable Development Goals

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The City of Melbourne is committed to supporting the [United Nations Sustainable Development Goals](#).

These encompass 17 Sustainable Development Goals (SDGs), which recognise that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and preserving our oceans and forests.

Describe how your enterprise aligns with and supports the United Nations Sustainable Development Goals. *

Word count:

Must be no more than 200 words.

You can describe some or all of the SDG's that strongly relate to your enterprise.

Alignment with Council goals and priorities

- Demonstrate sustainable business practices and alignment with Council's policies including the [Council Plan 2021-25](#) and [Economic Development Strategy 2031](#).

The [Economic Development Strategy 2031](#) outlines a 10-year plan for economic, social and cultural recovery for our city as it emerges from the impacts of COVID-19. We strongly encourage you to familiarise yourself with both strategic documents before proceeding.

Describe how your social enterprise aligns with Council goals and priorities outlined above *

Word count:

Must be no more than 200 words.

Alignment with Council's Waste and Resource Recovery Strategy 2030

- Demonstrate sustainable business practices and alignment with Council's policies including the [Council Plan 2021-25](#) and alignment with the [Waste and Resource Recovery Strategy 2030](#) and how the social enterprise will deliver against the strategy targets to divert 90 percent of waste from landfill and reduce household waste production by 20 percent

Describe how your circular economy solution aligns with Council goals and priorities outlined above *

Must be no more than 300 characters.

Business viability and demonstrated experience

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* indicates a required field

Business overview

In this section, please provide details directly relating to the project or activity you are intending to fund with the grant.

Briefly outline the project or activity, how it relates to your overall business plan and your social purpose *

Word count:

Must be no more than 300 words.

Provide a brief description of the proposed new product / services to be delivered as part of the project or activity *

Word count:

Must be no more than 500 words.

Marketing strategy

Ensure that you include information on your pricing structure, promotion, distribution, packaging and product or service positioning

Provide an outline of your marketing strategy *

Word count:

Must be no more than 500 words.

Upload your marketing strategy *

Attach a file:

Demonstrated experience

In this section you can include team chart alongside detail of your core team.

Demonstrate that you have a strong team with proven track record or the relevant skills to deliver the proposal. *

Word count:

Must be no more than 300 words.

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Upload your team chart

Attach a file:

Important note

The financial viability of the proposal will be taken into account as part of the assessment.

It is important to demonstrate that post grant funding, the project is able to be managed financially and sustainably long-term and that the applicants current activities are financially viable.

It is expected that the applicant will provide one or more form of evidence. Past experience has shown that applications containing more information have a better chance of success.

Financial statements or plan

Microsoft Excel projected financial templates are provided for your use on the [Social Enterprise Grant website under 'how to apply'](#). Templates should be used as a guide only and give an indication of the details required. Regardless of the templates you use, please provide sufficient assumptions/notes to support the projected financial data.

Make sure your financial projections are accurate and reasonable. The projected balance sheets should balance and reflect the financial results and cash flows forecasts.

Name of document

Upload the document

Other funding sources

Provide details and sources of financial support other than the grant, for all or part of this business proposal.

Amount (\$)

Funding type and source

Funding confirmed? Explanatory notes, if applicable

\$			
Must be a dollar amount.	For example overdraft facilities, lines of credit, private investors etc.		

Grant request

* indicates a required field

How will you spend the grant?

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If your application is successful, your funding agreement with the City of Melbourne will start from the date the agreement is signed and will run for up to 12 months or when proposed activity is completed within 12 months. Please outline all benefits your proposal will deliver to the City of Melbourne within this period.

Provide a brief summary of how the grant will enhance or facilitate the proposed project, activity or overall business *

Word count:

Must be no more than 80 words.

Provide a breakdown of how you will spend the grant

All expenditure items must be directly related to the proposal. Please note only expenditure items that have not yet been incurred prior to lodging your application will be eligible.

- Be specific. Describe the individual items and costings.
- Include the GST component for each item.
- You can apply for up to \$20,000 (\$22,000 including GST)

Please note the program **does not** support operational expenses that are considered as ongoing costs such as rent, utilities, wages, personal expenses.

List of proposed expenditure items

Expenditure items	\$ (including GST)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount.

