

Hobsons Bay  
Business  
has Heart 

OPEN

# Quick Response Grants



# Program Objectives and Overview

## Objectives

- Facilitate individual small businesses in Hobsons Bay to obtain professional services to rebuild, re-activate and enhance their businesses after COVID-related lockdowns
- Build resilience and recovery opportunities for the business community
- Raise awareness of the value of supporting local and encourage local procurement

# Grant Details Eligibility and Assessment Criteria

## Quick Response Grants

### What businesses can apply?

This grant is open to individual small businesses within sectors that were largely unable to operate during the 2021 lockdown such as those in the health and personal services, recreational, tourism and creative industries sectors – See Appendix 1, and which can also demonstrate that they were largely or entirely unable to operate their business during the sixth lockdown between late July and late October/early November 2021.

## What can you apply for?

Limited value funds of up to a maximum of \$1,500 to be used to engage a professional services provider to assist with building back and adjusting to operate a profitable and resilient business in a new 'COVID-normal' economy.

- The professional services assistance allows businesses to evaluate business plans and activities as the economy moves into a vaccinated era and a 'new normal' takes hold, that for many businesses will not look like the 'pre-COVID normal'.
- Assists in adjusting to the new COVID-normal environment, including taking account of impacts on business that have arisen since COVID (e.g. labour shortages, supply chain disruptions, significant cost increases, etc.), and plan for or adjust according to the advice from their desired professional service provider.
- Eligible business operators can apply for one grant for one individual professional services provider.
- Eligible professional service providers strongly preferred to be those located within Hobsons Bay City Council area.
- Business must obtain quotes either:
  - Up to the value of \$1500 - funds will cover the full cost quoted by service provider
  - Over the value of \$1500 - applicant will be required to cover any costs over \$1500
- Examples of professional service providers include (but are not limited to):
  - Accounting and tax-advice
  - Legal advice
  - Marketing and promotion
  - Grant application assistance
  - Business planning and/or strategy advice
  - Online/e-commerce services, e.g.:
    - Online platforms (selling online and receiving payments)
    - Digital content development (web pages, mobile apps, audio and visual media)
    - Digital marketing and promotion, and
    - Upskilling/training in online and e-commerce activities.
- Council will consider other types of professional services in addition to those listed above; provided the applicant can explain how the services will provide business-relevant advice or services that will help them to reinvigorate their business in an ongoing manner.

# Eligibility

## HBBhH Grant Eligibility

Mandatory:

- Be physically located in Hobsons Bay
- Have an Australian Business Number (ABN) registered in Hobsons Bay
- Be classified under one of the business sectors listed in Appendix 1 and which can also demonstrate that they were largely or entirely unable to operate their business during Lockdown Six between late July and late October/early November 2021
- Have a clear understanding of the support you require through this program, and be able to articulate how it will help your business respond to the impact of COVID-19
- Employ fewer than 20 FTE employees at the time of application

## HBBhH Grant Non Eligible

The program will not support:

- Businesses not registered or physically located in Hobsons Bay
- Organisations that have an outstanding debt to Hobsons Bay City Council or have failed to comply with the terms and conditions of any previous funding agreement with Hobsons Bay City Council
- Businesses that are not compliant with required Council regulations (e.g. health registrations, footpath trading permits, etc.)
- Businesses or organisations that promote gambling or are EGM operators
- Project costs already funded through other Council or government funding programs, such as annual trader funding, festivals, and events grants

# Application and Acquittal Process

## Stream 1 - Quick Response Grants

This funding pool is limited, and grants will be awarded on a first come, first served basis (provided applicants meet eligibility requirements). Applicants are encouraged to apply early to avoid disappointment.

- Applications open Tuesday 22 February 2022 and close Saturday 30 April 2022 or until funds are exhausted
- Applications will be approved, provide they applicant meets all eligibility criteria, on a first come, first served basis
- Funds to be allocated on application approval and will need to be spent and acquitted before 30 June 2022

## Apply for a quick response grant for your business in three easy steps!

1

Consider what kind of professional service would help your business rebuild and adjust to a new normal. Source a quote from a provider for that professional service.

