

Economic Development Grant 2021/22- Round 1

2021/22 Business Grants Acquittal Form

Application EcoDev212200026 From Naja Business Consulting Services (Pivot in the Park)

Form Submitted 3 Aug 2022, 4:44pm AWST

Instructions

Welcome to the acquittal form for the 2021/22 Business Grants program.

This acquittal form will take you through what is required to acquit your grant. There are 5 sections to this form

1. Instructions (current section)
2. Final Project Budget
3. Project Photos
4. Deliverable Achievement Report & Project Learnings
5. Feedback

Please complete the acquittal form by the due date on your Letter of Agreement. Please note that failure to do so may result in exclusion from future Town of Victoria Park programs.

By submitting this form you certify that all details within are true and complete, and that this is an accurate final report of your project

If you have any questions about the acquittal process, please don't hesitate to contact the Economic Development team on 9311 8111 or business@vicpark.wa.gov.au

Budget

*** indicates a required field**

Instructions

Please complete the income and expenditure tables on this page. Then, review the budget, and variance information that is automatically calculated and ensure it is correct.

Income Sources

Please list all income sources that you received from delivery of this project. **Include GST**
For example, Ticket Sales (x300) = \$6000

Please note that if your project does not generate income, you may leave this section blank. Please **do not** include the grant money received as an income source.

Income	\$ Inc GST
	\$
	\$
	\$
	\$
	\$
	\$
	\$

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	\$
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Expenditure Sources

Please list each expenditure item for your project, **including GST**. Please split the cost of each item into the amount you are claiming from the grant money (**\$ from grant**) and the amount you are paying yourself (**\$ from self**). Any expenditure items that have been paid using the grant money must have a receipt attached from the original supplier.

Please note: expenditure items must match what was in your original quote and agreed to in your Letter of Agreement. Any changes to the proposed use of your funding, please check with business@vicpark.wa.gov.au before proceeding.

Expenditure Item	\$ From Grant	\$ From Self	Total Line Cost
		Must be a dollar amount.	This number/amount is calculated.
Preparation, advertising and conducting seminars	\$4,800.00	\$0.00	\$4,800.00
Seminar Presenters	\$3,720.00	\$0.00	\$3,720.00
Advertising	\$400.00	\$0.00	\$400.00
Catering	\$400.00	\$0.00	\$400.00
	\$	\$	\$0.00
	\$	\$	\$0.00
	\$	\$	\$0.00
	\$	\$	\$0.00

Expenditure Evidence

Upload files here *

Filename: Catering 1.jpg

File size: 465.7 kB

Filename: Catering 2.jpg

File size: 416.4 kB

A minimum of 1 file must be attached.

Please upload receipts for all items fully or partially funded by your grant. .

Budget Summary

This section is autocalculated.

This is a summary of the overall profit/loss of the project. No action is required.

Note: Total Profit = Total Income - Total Expenditure.

Total Profit

Total Income

Total Expenditure

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-\$9,320.00

This number/amount is calculated.

\$0.00

This number/amount is calculated.

\$9,320.00

This number/amount is calculated.

Grant Fund Variance

This section is autocalculated.

This variance compares the grant money sent to the grantee, compared to the final expenditure. Variance = Grant Received - Grant Expenditure

Variance

-\$9,320.00

This number/amount is calculated.

Grant Received

This field is read only.

The total amount of funding allocated for this submission.

Grant Expenditure

\$9,320.00

This number/amount is calculated.

The expenditure listed as coming from the grant. (\$ from grant)

Negative Variance

Please ensure that you have added any costs that exceed the total grant amount into the '\$ from self' column in the expenditure table.

Supply Resources

*** indicates a required field**

Upload Content

Please upload the content specified below

Project Photographs *

Filename: 20220525_110928.jpg

File size: 4.8 MB

Filename: 20220525_110936.jpg

File size: 4.4 MB

Filename: IMG_8525.jpg

File size: 377.5 kB

A minimum of 1 file must be attached.

A high-quality, landscape-oriented photograph of the initiative funded by the grant with full rights for the Town to publish the photograph on its social media and formal publications at the Town's discretion; and

Compliance With Special Conditions

No files have been uploaded

If applicable, and not yet submitted, please upload evidence of compliance with special conditions.

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Deliverable Achievement Report

* indicates a required field

Select Project Deliverables

Select the project deliverables as shown on the front cover of your Letter of Agreement.

Select Project Deliverables *

- Substantial improvements to the amenity of the public realm that will attract visitors to the area
- Substantial activation of underutilised or vacant spaces that will attract visitors or investment to the area
- Provide a unique and visible retail or service offering that will attract visitors to the Town of Victoria Park
- Foster networking and collaboration between local businesses
- Provide unique, regionally significant promotion, development or investment for the Town of Victoria Park's local economy
- Foster innovation industries or innovative business practices in the Town of Victoria Park's local economy

Write your report

Please use the following dot points to assist you to write your report.

- Shortly summarise your project.
- Provide information from your project delivery, for example, statistics, attendance numbers, financials, counts, reviews, ratings, photos or videos
- Does the information suggest you have achieved the deliverable? Why?
- Did your project go as expected?
- What were your project strengths? Why did you think these went so well?
- What were some weaknesses of your project? Why do you think these happened? How could these be avoided in the future?
- If you had the chance to do this project again, how would you improve it?
- What lessons did you learn from delivering your project and how will these assist you in the future?

