

## Small Business Grants Guidelines 2011/2012

Westernport Water's Small Business Community Grants Scheme is designed to help local industry invest in water saving measures and improve the overall water efficiency of their business and the region.

The rebate can be claimed for fifty per cent of the cost of a project, up to a maximum sum of \$5000 (eg. If the project costs \$4000, the business will contribute \$2000 and Westernport Water will grant \$2000). Grants are subject to funding availability.

Projects that demonstrate marked improvement in their business' water efficiency and can deliver noticeable water savings within the current financial year will be viewed favourably.

### Eligibility

To be eligible for grant support, applicants must be a customer of Westernport Water.

The grants are open to businesses and not for profit organisations. Applicants will need to present a complete application (form and attachments) and ensure that it is received by the published closing dates.

### Applicants must provide

A completed application form, which includes:

- A completed Small Business Grant Application form
- Support material including quotes for contractors, receipts of work, building/plumbing certificates, etc.

### Assessment Criteria

Funding will be recommended for applicants whose proposals best meet the following criteria:

| Criteria   | Weighting |
|--|-----------|
| Environment and Community <ul style="list-style-type: none"><li>• Ability to support environmental sustainability and provide benefit to the wider community</li></ul> | 30%       |
| Water Saving <ul style="list-style-type: none"><li>• Demonstrate through evidence the volume of water that will be saved through the funded project</li></ul>          | 40%       |
| Finance <ul style="list-style-type: none"><li>• How will the project's cost be covered?</li></ul>  | 20%       |
| Planning and Management <ul style="list-style-type: none"><li>• Ability to successfully manage the resources and experience to complete the project</li></ul>          | 10%       |

| Self Assessment Checklist   |                           |                        |
|---|---------------------------|------------------------|
| Checklist   | Yes / No / not applicable | Question No. Reference |
| For projects aimed at reducing water consumption, recycling water, or increasing water efficiency, are water savings quantified?            |                           |                        |
| Have all business details been included and verified?   |                           |                        |
| Has supporting evidence of details been attached to the application including quotes, proof of purchase and building/plumbing certificates? |                           |                        |
| Does the application highlight how the project contributes to environmental sustainability and conservation?                                |                           |                        |

## Closing Dates

Applications must be received by the due dates with all information and attachments, using the supplied forms and may be submitted electronically.

**Round 1 – Due 30 October 2011**

**Round 2 – Due 30 January 2012**

Applications that are not received by 5pm on the closing date will not be accepted. Please send your application to the address below:

**Westernport Water**  
**Small Business Grants Scheme**  
**2 Boys Home Road**  
**Newhaven Vic 3925**  
**Email: [westport@westernportwater.com.au](mailto:westport@westernportwater.com.au)**