- This quote will need to be uploaded as part of application and must be on service provider company letter head/ or from the service provider company email address and include the service provider's ABN<sup>1</sup>
- Applicant can apply for one grant for one individual service provider.

2

Complete your application online, including uploading the professional service provider's quote. via SmartyGrants

- One application per business

3

Hit submit on Smarty Grants and wait for an officer from Council to contact you

<sup>1</sup> Council reserves the right to independently verify details concerning the supplying company and proposed services

A person wearing a blue apron and a plaid shirt is working in a workshop. The background shows wooden workbenches and tools, suggesting a creative or manufacturing environment.

# Appendix 1

The objective of this grant stream is to support small businesses within sectors that were largely or completely unable to operate during the 2021 lockdown such as those in the health and personal services, recreational, tourism and creative industries sectors.

To be approved for a quick response grant the applicant:

- must be classified under one of the business sectors listed in Appendix 1
- must be able to demonstrate that the business was largely or entirely unable to operate during Lockdown Six between late July and late October/early November 2021.

This list details the business sectors that were eligible for Victorian Government support during the lockdown in 2021 and utilises ANZSIC industry classes, with amendments to reflect the objective of this grant stream.

This is an overarching list using the ANZSIC industry class definitions. If you are unsure if you fall under one of the definitions below, please contact your business support officer at [business@hobsonsbay.vic.gov.au](mailto:business@hobsonsbay.vic.gov.au)

4400

**Accommodation**

This class consists of units mainly engaged in providing accommodation for visitors, such as hotels, motels and similar units.

**Primary activities**

- Camping ground operation
- Caravan park operation (visitor)
- Holiday house and flat operation
- Hotel operation
- Motel operation
- Resort operation
- Serviced apartments
- Ski-lodge operation
- Student residence operation (except boarding schools)
- Youth hostel operation

4820

**Water Passenger Transport**

This class consists of units mainly engaged in the operation of vessels for the transportation of passengers by water.

**Primary activities**

- Boat charter, lease or rental, with crew for passenger transport
- Ferry operation, including vehicular
- Passenger ferry service
- Passenger ship management service (i.e. operation of ships on behalf of owners)
- Ship charter, lease or rental, with crew, for passenger transport
- Water passenger transport service
- Water taxi service

**5010****Scenic and Sightseeing Transport**

This class consists of units mainly engaged in operating transportation equipment for scenic and sightseeing activities. This form of transport is distinguished from transit passenger services, as the emphasis is not on the efficiency or speed of the transport service but rather on providing recreation and entertainment. The service provided is usually local in nature and generally includes tour commentary, highlighting features of the scenery and/or the vehicle.

**Primary activities**

- Aerial cable car operation
- Airboat operation
- Chair lift operation  
(except ski lift operation)
- Charter fishing boat operation
- Glider operation
- Harbour sightseeing tour operation
- Helicopter ride operation (for sightseeing)
- Hot air balloon ride operation
- Hovercraft operation
- Scenic railway operation
- Sightseeing bus, coach or tramway operation
- Steam train operation
- Whale watching cruise operation

**6991****Professional Photographic Services**

- Portrait photography service
- Professional photography service
- Street photography service
- Studio photography service
- Video filming of special events  
(e.g. birthdays, weddings)
- Wedding photography service



7220

### Travel Agency and Tour Arrangement Services

This class consists of units mainly engaged in acting as agents in selling travel, tour and accommodation services as well as units providing travel arrangement and reservation services for airlines, cars, hotels and restaurants. Also included are units mainly engaged in arranging, assembling, wholesaling and retailing tours.

