

# Small Business Grants 2025 | Application Form

## Form Preview

### Important information about applying for a Small Business Grant

Please read the following before proceeding with your application

#### PROGRAM OVERVIEW

The Small Business Grants Program (the Program) supports the establishment of new businesses and expansion of existing businesses within the City of Melbourne.

Successful applicants funded through this Program will fuel economic growth through job creation, bringing new solutions and ways of doing business into the city.

The Program aligns to our [Economic Development Strategy 2031](#) ensuring Melbourne is one of the easiest places to start and grow a business and encourage innovation and start-up creation.

**\*\*Please ensure that you have read the [guidelines](#) before starting your application. Applicants must meet ALL eligibility criteria to apply for this grant.**

NOTE: for the purpose of this Program, a 'small business' is defined as an organisation which employs less than 20 full-time or equivalent employees.

#### FUNDING STREAMS

For this grant round applicants choose ONE of following four streams, with up to \$25,000 (excl GST) per applicant available for each:

- **Open:** for any small business operating within the municipality that meets the eligibility criteria and program objectives.
- **Social enterprise:** For 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 a certified B Corporation or a for-profit business that meets the [Social Traders definition](#) of a social enterprise.
- **Circular economy:** for a small business that delivers circular outcomes or will implement circular economy solutions to generate circular outcomes. These are products, services or initiatives that avoid, reduce, or design out waste.
- **Shopfront occupancy:** for a small business that occupies a ground floor, street-facing commercial shopfront within the municipality that has been vacant for more than four months and meets all other eligibility criteria and program objectives.
  - **Shopfront Occupancy - Key Occupancy Focus Area:** An additional \$5,000 is available for applicants who occupy a vacant shopfront in one of CoMs key occupancy focus areas - Docklands and the eastern and western fringes of the Central Business district. See [this map](#) for more detail and the geographical footprint of these focus areas.

#### Your small business must be within the City of Melbourne Municipality

You can check our geographic footprint in our [interactive map](#). It encompasses Docklands, East Melbourne, Fishermans Bend, Jolimont, Kensington, North Melbourne, Melbourne's central business district, Parkville, South Wharf, West Melbourne and areas of Carlton, Carlton North, Flemington, Port Melbourne, South Yarra and Southbank.

**\*Our municipality does not cover the Melbourne metropolitan area.**

Have a question or need more information?

# Small Business Grants 2025 | Application Form

## Form Preview

There are a range of support available to your business before applying for this grant, including:

- Attend our **information webinar** on [Wednesday 28 August 2024](#)
- Jump into one of our weekly **online drop-in sessions**:
  - [11am on Thursday 5 September](#)
  - [2pm on Tuesday 10 September](#)
  - [11am on Monday 16 September](#)
- Attend our **business grant writing webinar** on [Thursday 5 September](#)
- Discounted **business mentoring sessions** you can [book online](#) to get help with your business plan, financial information or to test your funding proposal.
- [Download](#) our financial documentation templates.

### Have a question about this grant opportunity?

- Visit [Small Business Grants](#)
- Email [businessfunding@melbourne.vic.gov.au](mailto:businessfunding@melbourne.vic.gov.au)
- Call 9658 9658 (press 1 for business)

### Want to talk to someone about your business before applying for this grant?

Our [Business Concierge Service](#) is a team of officers can provide support and advice about starting and growing your business.

Request an appointment by:

- Filling out the [online form](#)
- Calling 9658 9658 (press 1 for business)

## Eligibility checklist

\* indicates a required field

### Confirming your eligibility

To apply for the City of Melbourne's Small Business Grant, you must meet all of the following eligibility criteria:

- be located within or committed to relocate promptly (within six months of receiving a grant) to the City of Melbourne municipality.
- have a valid Australian Business Number (ABN)
- have less than 20 full-time or equivalent employees at the time of applying.
- be an Australian registered business, sole trader, company, business cooperative or partnership and provide documented evidence of its legal structure.
- be able to provide evidence of appropriate business insurances.
- have no outstanding acquittals or debts to the City of Melbourne
- demonstrate financial viability as evidenced by relevant financial information.

