



HUME CITY COUNCIL  
**Shopfront  
Improvement Grant  
Program**



[hume.vic.gov.au](http://hume.vic.gov.au)



# Hume City Shopfront Improvement Grant Program



## Are you ready to transform your shopfront?

**Hume City Council is keen to support local retail and hospitality businesses to create fresh facades and improve the presentation of their shopfronts to add to the overall streetscape visual appeal and to help drive foot trade.**

## About the program

Recognising the importance of supporting small businesses, Hume City Council is offering \$100,000 to be allocated for a Shopfront Improvement Grant Program. The maximum amount that a business can receive is \$5,000 (plus GST).

Applications can be made by owners of retail and hospitality businesses.

The shopfront must be in a shopping strip in Hume and not located inside of a shopping centre.

## How to apply

To give your application every opportunity, please read this document in full before starting your application.

Applications are online via SmartyGrants on the Hume City Council website at [www.hume.vic.gov.au/shopfront-improvement-grant](http://www.hume.vic.gov.au/shopfront-improvement-grant)

You will need to provide the following as part of your application:

- a brief summary of your project – this should include 'before' photos of the shopfront
- quotes for the work – preferably by local Hume contractors
- any relevant permits and/or licenses
- financial reports – the last 12 months minimum required.

Once you submit your application, you will receive an email acknowledging receipt of your application from SmartyGrants. Please keep this reference number in case you need to refer to it in future.

A council officer will be in touch if further information is required.





### What will be funded?

Listed below are a few examples of what may be funded:

- improved accessibility – installing automatic doors and installing a wheelchair ramp
- awning and canopies
- planter boxes
- lighting
- new signage or replacing old signage in accordance with relevant regulatory requirements
- painting the facade of the shop
- redecorating exterior shopfront walls
- upgrades to windows and doors
- window decals.

### Please note:

- businesses must obtain approval from the property owner or agent for any works to be conducted
- all works to be undertaken need to comply with [Hume City Council's local laws](#)
- successful applicants may commence spending the grant funds once the signed Letter of Agreement has been returned to Council
- applicants must submit 'after' photos as part of the acquittal process.

### What won't be funded?

The Shopfront Improvement Program will not fund:

- building and planning applications and/or fees
- any works to heritage listed buildings
- outdoor dining furniture
- the upgrade or installation of either internal or external security (CCTV)
- ongoing costs to run a business such as rent, insurances or wages.

## Eligibility

To be eligible for a Shopfront Improvement Grant the business must:

- be located within Hume City
- hold a current Australian Business Number (ABN)
- be a shopfront in a shopping strip and not located inside a shopping centre
- hold all appropriate permits and licenses; this will include but is not restricted to building and planning permits, liquor licenses, health, bankruptcy, and any other statutory permits or licenses that are required for the business to be legal
- have fully paid Council rates
- hold current public liability insurance
- not be in breach of any state/territory or local government law or regulation
- have a minimum of 12 months remaining on the lease for the premises.

## Ineligibility

The Hume City Shopfront Improvement Grant Program will not support applicants that:

- are political organisations or are deemed to have a political purpose
- are government departments of agencies, foundations or grant making bodies
- are charities and have a primary focus of fundraising
- own or operate electronic gaming machines (EGM) or receive funding or in-kind support from EGM venues
- are franchise businesses eg. large corporations such as supermarkets
- do not meet the requirements or do not provide the relevant documentation
- incur revenue relating to alcohol, tobacco-related products eg. e-cigarettes, vapes, shisha, hookahs and pipes
- denigrate, exclude or offend parts of the community.

## Grant Program

Total Grant Pool	\$100,000
Maximum amount businesses can receive	\$5,000 (plus GST)

The Hume Shopfront Improvement Grant Program will finish when the full grant amount of \$100,000 is expended.

## Further questions

If you experience any technical difficulties with your online application or have any further questions contact the Economic Development Team at [business@hume.vic.gov.au](mailto:business@hume.vic.gov.au)

## Terms and Conditions

Applicants are required to comply with the following terms and conditions:

- Applicants must disclose if they employ current employees and/ or immediate family members of Hume City Council.
- All applicants will be notified of the result of their application.
- Only one application per business can be submitted.
- Unsuccessful applicants are eligible to re-apply for future funding rounds in accordance with grant guidelines.
- The grant program will not accept applications whereby the product or service has been purchased before the applicant has been advised of the outcome of their application and received a Letter of Agreement.
- Successful applicants will be required to sign a Letter of Agreement. The grant money is to be spent for the purpose described as per the signed Agreement.
- Successful applicants will be required to submit an Acquittal Report showing the receipts for the purchases as well as provide photos for the completed works.
- Grants must be acquitted as specified in the Letter of Agreement.
- If an amendment to the project is required, approval by Council must be obtained in writing.
- Any unspent money will be returned to Council.
- Payment terms from Hume City Council to the successful application is 30 days from the date of invoice, subject to the receipt of a signed Letter of Agreement, tax invoice and other requested information.
- Hume City Council reserves the right to part-fund applications.
- Hume City Council will not be responsible for shortfalls in project budgets if the grant recipient is unable to meet project costs.
- The applicant names, project names and funding amounts of successful applicants will be publicly available, including but not restricted to publication on Council's website, media releases and other Council publications.
- Any canvassing or lobbying of Councillors, Council officers or members of the Assessment Panel is strictly prohibited and will result in applications deemed ineligible.
- Hume City Council reserves the right to request further information when considering applications.
- Any application that is ineligible or does not meet the eligibility criteria will be rejected.
- Funding decisions are final.

If you require further information or have any questions please email [business@hume.vic.gov.au](mailto:business@hume.vic.gov.au)