

2026/2027 Business Grants - Application Guidelines

Grants Overview

The West Tamar Council's Business Grant Program provides funding to help local small businesses to drive projects that deliver economic impact to our community.

Applications for the program open on Thursday 13 August 2026, and close midnight Monday 26 October 2026.

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 shortlisting outcome of the application in November 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 to provide an overview of the 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, a valid ABN, and a principal place of business operations located within the West Tamar Council area.

Excludes franchises, multi-national chains.

Applicants cannot receive funding through the Business Grants program across two consecutive years.

Applicants must also:

- Not be subject to any legal impediment or adverse circumstances
- You must be able to complete and acquit the project by the due date outlined in an approved funding agreement.
- You have the relevant land-owner's permission to undertake the project (if applicable), and a letter of support **must** be provided with your application
- Maintain Public Liability Insurance Cover (\$20 million minimum), or are able to 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
- Project 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
- Events (including event seed funding, this is managed through West Tamar Council's Sponsorship programs)

Funding Available

Applications for grants can be made for amounts up to the value of \$20,000.00

The total allocated funding pool for this round of the business grant program is \$20,000.00 and will only be available in a single competitive application round

Partial funding for applications will be considered through the assessment process

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 the payment to the approved grant amount

Application Themes

Applications should align with one (or more) of the following themes:

1. Innovation & Business Diversification

Focuses on helping businesses adapt, modernise, and create new revenue streams that strengthen the local economy.

- **What this looks like:** Investing in new technology, upgrading equipment to increase production, adopting digital systems/software to streamline operations, or shifting a business model to capture a new market.

2. Activating Visitation & Regional Promotion

Focuses on projects that draw people into the area, encourage them to stay longer, and highlight the region's unique strengths.

- **What this looks like:** Creating new visitor experiences, collaborative marketing campaigns, or physical upgrades that elevate a business as a standalone destination.

3. Sustainable & Accessible Growth

Focuses on future-proofing businesses by reducing their environmental footprint or ensuring their goods and services can be enjoyed by everyone.

- **What this looks like:** Implementing circular economy principles, adding sustainability practices to a business, or installing infrastructure that removes accessibility barriers for customers.

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 & Rationale (Value 30%)
- Local Economic Impact (Value 30%)
- Project Delivery and Success Metrics (Value 20%)
- Theme alignment (Value 10%)
- Budget and Value for Money (Value 10%)

Business Grant Timeline and Process

10 Weeks	Launch Business Grants • Applications are open for a minimum of 10 weeks
4 Weeks*	Applications are shortlisted • Shortlisted applicants are invited to present at a Council workshop
2 Weeks*	Council Meeting – Final 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*

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 xx November 2026:

- 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 an overview of their project before applying (03 6323 9200).

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