#### Primary activities

- Arranging and assembling tours
- Booking service (accommodation)
- Booking service (travel)
- Inbound tour operator service (arranging and assembling tours)
- Travel agency operation
- Travel ticket agency operation
- Tour arrangement service
- Tour operator service (arranging and assembling tours)
- Tour retailing service
- Tour wholesaling service

7299

### Other Administrative Services n.e.c.

*(NB. Includes event management, sport, or performance booking services)*

- Administrative service n.e.c.
- Event management service
- Sports ticketing service
- Sport, art and similar event promotion service (without facilities)
- Theatre and concert booking service
- Tourist information centre operation

**7311****Building and Other  
Industrial Cleaning Services**

*(NB. Includes private dwelling  
cleaning services)*

This class consists of units mainly engaged in the interior cleaning of buildings or transportation equipment, and the exterior cleaning of buildings (except steam, sand and other abrasive blasting). Also included are units mainly engaged in providing other industrial cleaning services such as street cleaning or road sweeping.

**Primary activities**

- Bathroom/toilet cleaning
- Building exterior cleaning  
(except sand blasting or steam cleaning)
- Building interior cleaning
- Chimney cleaning
- Duct cleaning
- Gutter cleaning
- Janitorial service  
(including transport equipment)
- Residential building cleaning
- Road sweeping
- Street cleaning
- Swimming pool cleaning
- Transport equipment cleaning
- Window cleaning

**7313****Gardening Services**

- Garden maintenance service
- Gardening service
- Lawn care service  
(e.g. fertilising, seeding, spraying)
- Lawn mowing service
- Maintenance of plants and  
shrubs in buildings

**8211****Sports and Physical  
Recreation Instruction**

- Aerobics instruction
- Cricket coaching
- Diving instruction
- Football instruction
- Golf instruction
- Horse riding school operation
- Martial arts school operation
- Sailing school operation
- Ski instruction
- Sports coaching
- Swimming instruction
- Tennis coaching

**8212****Arts Education**

This class consists of units mainly engaged in providing non-vocational instruction in the arts, including art, dance, drama and music.

**Primary activities**

- Acting and drama school operation
- Dance and ballet school operation
- Music school operation
- Painting instruction
- Performing arts school operation
- Photography school operation
- Sculpture instruction

9001

**Performing Arts Operation**

- Choirs/ Choral groups
- Circus operation
- Dance and ballet company operation
- Music groups
- Musical comedy company operation
- Musical productions
- Opera company operation
- Orchestra operation
- Performing arts operation n.e.c.
- Small ensembles/ Quartets/  
Chamber groups
- Theatre productions
- Theatre restaurant operation  
(mainly entertainment facility)
- Theatrical company operation
- Tribute shows

9002

**Creative Artists, Musicians,  
Writers and Performers**

- Artists
- Cartooning
- Celebrities/ Media Presenters
- Choreography service
- Comedians
- Composing (including  
musical composition)
- Costume designing
- Creative arts service
- Dancers (not dance groups)
- Journalistic service
- Musicians (except music groups)
- Playwriting or screenwriting
- Producing or directing original  
artistic or cultural work
- Sculpting
- Set designing service
- Speaking service (including radio  
and television announcing)
- Theatre lighting design service

8531

**Dental Services**

This class consists of units mainly engaged in the practice of general or specialised dentistry. These units consist of registered dentists who generally operate private or group practices. Also included are dental hospitals providing out-patient services only.

**Primary activities**

- Conservative dental service
- Dental practice service
- Dental practitioner service
- Dental surgery service
- Endodontic service
- Oral pathology service
- Oral surgery service
- Orthodontic service
- Paedodontic service
- Periodontic service
- Prosthodontic service

8532

**Optometry and Optical Dispensing**

This class consists of units of registered optometrists mainly engaged in testing sight, diagnosing sight defects or in prescribing or dispensing spectacles or contact lenses on prescription.

**Primary activities**

- Eye testing (optometrist)
- Optician service
- Orthoptic service

8533

**Physiotherapy Services**

This class consists of units of physiotherapists mainly engaged in providing assessment, diagnosis, treatment (such as manipulation, massage and therapeutic exercise) and help in preventing disorders of human movement.