Shopfront occupancy stream ONLY:

- provide evidence of a commercial lease (for a minimum length of 3 years) if relocating to City of Melbourne or moving to a larger premises within City of Melbourne.

# Small Business Grants 2025 | Application Form

## Form Preview

*Please answer the following questions accurately and truthfully, providing the appropriate evidence, as requested.*

### Business location

Your business must be located within the [City of Melbourne municipality](#) to be eligible to apply for grant funding.

**Please confirm the status of your business location \***

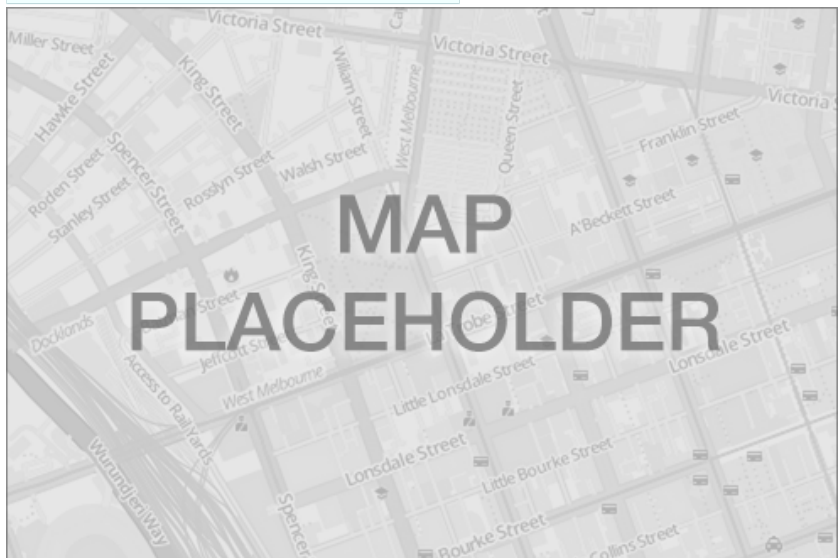
- ☐ My business is currently located in the City of Melbourne municipality
- ☐ I am in the process of relocating my business to a confirmed address in the City of Melbourne municipality
- ☐ I am in the process of searching for new premises in the City of Melbourne municipality

### Current business location

Please use our [interactive map](#) to confirm your business is within the City of Melbourne municipality.

**Your current business address is: \***

Address



### Business relocation address

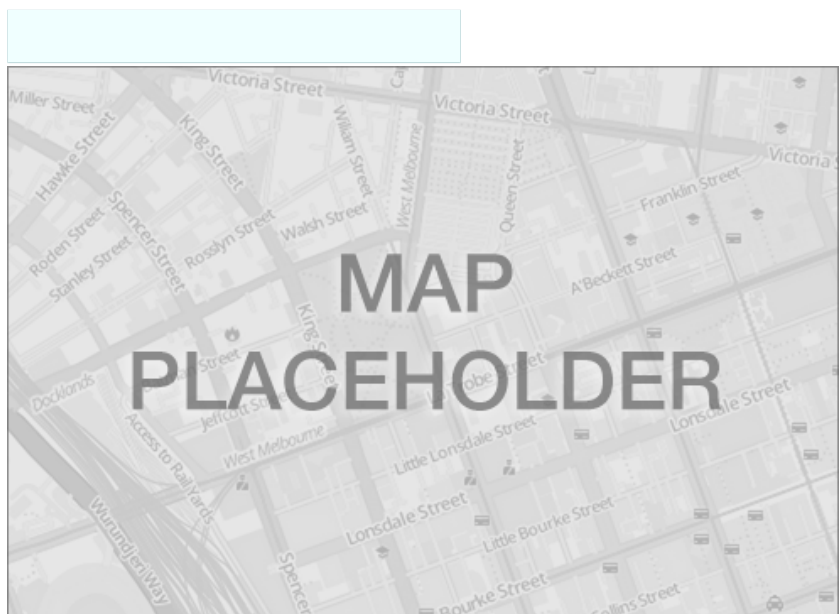
Please use our [interactive map](#) to confirm your relocation address is within the City of Melbourne municipality.