TOTAL GRANT REQUEST

These fields are automatically calculated based on the funding category fields above.

SUBTOTAL *

\$

This amount is calculated less GST. Must be a dollar amount and no more than \$20,000

GST *

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\$

This amount is calculated. 10% of grant request subtotal.

TOTAL AMOUNT REQUESTED *

\$

This amount is calculated. Must be a dollar amount and no more than \$22,000

Additional information

* indicates a required field

Include any information, or equivalent, to help substantiate your application.

If your business is not currently or not intending to locate in the City of Melbourne, please provide any additional information to validate that your main workforce base is within the City of Melbourne.

You may include up to four A4 pages of information, or equivalent including letters of reference from contractors or customers based within the municipality to substantiate your application.

Name of document or description of URL

Upload the document

Or link to a URL

For example images of your proposed product, market research results, letters of support etc.	PDF, JPG and Microsoft Word documents are our preference.	Link to a specific page of your website, a social media campaign, a promotional video etc.

The City of Melbourne is committed to improving the experience of our customers and your feedback will be used to improve our service in the future.

Please tell us how you heard about the social enterprise grants program? *

- ☐ City of Melbourne website
- ☐ I'm a previous applicant / recipient
- ☐ Internet search
- ☐ Newsletter article
- ☐ Smart Company
- ☐ Social media (City of Melbourne Facebook, Twitter, Instagram, LinkedIn)
- ☐ Social media (other than City of Melbourne)
- ☐ Word of mouth / referral
- ☐ Radio
- ☐ Other:

Must be no more than 3 choices selected

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Do you wish to receive updates on grants, sponsorships and other business support?

- ☐ Yes
☐ No

By ticking yes, you consent to receive City of Melbourne news and updates related to grants, sponsorships, business support or other initiatives that may benefit your business.

Aboriginal and/or Torres Strait Islander businesses

Does your business identify as an Aboriginal and/or Torres Strait Islander owned business? ^{^+ *}

- ☐ Yes*
☐ No

For the purpose of answering yes to the above question:

- An Aboriginal and/or Torres Strait Islander business must be at least 50% Indigenous owned and managed;

And the owner / manager:

- Is of Aboriginal or Torres Strait Islander descent, or both;
- Identifies as an Aboriginal person or Torres Strait Islander, or both; and
- Is recognised as such by their community.

For this proposal, have you applied to another part of Council for a grant or sponsorship? *

- ☐ Yes ☐ No

If yes, indicate the grant or sponsorship program you've applied to

- ☐ Arts grants
☐ Community grants
☐ Community grants - Indigenous grants
☐ Event partnership program
☐ Triennial arts grants
☐ Triennial events sponsorship program
☐ Other:

And describe the purpose of the funding, including the amount requested

Word count:

Must be no more than 150 words

For this proposal, do you have any current applications lodged with the City of Melbourne, or had any related dealings with the City of Melbourne? *

- ☐ Yes ☐ No

Such as planning permits, licences, event permits etc.

If yes, describe the type of application, including any reference number, date submitted and your main point of contact

Word count:

Must be no more than 150 words.

Have you ever received any form of financial assistance from the City of Melbourne? *

- ☐ Yes ☐ No

If yes, describe the purpose of the financial assistance, including the total amount and year received

Word count:

Must be no more than 150 words

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For this proposal, have you received or do you expect to receive financial assistance or reimbursement from any government financial assistance scheme? *

☐ Yes

☐ No

If yes, describe the financial assistance, amount secured or sought, and name of the government agency or department

Word count:

Must be no more than 150 words

Declaration by applicant

* indicates a required field

Privacy

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by City of Melbourne for the purpose of assessing grants and sponsorship. The personal information may be disclosed to assessment panel members, management and councillors for this purpose. If your application is successful, the applicant names, project names and funding amounts will be made publicly available, including publication on Council's website, in Council's media releases and shared with the Victorian Government. The remaining personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to City of Melbourne, please send an email to businessfunding@melbourne.vic.gov.au.

I confirm that the information contained in this application is to the best of my knowledge true and accurate. I understand that providing false or misleading information is a serious offence. *

☐ Yes

Declaration

Name of authorised person *

Title First Name Last Name

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Position *

Date *

Must be a date.