**Primary activities**

- Physiotherapy service

8534

**Chiropractic and Osteopathic Services**

This class consists of units of chiropractors mainly engaged in manual adjustment of the spinal column as a method of healing to remove nerve interference. Also included are units of osteopaths mainly engaged in massage and manipulation as a system of healing or treatment.

**Primary activities**

- Chiropractic service
- Osteopathic service

8539

**Other Allied Health Services**

This class consists of units mainly engaged in providing allied health care services not elsewhere classified. These units consist of independent allied health practitioners not elsewhere classified mainly engaged in providing health care and treatment services.

**Primary activities**

- Acupuncture service
- Aromatherapy service
- Dental hygiene service
- Dietician service
- Herbalist service
- Homoeopathic service
- Hydropathic service
- Naturopathic service
- Occupational therapy service
- Podiatry service
- Therapeutic massage service

**9003****Performing Arts Venue Operation**

- Concert hall operation
- Entertainment centre operation
- Music bowl operation
- Opera house operation
- Performing arts venue operation n.e.c.
- Playhouse operation
- Theatre operation  
(except motion picture theatre)

**9111****Health and Fitness Centres and  
Gymnasia Operation**

- Fitness centre operation
- Gymnasia operation
- Health club operation

**9112****Sports and Physical Recreation Clubs  
and Sports Professionals**

- Basketball club operation
- Cricket club operation
- Dart club operation
- Football club operation
- Golf club operation
- Gun club operation
- Hockey club operation
- Hunting club operation
- Life-saving club operation
- Martial arts club operation
- Netball club operation
- Orienteering club operation
- Racing car club operation
- Soccer club operation
- Sports professional
- Swimming club operation
- Tennis club operation
- Triathlon club operation
- Yacht club operation

**9113****Sports and Physical Recreation Venues, Grounds and Facilities Operation**

- Athletics field or stadium operation
- Basketball court or stadium operation
- Billiard, snooker or pool hall operation
- Bowling alley, tenpin, operation
- Bowling green operation
- Boxing stadium operation
- Cricket ground operation
- Football field or stadium operation
- Golf course or practice range operation
- Ice or roller skating rink operation
- Motor racing track or speedway operation
- Netball court or stadium operation
- Sports ground, stadium or venue operation n.e.c.
- Squash court operation
- Swimming pool operation
- Tennis court operation

**9114****Sports and Physical Recreation Administrative Service**

This class consists of units mainly engaged in the administration and/or control of sports or physical recreation organisations. These units are responsible for the policies, rules and regulations governing the conduct of an individual sporting or physical recreation discipline.

**Primary activities**

- National sporting association or league
- Regional/district sporting association or league
- Sports administration service
- State/territory sporting association or league



**9131****Amusement Parks and Centres Operation**

- Amusement arcade or centre operation
- Amusement machine or ride operation (including concession operators)
- Amusement park operation
- Go-kart venue operation
- Indoor climbing operation
- Merry-go-round operation
- Mini-golf centre operation
- Theme park operation
- Water park operation

**9491****Clothing and Footwear Repair**

- Clothing repair
- Footwear (including boot and shoe) repair

**9511****Hairdressing and Beauty Services**

This class consists of units mainly engaged in providing: hairdressing services or in providing beauty services such as nail care services, facials or applying make-up.

- Primary activities
- Barber shop operation
- Beauty service
- Electrolysis service
- Hair restoration service (except hair transplant service)
- Hairdressing service
- Make-up service
- Nail care service
- Skin care service
- Tanning (solarium) service

9539

**Other Personal Services n.e.c.**

This class consists of units mainly engaged in providing personal services not elsewhere classified. Astrology service

- Baby sitting service (except in child care centres or preschools)
- Cloak room service
- Fortune telling service
- Genealogy service
- Heraldry service
- Introductory agency operation
- Marriage celebrant service
- Personal fitness training service
- Pet boarding service
- Pet grooming service
- Psychic service
- Sauna bath operation
- Shoe shining
- Tattooing and piercing service
- Turkish bath operation
- Wedding chapel operation (except church)