**Your confirmed relocation address is: \***

Address

# Small Business Grants 2025 | Application Form

## Form Preview



\*If you are successful for grant funding, you will be required to provide evidence of your business's relocation into the City of Melbourne municipality before receiving any funds.

### Space requirements

Please help us to understand the type of space your business is looking for in the City of Melbourne.

If your application is otherwise successful our Business Concierge Service may be able to assist or support your business to find a suitable location within the municipality.

#### In general what type of space(s) do you require? \*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Computer Lab                    | <input type="checkbox"/> Commercial kitchen              | <input type="checkbox"/> Retail                      |
| <input type="checkbox"/> Electronics Lab                 | <input type="checkbox"/> Demonstration/ exhibition space | <input type="checkbox"/> Hospitality                 |
| <input type="checkbox"/> Construction/ fabrication space | <input type="checkbox"/> Warehouse                       | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Audio/ video production studio  | <input type="checkbox"/> Office                          |  |

#### Please provide details about your space requirements

For example the location, size or special attributes required

### Are you a small business?

#### Does your small business employ less than 20 full-time or equivalent (FTE) staff? \*

- ☐ Yes - we have less than 20 FTE
- ☐ No - we have more than 20 FTE

# Small Business Grants 2025 | Application Form

## Form Preview

### Number of current employees

Please provide the number of staff your small business currently employs

**Full-time \***

Must be a number.  
No more than 20.

**Part-time \***

Must be a number.

**Casual \***

Must be a number.

### Business registration

Is your small business an Australian registered business, sole trader, company, business cooperative or partnership?

You must provide documented evidence of its legal structure.

**Does your business have a valid Australian Business Number (ABN)? \***

- ☐ Yes  
☐ No

### 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

Must be an ABN

**Upload a copy of your Certificate of Incorporation or Registration of business name \***

Attach a file:

**Company structure \***

- ☐ Company ACN  
☐ Cooperative

# Small Business Grants 2025 | Application Form

## Form Preview

- ☐ Partnership
- ☐ Sole trader
- ☐ Not-for-profit organisations

**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](http://www.business.gov.au).)

**Cooperative number \***

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

## Business insurances

To be eligible for funding you are required to provide a Certificate of Currency for Public Liability insurance for \$20,000,000; or such lesser figure as agreed by the Council.

**Does your business have the appropriate business insurances? \***

- ☐ Yes
- ☐ No
- ☐ I am in the process of acquiring these.

To be eligible for this grant opportunity your business must not:

- have received funding from City of Melbourne for the same proposal
- have outstanding debts to City of Melbourne
- have failed to comply with the terms and conditions of any previous funding agreement with City of Melbourne
- be a franchisee, subsidiary of larger companies or an unincorporated association
- be a government department or agency, foundation or grant making body
- be a political organisation or organisation that has a political purpose
- be a current City of Melbourne employee, immediate family or contractor
- be an entity that denigrates, excludes or offends parts of the community

**Does your business meet any of the above statements? \***

- ☐ Yes
- ☐ No

Please ensure you do not meet any of the above statements. Businesses found to comply with any of the above will be deemed ineligible.

Sorry, your business is ineligible to apply for this round

# Small Business Grants 2025 | Application Form

## Form Preview

Based on your answers above your business is not eligible to apply for this round of City of Melbourne's Small Business Grant Program.