Report *

The aim of this

project was to conduct four seminars for local businesses to guide them through various grant writing and application processes, explain how to navigate government approvals, identify relevant revenue streams and develop key business strategies to access funding.

The workshops assisted local businesses by providing the skillset and knowledge behind how to produce high-level grant applications to secure government funding. This was done through training seminars that covered the following areas:

- Grant identification, preparation, and application training
- Understanding how government works and the best way to engage
- Navigating local, state, and federal government approvals processes
- Developing business strategies to access funding

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- Provision of a training brochure to participants

Attending the seminars provided local businesses with exposure to one another, linking together the community and providing a platform to foster partnerships. Naja hopes, that with having the opportunity to engage with businesses that are in similar scenarios, provided insights, and motivation for the attendees towards achieving the next stage of growth.

A total of 4 seminars were conducted, in line with the project application, for a total of 11 local businesses. Due to the ongoing COVID situation, only a single employee from each business was allowed to attend. The workshops lasted a total of 2 hours each, with light refreshments, as well as a take-home note booklet, which summarised the main points, and useful tips and tricks of the Seminar, being provided. At the end of each workshop, the attendees were asked to fill out an 8-question survey on how satisfied they were with the content, presenters, and if they received the information that they were looking for. A quick summary of the results from the surveys is as follows with a survey results average of 8-9/10 across all respondents and categories (survey sheets are available on request if required):

- Informative and relative information
- Knowledgeable and prepared Presenters
- Good pace for information

The seminar content was sectioned into 5 main topics:

1. Before you start
2. What makes a Good Application
3. Small, Medium and Large Grant Application Requirement Examples
4. Supporting Documents
5. Where to find grants

The content of the workshops was designed through first-hand experience in the corresponding professions, alongside relevant case studies of similar workshops and online resources. The presenters for the workshop included former Director General of the Department of Regional Development, Paul Rosair, and Redit Research director, Jane Lewis.

Through various past projects, Paul and Jane have orchestrated a plethora of successful grant applications for a multitude of businesses, industries, not for profits, and local governments.

A key issue faced throughout this project was the difficulty in engaging with local businesses, either directly or via the Town's existing engagement mechanisms. Numerous attempts were made, in various methods, to try to advertise and attract participants. Such methods included emails (a total of 62 businesses were emailed, with their contact information gathered by going through Google Maps), social media posts, posters, Vic Park Biz News, and word of mouth. We found that with some encouragement, businesses were interested in the workshop idea, however, the initial outreach stage was overtly troublesome.

Overall, the project can be counted as being successful. The desired 4 seminars were successfully conducted, with positive responses being provided by the attendees on their experiences. With the COVID restrictions being in-place, being able to conduct the seminars in-person and not over Zoom, was an added benefit that was not certain when the Grant Application was initially submitted.

Must be between 250 and 1500 words.

Optional Upload

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Filename: Funding Navigation and Application Hints.pdf

File size: 943.2 kB

Feedback

*** indicates a required field**

Please rate your experience with us

Please write a number from 0 to 10 indicating your overall satisfaction with each step. **0 is least satisfied and 10 most satisfied.**

You might like to consider the following factors in your scoring and comment.

- What was the quality of support or information you received from the Town? Was it comprehensive, concise, easy to understand?
- What was the standard of customer of service you received? Were Town staff helpful, polite?
- Were you kept well up to date during each step?
- How easy was each step to complete?
- How user friendly were the systems you interacted with at each stage, eg. Smartygrants, Town website.?
- Did each step take an appropriate amount of time?

Reviewing eligibility criteria *

6

Must be a whole number (no decimal place) and between 0 and 10.

Completing your application *

7

Must be a whole number (no decimal place) and between 0 and 10.

Understanding and signing the letter of agreement *

8

Must be a whole number (no decimal place) and between 0 and 10.

Payment process *

9

Must be a whole number (no decimal place) and between 0 and 10.

Project implementation *

6

Must be a whole number (no decimal place) and between 0 and 10.

Acquittal Process *

7

Must be a whole number (no decimal place) and between 0 and 10.

Please comment on your answers above *

During the project implementation, we had some difficulty contacting staff (may be due to Lisa leaving) and also endeavouring to get access to local business contact details.

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Please include at least 1 thing that we did well and one thing we could improve on

Overall Satisfaction

7.166667

This number/amount is calculated.

General questions

How did you find out about this grant opportunity? *

- | | |
|---|--|
| <input type="checkbox"/> Town Website | <input type="checkbox"/> A friend |
| <input type="checkbox"/> Town Social Media - Facebook, Twitter, Instagram | <input type="checkbox"/> A colleague |
| <input checked="" type="checkbox"/> Town Email | <input type="checkbox"/> E-News Letters |
| <input type="checkbox"/> Town Staff Member | <input type="checkbox"/> Town Elected Member |

Check all that are applicable

Receiving this grant has encouraged me to apply for future grants at the Town. *

- Strongly Disagree Disagree Neutral Agree Strongly Agree

I'm likely to recommend the Town's grant program to others *

- Strongly Disagree Disagree Neutral Agree Strongly Agree

I am happy for the Town to contact me to discuss my answers to the questions above *

- Yes
 No

I would like to be added to the Town's Economic Development email list, where I can hear about current business initiatives, including grants.

- Email Mobile Phone Postal Address

If you select any of the above, we will add your contact details from Smartygrants into our internal business database.

Any further comments?

Must be between 50 and 200 words.