

Business Accessibility - Minor Physical Upgrades Application Form

Form Preview

Eligibility Conditions

* indicates a required field

Confirmation of Eligibility

All applicants must meet the following eligibility criteria:

- Be located within the City of Bayside municipality and actively operate or serve customers within the municipality, either from a business address or a venue / operational location
- Be a commercial business
- Have a valid Australian Business Number (ABN)
- Have fewer than 200 employees
- Provide customer facing or visitor services
- Have a commitment to ongoing improvements in accessibility beyond the program
- Have no outstanding acquittals or debts to Bayside city Council
- Hold current public liability insurance with a minimum cover of \$20 Million
- Comply with the Victorian Child Safe standards and provide a Child safeguarding policy, or statement if children attend your businesses.

Grants will not be provided to:

- Entities that operate as an office-based environment with limited or no direct public or customer facing services
- Government departments or agencies, foundations, or grant making bodies
- Businesses with any outstanding regulatory issues, such as permits, licenses and compliance regulations
- Businesses with outstanding debts to Council or have failed to comply with the terms and conditions of any previous funding agreement with the Council
- Political organisations or organisations that have a political purpose
- Current Bayside City Council employees, Councillors, immediate families or contractors
- Entities engaging in discriminatory or exclusionary practices that harm the community, such as promoting hate speech or discrimination
- Entities affiliated with or solely operating with gambling activities.
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Further information on the Business accessibility Grants can be found below:

[Business Accessibility Grants Guidelines \[PDF 5.22 MB\]](#)

[Business Accessibility Grants Checklist \[PDF 298 kB\]](#)

[Council Grants Policy 2026](#)

Information on acquittals and eligibility please contact Council's Community Inclusion Officer at grants@bayside.vic.gov.au or on 9599 4884.

Please confirm you have read the above. *

- Yes
- No

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1. Details of your Organisation

* indicates a required field

Name of business *

Business website (if applicable)

Must be a URL.

Email (business or group email address) *

Address from which the business operates

Address

Suburb State Postcode

Must be an Australian post code

Other location

What type of business? *

Word count:

Maximum 30 words

Please confirm you are a commercial business. *

Yes - Please provide proof uploading your organisation's Certificate of Incorporation and Australian Business Number (ABN) below.

Upload Certificate of Incorporation. *

Attach a file:

Please provide the organisations Australian Business Number (ABN)? *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

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ABN
Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main Business Location

Must be an ABN

2. Contact person for enquiries about your application

* indicates a required field

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position held *

Phone number (BH) *

Email *

Must be an email address

3. Insurance and Annual Financial Statement

* indicates a required field

Does the business have Public Liability Insurance cover appropriate to the activity and dates for your proposed initiative (this is required to be eligible). *

- Yes
 No

If yes, please state the amount of cover (a minimum of \$20 million is required) *

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Attach the business Public Liability Certificate of Currency. *

Attach a file:

Attach the businesss most recent annual financial statement *

Attach a file:

4. Proposal Details

* indicates a required field

Proposed Initiative

Name of initiative *

Word count:

Maximum 10 words. This title will be used on all Council documents so please be as clear and concise as possible.

Funding Requested (No more than \$10,000) *

\$

Short initiative summary *

Word count:

This description will be copied and published for promotion, reporting and grant agreement purposes - please be as clear and concise as possible.

Where will the program take place? *

- Beaumaris
- Black Rock
- Brighton
- Brighton East
- Cheltenham
- Hampton
- Hampton East
- Highett
- Sandringham
- Other:

At least 1 choice and no more than 10 choices may be selected.

Selection Criteria

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The selection panel will assess the initiative using the information from the following questions. Please see Business Accessibility Grant Guidelines for detailed assessment criteria and weighting.

50% Describe how the initiative contributes to improving access and inclusion. What are the benefits for the community? *

Word count:
Maximum 200 words.

Optional - Documentation eg survey results, local data, research, consultation with community.

Attach a file:

30% Describe how the initiative has been planned and is feasible: What are the goals and timelines? *

Word count:
Maximum 200 words.