**Do you agree that your small business is not eligible to apply for the grant this round?**

☐ Yes

If you do not agree, please review your responses to the questions above

## Funding streams

\* indicates a required field

Please choose ONE of the following funding streams for the purposes of this application

### Funding stream options \*

- ☐ Open
- ☐ Social Enterprise
- ☐ Circular Economy
- ☐ Shopfront Occupancy
- ☐ Shopfront Occupancy - Key Occupancy Focus Area

## Shopfront occupancy stream

To apply for this stream an applicant business must be occupying a shopfront (ground level, street-facing commercial property) that has been vacant for a minimum of four months.

Applicants must provide:

- Evidence of a commercial lease for a minimum length of 3 years, if relocating to City of Melbourne or moving to a larger premises within City of Melbourne
- Supporting letter from the property owner (or their representative) stating the length of time the shopfront was vacant prior to the new lease.

**Please note:** Applicants may submit their application prior to securing a new commercial lease. If your application is successful, your business has up to 6 months to provide the City of Melbourne with the required evidence, listed above, so your funding can be awarded.

### Upload a copy of your commercial lease

Attach a file:

### Upload your supporting letter

Attach a file:

## Key Occupancy Focus Areas

If your business is occupying a vacant shopfront in one of the City of Melbourne's three Key Occupancy Focus Areas there is an additional \$5,000 available.

# Small Business Grants 2025 | Application Form

## Form Preview

The three areas are:

- **Docklands** (New Quay and Victoria Harbour)
- **Central Business District EAST** (Flinders to LaTrobe streets and Russell to Spring streets)
- **Central Business District WEST** (Flinders to LaTrobe streets and Elizabeth to Spencer streets)

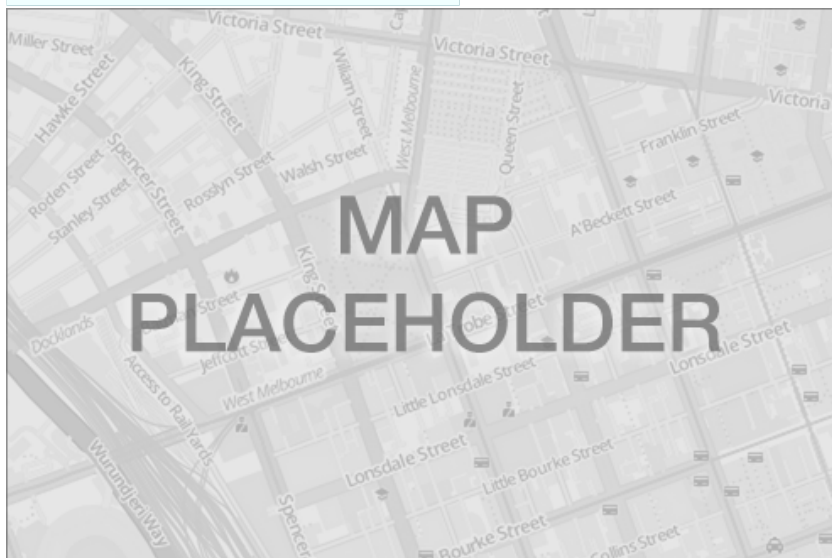
**\*\*Please refer to [our map](#) to see the geographical footprint of these areas.**

**Please confirm in which area you will be occupying a vacant shopfront. \***

- ☐ Docklands - New Quay
- ☐ Docklands - Victoria Harbour
- ☐ CBD - western area
- ☐ CBD - eastern area

**Your shopfront address is: \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

## Social enterprise stream

**Are you a registered Social Traders organisation?**

- ☐ Yes
- ☐ No
- ☐ In the process of becoming registered.

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

**Please provide evidence of your Social Traders registration**

Attach a file:



# Small Business Grants 2025 | Application Form

## Form Preview

### Are you a certified B Corporation?

- ☐ Yes
- ☐ No
- ☐ In the process of becoming certified.

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

### Please provide evidence of your B Corporation certification

Attach a file:

### Are you a verified 'People and Planet First' organisation?

- ☐ Yes
- ☐ No
- ☐ I am in the process of being verified.

