

# 2023/24 SHOPFRONT GRANT GUIDELINES

The City of Holdfast Bay Shopfront Grant Program assists owners and/or tenants of buildings within the City to enhance their exterior appearances.

Enquiries can be directed to Virginia Miller, Business Development Partner on 8229 9883 or email [business@holdfast.sa.gov.au](mailto:business@holdfast.sa.gov.au)

## Eligibility to Apply

- Applications can be made by building owners, landlords and tenants (with the owner's/landlord's approval)

## Funded Works

- Improvements or upgrades to shop frontage to enhance character
- Re-painting or additional external materials and treatments that provide attractive detailing (eg. texture or tiling)
- Repairs/upgrades to verandas, guttering/downpipes, canopies and awnings that are visible from the street
- Building faced elements to better interact with the street (eg. installation of folding doors/windows or increasing extent of windows/glazing to shopfront/heating)
- Non fixed items that enhance the exterior (eg. umbrellas/planter boxes/art installations/tables/chairs)

The following are excluded:

- Development assessment fees
- Improvements already completed
- Internal fit-outs (except improvements to front display areas visible to the street of a fixed nature)
- Movable signs
- Other improvements not visible from the street
- Routine maintenance/cleaning
- Staffing/operational costs
- Property purchase or business relocation
- Foundation works/underpinning.

## APPLICATION

Must be on the form provided by Council; must be by the building owner(s), landlord or by a tenant with the approval of the building owner(s); must include a full description of the type of work to be done; information submitted to include written quotations from appropriate contractors, program for work from contract acceptance to completion, cost estimate of all work to be done specifically identifying the components for which assistance is sought. Photographs, plans and specifications to be provided where possible.

Round 6: July 2023 – June 2024.

## LEVEL OF SUBSIDY

Depending on demand for assistance and funds available a maximum of 50% of value of subsidised work, not to exceed \$5,000.

## PROCESS

A decision will be made by Council administration within 4 weeks of receiving application, excluding any delay while additional information is sought and provided; the relevant staff are authorised to determine recipients of grant assistance; work must be complete within six (6) months from notification of assistance being made. Applications are vetted against the following scoring criteria: Quality of Proposed works/benefits to be provided; Aesthetic improvements to be provided by the works; Value for money, Council versus application contribution and the ability to complete the works within the nominated timeframes. A simple form of agreement will be documented between the applicant and the City of Holdfast Bay to record the appropriate details and commitments of each party.

## PAYMENT BY COUNCIL

Will only be made as a reimbursement of building owner(s) expenditure after full documentation is received. This includes written notification that works are complete, receipts and photos as evidence of works; Council will inspect the completed work components before making payment.

## QUALITY ASSURANCE

Is primarily the building owner(s) responsibility and will be assessed by Council at the conclusion of the work before payment is made; Council to be advised at the stages of contract acceptance, work commencement, other milestones nominated by Council (dependent on the nature of the work) and completion; advice to Council at the above-mentioned stages does not oblige Council to undertake an inspection of the work at that stage; any inspection or site visit by Council representatives will not constitute an inspection for the purposes of Council's Development Act responsibilities and Council will not warrant the workmanship or other qualities of the work as a result of any inspection or visit.

## PUBLICITY

Council has the right to arrange photographs, video recording or similar of the building prior to work, while work is in progress and/or at completion, for the purpose of show casing the work on its website and/or other publications.

## LIABILITY

Council will accept no liability in any respect for any claim or damage of any form which may result from the work; it shall be the building owner(s) obligation to hold current and appropriate insurance cover; while Council will provide the financial assistance as agreed, the building owner will have full responsibility for all acts and failures to act by any party in relation to design, documentation, contract(s) or the work on site.