OPTIONAL - Additional documentation eg letters of support

Attach a file:

20% Please describe the proposed outcomes, a plan for evaluating and measuring success? *

Word count:
Maximum 200 words

Budget

Please ensure the budget is clear, realistic and value-for-money based on sound cost estimates. Please include quotes below where possible.

The tables below must represent the TOTAL financial expenditure for the initiative including both from Bayside City Council and alternative funding sources such as other funding bodies, cash or in-kind support from your organisation.

List all the costs to implement the initiative in the below 3 tables.

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Table 1: Bayside Council Grant - Expenses **(must match the \$ amount requested)**

Table 2: Co-payment matches amount requested

Note: Council does not penalise your application for securing funding from other sources.

Bayside Council Grant Expenditure Description

	Must be a dollar amount.

Co-payment

Please include: cash, other grants or funding source, tickets and/or fees.

Income Source Other Expenditure Description Amount (\$)

		Must be a dollar amount.

Budget Totals

Total Expenses (Bayside Council Grant)	Co-payment amount	Other expenses	Total Program Expenditure
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This number/amount is calculated.	This number/amount is calculated.		This number/amount is calculated.

File Upload - QUOTES (minimum of 2 quotes required) *

Attach a file:

Please upload any quotes you have received relating to proposed expenditure.

Accessibility Checklist

Please upload accessibility checklist

Attach completed accessibility checklist

Attach a file:

9. Review and submit

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* indicates a required field

Child Safety Statement and Declaration

Bayside City Council is proud to be a child safe organisation. We are committed to the rights of all children and young people to feel safe and be safe when participating in activities, services and programs in the City of Bayside. Grant recipients are required to meet the expectations of appropriate behaviour towards, and in the company of, children and young people as outlined in Council's Child Safe Code of Conduct at all times, including complying with current legislative requirements and Victorian [Child Safe Standards](#). This may include your organisation adopting a Child Safe Policy or Statement.

[Bayside Child Safety and Wellbeing](#)

[Safeguarding Children and Young People - Code of Conduct 2021](#)

For more information please contact Bayside's Child Safety Officer on 9599 4444.

Child Safe Declaration *

- The business activities involves direct contact with children
- The business activities involves irregular or unplanned contact with children
- The business activities will not involve any contact with children

If your proposed initiative involves either direct or indirect contact with children, and you are unable to confirm that Child Safety measures will be in place, you may be ineligible for funding.

Upload evidence of the organisation's commitment to child safety.(If relevant)

Attach a file:

Evidence could include the organisation's Child Safe policy or statement of commitment to child safety.

Privacy statement

We respect your privacy. We will not sell or give away your personal information. Occasionally we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us that you do not want in future, please contact the Privacy Officer on 03 9599 4444 or email privacy@bayside.vic.gov.au.

Information about all grants awarded by Council will be made available to the public as required by the Local Government (General) Regulations 2015. This will not include any personal information concerning members of the recipient organisations.

Declaration

*

I agree the information in this application and the attachments is, to the best of my knowledge, true and correct. I shall notify Bayside City Council of any changes to this information or circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

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I understand that if this application is successful, we automatically accept the conditions outlined within the Community Grants Policy and Business Accessibility Grants Guidelines.

Collection Notice

Bayside City Council (Council) collects your information so your Business Accessibility Grants application can be processed. Council uses the SmartyGrants system to house and process applications, however application information is not shared with third parties. If there was a requirement to share your information Council would seek your consent prior to this taking place. Council maintains full control over who can access the system. If you choose not to provide this information Council may not be able to process your application.

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact Council's Privacy Officer on (03) 9599 4444 or via email privacy@bayside.vic.gov.au.

Ensure you click the **SUBMIT** tab once you review your application. You will receive a confirmation email to let you know that your application has been received. If you do not receive a confirmation email within the hour you have not submitted your application.

Refer to the [help guide](#) if you require further information on how to submit, or contact Bayside's Community Inclusion Officer on 9599 4884 or at grants@bayside.vic.gov.au.