Find out more about People and Planet First here: <https://peopleandplanetfirst.org/>

### Please provide evidence of your People and Planet First verification

Attach a file:

### Please describe how your organisation meets the definition of a social enterprise and how you will report on your social and/or environmental outcomes \*

Word count:

Must be no more than 200 words.

If you are not a social enterprise, consider applying for the Open Stream of the Small Business Grants Program instead. To be eligible for the social enterprise stream please refer to the definition by Social Traders: <https://www.socialtraders.com.au/news/what-is-a-social-enterprise> and/or People and Planet First: <https://peopleandplanetfirst.org/get-verified/>

## Circular economy stream

To apply for this stream an applicant business must clearly demonstrate how the business model or initiative delivers a circular outcome. These are products, services or initiatives that avoid, reduce or design out waste.

### Please select one of the following that relates to your proposal \*

- ☐ A business model delivering a circular outcome
- ☐ An initiative or product that will deliver a circular outcome

## Contact details

\* indicates a required field

Registered business name \*

Organisation Name

# Small Business Grants 2025 | Application Form

Form Preview

**Trading name \***

If different to your registered business name

**Main contact name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Main contact position \***

**Mobile number \***

Must be an Australian phone number. No spaces

**Office phone number \***

Must be an Australian phone number, including area code. No spaces

**Email address \***

Must be an email address

**General office email, if applicable**

**Website**

Must be a URL

## Alternative Applicant Contact Details

**Alternative Applicant Contact \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Alternative Applicant Contact Position \***

**Alternative Applicant Contact Phone \***

Must be an Australian phone number.  
Include area code. No spaces

**Alternative Applicant Contact Email \***

Must be an email address.

## Your business plan

# Small Business Grants 2025 | Application Form

## Form Preview

\* indicates a required field

### Your Business Plan

It is important to provide a clear demonstration of your business plan, whether your business is new to the City of Melbourne or existing and looking to grow.

Your business plan should include the unique point of difference your business offers to the City of Melbourne municipality, the core team responsible for its operational success, your projected staffing levels, main competitors and a solid marketing strategy including target audience/customers.

**For the purpose of this application, are you: \***

- ☐ A new small business in the City of Melbourne municipality introducing a new, innovative activity, product or service; or
- ☐ An existing small business in the City of Melbourne relocating or expanding its current operations in the municipality

### Overview of your small business

Provide a brief description of the purpose, vision and operational model of your small business. This should include its core activities, products and/or services along with its unique point of difference to current offers in the municipality.

**Clearly outline your business plan \***

Word count:

Must be no more than 200 words.

\*\*Applicants applying to the Shopfront Occupancy Stream must demonstrate how your business adds value to Melbourne's unique street level offerings.

**Upload your Business Plan (optional)**

Attach a file:

### Existing small business in the City of Melbourne

As your small business is already operating within the City of Melbourne municipality, please demonstrate your expansion and/or growth plans. This could be, for example, a larger commercial property, increasing your floor space, a new activity or range of products and services.

**Clearly outline the expansion/growth plans \***

Word count:

Must be no more than 200 words.

### Your management team

# Small Business Grants 2025 | Application Form

## Form Preview

Provide details of the key members of the management team that operates your small business.

Name	Position	Brief description of their experience
Minimum of one person. Add more lines as required. Must be no more than 100 words.		

### Projected employment opportunities

How many new jobs will you create by June 2025?

**Full time \***

Must be a whole number (no decimal place).

**Part time \***

Must be a whole number (no decimal place).

**Casual \***

Must be a whole number (no decimal place).

### Your competitors

As part of your application we would like to understand who you consider to be your main competitors, in order of importance.

*NOTE: If you are unable to identify any competitors please enter 'N/A'.*

**Minimum of two required (add more rows as required)**

Consider whether the market is crowded. What are your competitors offerings and how do they compare with yours? What are their strengths and weaknesses against your offer?

### Marketing strategy

**Please provide an outline of your marketing strategy for your business and upload any supporting documents below \***

Word count:

Must be no more than 200 words.

