

LatrobeCity

SMALL BUSINESS GRANTS

Frequently
Asked
Questions



Can someone outside the business complete the application form?

Businesses can receive assistance in completing the application form however it must be certified by someone within the business.

If the activity requires permits and/or other regulatory requirements can we apply for this grant?

It is the responsibility of the business to seek advice regarding regulatory requirements, prior to submitting an application. If the activity required any permits or other regulatory requirements you may submit an application, attaching any pending applications. If you are successful, it would be conditional upon the business receiving the appropriate approvals and certification prior to the funds being released.

Can there be multiple quotes submitted for an activity if there is multiple elements to the overall project?

We only require one quote per application, however if your activity involves more than one element such as professional photography and website development, then you can supply two quotes to be combined as the total activity cost.

Do the suppliers of the quotes need to be local?

Although it is not a requirement for all quotes to be obtained from local providers, it is always encouraged to support local businesses. It should be noted that the fourth assessment criteria is based on benefit to the local community which may include procurement of local suppliers.

Are sole traders able to apply?

Yes. It is important that sole traders note the number of employees working within the business on the application form, including themselves or any other employee including life partners working in the business.

Who receives the funding, the business or the supplier?

The funds are disbursed to the business.

If I own two businesses in Latrobe City, can I apply under both for different activities?

Yes. An application will need to be submitted by each of the businesses.

If we are unsuccessful, will we received feedback?

Yes, all applicants will be notified of the outcome and offered feedback if they wish to receive it.

Can multiple businesses apply for a collaborative project?

Yes, where possible it is encouraged to collaborate.