

2025/2026 Business Grants - Application Guidelines

Overview

The West Tamar Council's Business Grants Program provides funding for projects that demonstrate clear evidence of engagement, involvement, and economic benefit.

Applications for the program open on 29 September 2025, and close 21 December 2025. This is a competitive grant, so all applications received by the closing date will be assessed against the criteria matrix. Applicants will be notified of the outcome of their application in February 2026 (subject to council workshop and meeting schedules).

Applicants must contribute at least 10% of the overall project cost.

Applicants are required to contact council's Tourism and Economic Development Officer to discuss eligibility and provide an overview of their project before applying, contact the team at 6323 9200.

Please thoroughly read the guidelines prior to submitting your application.

Who Can Apply?

Eligible applicants must operate with fewer than 20 full-time equivalent employees, have a valid ABN, and have a principal place of business located within the West Tamar Council area. Franchises, multi-national chains, or businesses with interstate/national parent companies are excluded from the grants program, unless the local branch is a standalone entity.

Applicants must also:

- Be inclusive in its membership (where applicable)
- Not be subject to any legal impediment or adverse circumstances
- Be able to complete and acquit the project by the due date outlined in the approved funding agreement
- If applicable, have the land-owner's permission to undertake the project, and a letter of support **must** be provided with your application
- Maintain Public Liability Insurance Cover (\$20 million minimum), or can acquire insurance to cover your project

What will not be funded?

- Ongoing administration, core business costs, or the payment of debts (including debts to Council)
- Applicants with outstanding grant acquittals
- Projects where funding has already been provided for the same project in the same financial year by West Tamar Council
- Projects that are considered the sole funding responsibility of the State or Federal Government
- Projects that require recurrent or multi-year funding
- Projects that have commenced or already taken place, that is, retrospective funding

Funding Available

- Applications for grants can be made for amounts up to \$20,000.00
- The total allocated funding pool for business grants is \$20,000.00 and will only be available in a single grant round
- Applicants may be eligible to apply for a Business Grant and Community Grant each financial year however applications cannot seek to fund the same project

Access to Grant Funds

- Council may allocate less than the full amount requested in the application
- Payments to organisations that are registered for GST will include the applicable GST component
- Successful applicants will be required to present Council with a tax invoice to enable payment of the approved grant amount

Assessment Criteria

Applications will be scored based on the following criteria. Incomplete applications or where assessment criteria have not been addressed will not be scored.

- Business Case & Rational (Value 20%)
- Local Economic Benefit (Value 20%)
- Innovation and Growth (Value 20%)
- Project Delivery (Value 20%)
- Budget and Value for Money (Value 20%)

Grant Timeline and Process – Business Grants

12 Weeks	Launch 2025/2026 Business Grants • Applications are open for up to 12 weeks • Shortlisted applicants are notified and invited to present at a council workshop (up to 4 weeks)
2 Weeks*	Council Meeting – Outcomes provided to all applicants
4 Weeks	Access to funds
36 Weeks (9 months) **	Project Delivery
4 Weeks	Grant Acquittal (and final payment if applicable)

**Pending council workshops and meeting schedules*

*** Maximum Project Delivery time available, shorter project delivery is accepted*

Reporting

Successful applications will be required to complete a grant acquittal which will be provided as part of the funding agreement package. Applicants must demonstrate the project outcomes and provide a statement of income and expenditure.

West Tamar Council can request an independent audit if the financial information in the report is not sufficient. If you are unable to provide the reporting information required, your organisation will be ineligible for future funding.

Submitting an Application

Applications must be received by 5pm 21 December 2025:

- In person during council operating hours at any West Tamar Council Office (Windsor Community Precinct, Beaconsfield or Riverside)
- By post (PO Box 16, Riverside TAS 7250), or
- By email (wtc@wtc.tas.gov.au)

Applicants are required to contact the Tourism and Economic Development Officer to discuss and provide an overview of their project before applying (03 6323 9200).

Council reserves the right to request further clarification and information throughout the grant process.