**Supporting documents may include marketing strategy, campaign collateral or images**

Attach a file:

### Your customers

# Small Business Grants 2025 | Application Form

## Form Preview

**Who are your customers and what is their anticipated level of demand for your products and/or services? \***

Word count:

Must be no more than 100 words.

## Benefits and impacts

\* indicates a required field

This section is an opportunity to describe how your small business aligns to the City of Melbourne's strategic objectives and broader economic, social and environmental goals.

City of Melbourne's [Council Plan 2021-25](#) describes our long-term vision for Melbourne, outlining how Council will strive towards a vision shaped by the voice of our community.

The City of Melbourne's [Economic Development Strategy 2031](#) outlines a 10-year economic, social and cultural plan for our city.

For those applying for the Circular Economy stream it is important to consider the City of Melbourne's [Waste and Resource recovery Strategy 2030](#) which is based on the principles of the circular economy and waste hierarchy.

We strongly encourage you to familiarise yourself with these strategic documents before proceeding.

If your application is successful, your funding agreement with the City of Melbourne will be for a term of 12 months from the date your agreement is signed. Please consider this timeframe when outlining the benefits and impact your small business will have for the municipality's people and places.

## Demonstrate how your small business aligns to Council's goals and priorities

Specifically your small business's alignment to the Council Plan and the Economic Development Strategy 2031.

**Include how the funding will benefit the municipality's community including residents, students, visitors and/or businesses. \***

Word count:

Must be no more than 250 words.

## Demonstrate how your small business aligns to Council's goals and priorities

# Small Business Grants 2025 | Application Form

## Form Preview

Specifically your small business's alignment to the Council Plan and the Waste and Resource Recovery Strategy 2030.

**Include how the funding will benefit the municipality's community including residents, students, visitors and/or businesses. \***

Word count:

Must be no more than 250 words.

**Describe how your business model or initiative delivers a circular outcome \***

Word count:

Must be no more than 200 words.

**Outline the measurable circular economy impact and describe how you will measure it \***

Word count:

Must be no more than 200 words.

**What material or waste streams are you targeting? \***

Word count:

Must be no more than 200 words.

**Alignment to UN Sustainable Development Goals** City of Melbourne's commitment to the United Nations Sustainable Development Goals.

The City of Melbourne has a [Commitment to the United Nations Sustainable Development Goals](#).

The 17 Sustainable Development Goals (SDGs) 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.

**Please select the ONE goal you believe your small business identifies with the most. \***

- |   |  |  |
|---|--|--|
| <input type="radio"/> 1. No Poverty                 | <input type="radio"/> 7. Affordable and Clean Energy             | <input type="radio"/> 13. Climate Action                         |
| <input type="radio"/> 2. Zero Hunger                | <input type="radio"/> 8. Decent Work and Economic Growth         | <input type="radio"/> 14. Life Below Water                       |
| <input type="radio"/> 3. Good Health and Well-being | <input type="radio"/> 9. Industry, Innovation and Infrastructure | <input type="radio"/> 15. Life on Land                           |
| <input type="radio"/> 4. Quality Education          | <input type="radio"/> 10. Reduced Inequalities                   | <input type="radio"/> 16. Peace, Justice and Strong Institutions |

# Small Business Grants 2025 | Application Form

## Form Preview

- ☐ 5. Gender Equality
- ☐ 6. Clean Water and Sanitation
- ☐ 11. Sustainable Cities and Communities
- ☐ 12. Responsible Consumption and Production
- ☐ 17. Partnerships for the Goals

**Briefly explain why. \***

Word count:

Must be no more than 100 words.

