

Small Business Grants Guidelines

Supporting small businesses

Business & Tourism Services

August 2026



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The City of Swan acknowledges the Traditional Custodians of this region, the Whadjuk people of the Noongar Nation and their continuing connection to the land, waters and community. We pay our respects to Elders past and present, and their descendants.

Small Business Grants

The City of Swan (the City) is committed to supporting local businesses to thrive and prosper, through the provision of a grants program to support the local small business community that meets objectives as set out in the Strategic Community Plan. Small business grants aim to support local small businesses to assist their growth and development, encourage innovation, drive job creation and grow the local economy.

Expected Outcomes

The Small Business Grants aim to encourage expansion and innovation within the local business community. Only those applicants with a sound business idea and demonstrated capability of implementation will be considered. Grant outcomes will align with the City of Swan's economic goals in the [Strategic Community Plan](#) (page 28), as listed below.

Grant applications must align with at least one of the following economic goals:

- E1.1 Support, grow and sustain local businesses with business support programs (projects that improve operations, skills and long-term sustainability);
- E1.2 Assist and encourage thriving activity centres (projects that contribute to creating vibrant and thriving local centres through delivering activities, services or initiatives that attract people and increase local activity);
- E2.1 Advocate for infrastructure, business and investment opportunities to drive local job creation and sustainable economic growth (projects that improve infrastructure or help create local jobs);
- E3.1 Support the tourism sector through collaboration and advocacy (projects that grow the local tourism sector by developing partnerships, collaborations or initiatives that attract visitors to the area);
- E3.2 Create and promote engaging visitor experiences (projects that create or promote engaging visitor experiences that encourage people to visit, stay longer and spend more in the local area).

Grant Amount and Timelines

Grant Amount

Funding of up to **\$5,000** (exclusive of GST) is available per successful application. This funding is provided on a **matched funding basis**. Grants will be available until all funds (total annual funding of \$25,000) are exhausted or as otherwise advised by the City.

Matching Funding

Applicants may contribute more than the amount requested from the City of Swan, but the minimum amount must match the amount requested. For example, if a business is applying for \$5,000, they must contribute at least \$5,000 towards the project. If a business is applying for \$2,000, they must contribute at least \$2,000 towards the project.

Grant Timeline

Applications for the 2026/27 Financial Year must be lodged by 30/09/2026. All grant activities must be completed and acquittal submitted by April 2027. The Grants must be acquitted in accordance with Funding Agreement. The 2026/27 Business Grants will follow the approximate timeline below:

- Grant round advertising: 1st August to 31st August 2026
- Applications open: 1st September 2026
- Applications close: 30th September 2026
- Applications assessed and awarded: 1st October to 30th December 2026
- Grant funding released to successful applicants: 1st October to 30th December 2026
- Funds expended for project: 1st January to 31st March 2027
- Grant acquittal: 30th April 2027

Eligibility Criteria

Who is eligible?

Applicants must meet the following eligibility criteria:

- You are classified as a 'small business' in accordance with the Australian Taxation Office and Australian Bureau of Statistics - you have between 0-19 employees and less than \$10 million aggregated annual turnover;
- You are a business located within the City of Swan;
- You have read and understood the Grant Guidelines;
- You can demonstrate an alignment between your project and the economic goals expected from this grant round;
- Your business must contribute at least the same amount of money towards the project as the City is funding;
- Your business can demonstrate financial viability to match funding amount requested;
- Your business does not have any un-acquitted funds and/or debts with the City of Swan;
- Your business has current insurances for the activities that are the subject of this grant.

Who is ineligible?

An application will be rejected without consideration if:

- The applicant is a not-for-profit organisation or charitable entity (refer to other community grants);
- The applicant represents a Local, State or Federal Government organisation;

- The applicant is an employee or Councillor of the City; and
- Funding is received from another organisation for the same project or activity. For instance, if you apply to the City of Swan for funding to purchase new equipment and also receive funding from the State Government to purchase that same equipment, this would be considered funding for the same program from a third party.

Ineligible Activities

The grant funding cannot be used for the following:

- Land and property acquisition;
- Purchase of vehicles;
- Equipment or machinery that is second hand;
- Employment of staff or payment of wages;
- Operational overheads (such as rent, insurance, phone, internet);
- Activities for which funding has been provided by State, Federal or Local Governments;
- Retrospective activities - activities must not have been undertaken prior to engaging in the Grant Agreement between the City and the applicant;
- Training by unregistered training providers, TAFE courses or university fees;
- Support legal action or legal fees;
- Projects that promote the advancement of, or opposition to, a political or religious organisation or lobby group.

How to Apply

How to apply

Applications must be submitted electronically via [Smarty Grants link](#), with applicants completing the questions and attaching documentation as required.

Contact Officer:

All enquires to businessgrants@swan.wa.gov.au

Assessment Process

Assessment will commence once the funding round is closed. The assessment process may take up to 12 weeks.

Grants Assessment

The process for grants assessment is as follows:

Stage One

Applications will be initially reviewed by the City to ensure the application meets the eligibility criteria. Applications that do not meet the eligibility may be set aside at this stage. The City may request additional information from the applicant during this phase.