**Please select all other goals you believe your small business identifies with.**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 1. No Poverty                 | <input type="checkbox"/> 7. Affordable and Clean Energy             | <input type="checkbox"/> 13. Climate Action                         |
| <input type="checkbox"/> 2. Zero Hunger                | <input type="checkbox"/> 8. Decent Work and Economic Growth         | <input type="checkbox"/> 14. Life Below Water                       |
| <input type="checkbox"/> 3. Good Health and Well-being | <input type="checkbox"/> 9. Industry, Innovation and Infrastructure | <input type="checkbox"/> 15. Life on Land                           |
| <input type="checkbox"/> 4. Quality Education          | <input type="checkbox"/> 10. Reduced Inequalities                   | <input type="checkbox"/> 16. Peace, Justice and Strong Institutions |
| <input type="checkbox"/> 5. Gender Equality            | <input type="checkbox"/> 11. Sustainable Cities and Communities     | <input type="checkbox"/> 17. Partnerships for the Goals             |
| <input type="checkbox"/> 6. Clean Water and Sanitation | <input type="checkbox"/> 12. Responsible Consumption and Production |   |

## Financial viability

**\* indicates a required field**

### Important note about financial viability

Your small business's financial viability forms a key element of your application, therefore applicants **MUST** provide sufficient and accurate financial documentation and information to validate your business's financial viability.

Evidence includes previous and projected financial statements, profit and loss, financial guarantee or financial reserve. Please ensure your evidence outlines the total investment in the small business.

We strongly suggest using our [financial templates](#) which offer a clear guide and indication as to the level of the detail required.

Regardless of the templates you use, they must provide sufficient detail and assumptions/notes to support your projected financial data.

**PLEASE NOTE:** we are unable to accept pdf format for your financial documentation. File format must be readable by our assessors. Microsoft Excel is preferred.

## Financial information

Please upload the relevant financial information to support your proposal.

# Small Business Grants 2025 | Application Form

## Form Preview

Make sure your financial information is accurate and any projections are reasonable. The projected figures should balance and reflect financial results and cash flow forecasts.

**PLEASE NOTE:** we are unable to accept pdf format for your financial documentation. File format must be readable by our assessors. Microsoft Excel is preferred

Name of document	Upload the document

### Approximate turnover

**In the last financial year, what was your approximate turnover? \***

\$

Must be a dollar amount.

### What is your projected turnover and equity investment?

Indicate your projected turnover and investment between July 2024 and June 2025.

**Anticipated gross turnover \***

\$

Must be a whole dollar amount (no cents).

**Level of intended equity investment \***

\$

Must be a whole dollar amount (no cents).

### 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 proposal

\* indicates a required field

How do you plan to spend the grant?

**Propose how you plan to use the grant funding to establish, grow, enhance or facilitate the operation of your small business \***



# Small Business Grants 2025 | Application Form

## Form Preview

Word count:

Must be no more than 250 words.

### Grant request (up to \$25,000)

Provide a breakdown of how the funding will be spent to deliver on your proposed activity.

All expenditure items must be directly related to the proposal.

Be specific and describe the individual items and costings (including the GST component).

**Please note the following items are NOT eligible:**

- Expenditure on items incurred prior to the date of lodging your application.
- Items considered on-going operational costs such as rent, utilities, legal costs, marketing, subscriptions and wages.
- Any personal expenses.

Expenditure items	\$ (including GST)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount and no more than 27500.

### Total grant request (up to \$25,000)

These fields are automatically calculated based on the proposed expenditure items above.

#### **SUBTOTAL \***

\$

This amount is calculated less GST. Must be a dollar amount and no more than \$25,000

#### **GST \***

\$

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 \$27,500

### Grant request (up to \$30,000)

All expenditure items must be directly related to the proposal.

# Small Business Grants 2025 | Application Form

## Form Preview

Be specific and describe the individual items and costings (including the GST component).

**PLEASE NOT ITEMS NOT ELIGIBLE INCLUDE:**

- Expenditure on items incurred prior to the date of lodging your application.
- Items considered on-going operational costs such as rent, utilities, marketing, subscriptions and wages.
- Any personal expenses.

Expenditure items	\$ (including GST)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount and no more than 33000.

Total grant request (up to \$30,000)

These fields are automatically calculated based on the proposed expenditure items above.

**SUBTOTAL \***

\$

This amount is calculated less GST. Must be a dollar amount and no more than \$30,000

**GST \***

\$

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 \$33,000

### Supporting information

**You may include up to three A4 pages of information, or equivalent, to substantiate your application.**

Name of document or description of URL	Upload the document	Or link to a URL

### Important additional information

\* indicates a required field

# Small Business Grants 2025 | Application Form

## Form Preview

**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
- ☐ Small business grants
- ☐ Social enterprise grants
- ☐ Triennial arts grants
- ☐ Business event sponsorship program
- ☐ Arts - Quick response grants
- ☐ Other:

**Please describe the purpose of the funding, including the amount requested \***

**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

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

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

- ☐ Yes ☐ No

Outstanding acquittals or debts

**Does your business have any outstanding acquittals or debts with the City of Melbourne? \***

- ☐ Yes  
☐ No

Details of outstanding acquittals or debts

# Small Business Grants 2025 | Application Form

## Form Preview

**Please provide the details including the activity and your point of contact at City of Melbourne for the outstanding acquittal or debt. \***

Word count:

Must be no more than 100 words.

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

**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 \***

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

☐ Yes\*

☐ No

Your response to this question will not influence the assessment of the grant application.

**^ 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.

**If applicable, are you happy to be contacted by our Procurement team to register your business on our supplier database? \***

☐ Yes

☐ No

How did you hear about this grant opportunity?

# Small Business Grants 2025 | Application Form

## Form Preview

**Please tell us how you heard about this round of our small business grants program? \***

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> City of Melbourne website                   | <input type="checkbox"/> City of Melbourne Facebook  | <input type="checkbox"/> Word of mouth / referral    |
| <input type="checkbox"/> I'm a previous applicant / recipient        | <input type="checkbox"/> City of Melbourne Instagram | <input type="checkbox"/> Radio                       |
| <input type="checkbox"/> Internet search                             | <input type="checkbox"/> City of Melbourne LinkedIn  | <input type="checkbox"/> TV                          |
| <input type="checkbox"/> Newsletter article                          | <input type="checkbox"/> City of Melbourne Twitter   | <input type="checkbox"/> Business In Melbourne       |
| <input type="checkbox"/> Smart Company                               | <input type="checkbox"/> Melbourne Magazine          | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Social media (other than City of Melbourne) | <input type="checkbox"/> Email                       |  |

Select all those that apply

**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 and other initiatives that may benefit your business

## Declaration by applicant

\* indicates a required field

### Privacy Statement

*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 assisting with the assessment of applications for grants and sponsorship. The personal information may be disclosed to assessment panel members for the purpose. If your application is successful, the applicant names, business 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](mailto: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

# Small Business Grants 2025 | Application Form

## Form Preview

### Declaration

#### Name of authorised person \*

Title First Name Last Name

--	--	--

#### Position \*

--

#### Date \*

--

Thank you considering an application in this round

Unfortunately, you are not eligible at this time.

If you believe this is an error, please email [businessfunding@melbourne.vic.gov.au](mailto:businessfunding@melbourne.vic.gov.au) or leave your contact details below and one of our grants team will be in contact.

Please complete the privacy statement and submit to close this application.

#### Need additional business support and advice?

Please consider contacting our Business Concierge Service to discuss your needs with one of our team.

Request an appointment by:

- Filling out the [online form](#)
- Calling 9658 9658 (press 1 for business)

Please consider this step early to allow our team time to make contact.

#### Contact details

Title First Name Last Name

--	--	--

#### Registered business name

Organisation Name

--

#### Contact email

--

Must be an email address.

#### Contact number

--

Must be an Australian phone number.

# Small Business Grants 2025 | Application Form

## Form Preview

*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 assisting with the assessment of applications for grants and sponsorship. The personal information may be disclosed to assessment panel members for the purpose. If your application is successful, the applicant names, business 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](mailto:businessfunding@melbourne.vic.gov.au).*

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

☐ Yes