The initial grant assessment ensures that the application meets the eligibility criteria, and will address the following matters:

- Application addresses one or more of the City's economic goals;
- Applicant is a local small business; and
- Application responds to all questions and provides attachments as requested.

Stage Two

Applications that meet the eligibility criteria will be referred to an internal Grants Advisory Panel to assess applications. The City may request additional information from the applicant during this phase. The Advisory Panel will review and score all eligible applications, resulting in the top recommended projects.

Stage Three

The Advisory Panel's recommendations will be collated and submitted to the Manager of Business & Tourism Services, who will have the final sign-off of the successful applications. All applicants will be notified of the outcome of their application.

Notification of Application Outcomes

The City will endeavour to notify Applicants within three months of the round's closing date. All Applicants will be offered an opportunity to request feedback on their application.

Successful Grant Applications

Successful applicants will receive the following documents:

- Grant Agreement Schedule 1
- Grant Agreement Schedule 2
- Acknowledgement Guidelines

Grant Agreement

Approval of funding is subject to the Applicant agreeing to reporting requirements and entering into a Funding Agreement with the City.

Payment of the Grant

Successful applicants will need to return both signed Grant Agreements (Schedule 1 and Schedule 2) to the City, along with an invoice made out to the City of Swan, for the full amount of the funding. Once this has been received, the City Officer will forward all forms onto finance, and the grant recipient can expect payment within 30 days.

The City must receive the claim for payment by 30 December 2026. If a claim for payment is not received by this date, the grant approval may lapse and the funding agreement terminated. The City at its discretion, may extend the program.

Reporting Requirements

All funding recipients are required to submit project information to the City to ensure funds are utilised for the agreed purpose and to assist the City collate the benefits associated with the grants program as a whole. All reporting requirements and timeframes will be included in funding agreements (where relevant) and include, but not limited to:

- Employment opportunities (via SmartyGrants acquittal form);
- Total project actuals (via SmartyGrants acquittal form);
- Financial documentation (quotes and invoices); and
- Applicant feedback (via SmartyGrants acquittal form).

Acknowledgement Guidelines

All funding recipients are required to adhere to the City's Business Grant Acknowledgement Guidelines. Requirements for acknowledgement are based on grant value. This document will be provided to all successful applicants.

Evaluation Requirements

The City may contact the successful grant recipient up to 12 months after the completion of the Project/program to obtain additional information to ensure objectives were met.

Delays in Project Delivery

If your business experiences any delays or issues in delivering the project, please notify the Business & Tourism Services team as soon as possible. We want to see you succeed in delivery of the project and will endeavour to assist where-ever possible.

Conditions of Grant Application

No Obligation to Enter into Agreement

This document is not to be construed as making any express or implied representation, undertaking or commitment by the City that it will enter into a binding agreement with any Grant Applicant.

The City may discontinue or suspend the Grant process at its sole discretion, at any point of the Grant Application or Evaluation process. The City may determine there are no suitable Grant Applicants.

What the City may do

In addition to the above, the City reserves the right, at its discretion, to:

- vary this document;
- repeat any stage in the document;
- include a review process as part of the document;
- supplement, modify or replace the document;
- extend the Deadline;
- exclude any Application from further consideration once the City has considered it;
- decline to answer queries from an Applicant that are deemed inappropriate;
- evaluate Applicants in such a manner as the City regards appropriate;
- allow an Applicant to withdraw from this document;
- enter into a Funding Agreement in accordance with this document;
- conduct a security, probity or financial check on an Applicant for the purpose of evaluating an application;
- rely on available information relating to an Applicant as part of the evaluation of an Applicant, including the Applicants' performance under other contracts with the City;
- negotiate with an Applicant after it has been chosen as the successful Applicant or preferred Applicant; and
- take other action as the City considers, at its discretion, appropriate in relation to the process described in this document.

Ownership of Documentation

With the exception of a Grant Applicant's existing copyright and other intellectual property rights, all documents and information submitted by a Grant Applicant as part of or in support of an application shall become, on submission, the absolute property of the City and will not be returned to the Grant Applicant at the conclusion of the grant process.

Canvassing of Councillors or Officers

If a Grant Applicant, whether personally or by an agent, canvasses any of the City's Councillors or Officers with a view to influencing the acceptance of the application made by it or by any other Applicant, then regardless of whether the canvassing had or may have had any influence on the acceptance of such Application, the City may at its discretion omit the application from further consideration.

Conflicts of Interest

By completing the application, the Applicant warrants that unless otherwise stated in its application, to the best of its knowledge at the date of submitting an application, no conflict of interest exists or is likely to arise in relation to the Grant during the evaluation period or (if the Applicant is awarded the Grant) during the Project period between the City and the Grantee, its employees or any proposed Sub-Contractors.

Should a conflict of interest or risk of conflict of interest arise at any time during the Assessment or Project period the Applicant must immediately notify the City in writing of that conflict of interest or risk of conflict of interest. The Applicant acknowledges that the City may, in its absolute discretion, determine that such a conflict of interest renders the Applicant's application not eligible to continue in the process.



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