

## Shopfront Enhancement Program – Guidelines

The **Shopfront Enhancement Program** is designed to assist with small scale improvements to shopfronts that enhance the presentation of a building, attract visitors, contribute to amenity, or make a creative contribution to shopfronts within the Kalgoorlie and Boulder Central Business Districts.

Proposals for funding don't have to involve a significant or expensive change. Simple jobs like repainting a shop front, replacing a shop sign or window dressing improvement, planter boxes or alfresco dining furniture will qualify.

Planning applications may be required for some projects and applicants are responsible for obtaining required approvals prior to commencing work.

Each application will be assessed on its own merits and on the ability of the works to enhance the space and make an immediate positive impact on the appearance and usability of the area.

The Shopfront Enhancement Program will offer grants of up to \$2,000 with matching \$2 for \$1 investment from the applicant.

Shopfront Enhancement Program accommodates for improvements of shopfronts of buildings that are both heritage and non-heritage listed. The program is designed to complement the City's local Heritage Fund (up to \$10,000) and applicants are able to apply for all funding streams within the same financial year.

### Important Dates:

#### Round one:

Open 18 November 2022, closing 23 December 2022

- *Successful applicants will be notified on Tuesday 24 January 2023*

#### Round two:

Open 1 February 2023, closing 5pm 28 February 2023

- *Successful applicants will be notified Wednesday on 22 March 2023.*

#### Round three:

Open 16 September 2023, closing 5pm 7<sup>th</sup> October 2023

- *Successful applicants will be notified on Monday 30 October 2023.*

Projects must be completed or fully contracted prior to 30 June 2024.

Acquittal must be completed within four weeks of project completion.

## What can be funded?

Grants are available for improvements to your shopfront. These include:

- Repainting of external shop frontage that enhances the presentation of the building
- Cleaning and painting of the existing façade and or street facing exterior walls
- Installation of creative, energy efficient, new lighting and / or upgrades to existing lighting
- Removal of redundant signage and/or installation of new business signage
- Greening elements such as landscaping including planter boxes or vertical gardens in public and private property
- Alfresco Furniture, blinds and equipment that improve his venue's functionality
- Adding external materials or wall treatments that substantially enhance the shopfront with attractive detail

Please note that submissions for joint concepts that benefit multiple adjacent businesses are welcomed. However, each business will need to apply separately for funds to improve their shopfront (i.e. one combined application is not permitted).

## What Shopfront Enhancement Grants are NOT available for:

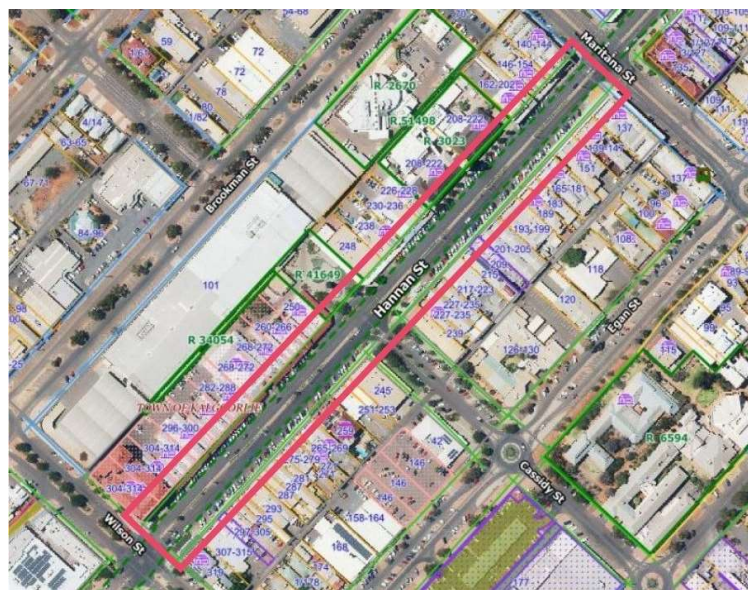
- Improvements that have already commenced or completed
- Major Structural Façade and eve works
- Replacement of damaged or broken glass
- Purchase of buildings or property extensions
- Projects that represent the substantial construction or total refitting of floor space
- Internal shop fittings including display shelves, internal lighting, or painting

## Who is Eligible?

Applications will be considered from businesses, organisations, property owners and strata bodies with fixed businesses located within the Kalgoorlie and Boulder Central Business Districts as outlined below:

## Hannan Street, Kalgoorlie

From Wilson Street to Maritana Street



## Burt Street, Boulder

From Brookman Street to Hamilton Street



Property owner consent must be obtained as part of the application process.

Applicants can apply for one grant from each of the Business Streetscape Program Grants (Shopfront Enhancement, Access Improvement and Heritage Fund) streams and funding for all three can be accessed within the same calendar year.

## Applicant contribution

Applicants are required to contribute at least one third of the total cost of the proposed improvements. Applicants must provide quotes for the items/works they are seeking funding for and provide receipts to claim the reimbursement within four weeks of project completion. Using local businesses and suppliers is encouraged and part of the assessment criteria.

## What is the application process?

Applicants seeking funding can apply by submitting an application form located on the City of Kalgoorlie-Boulder Website.

Once the completed application is submitted, it will be assessed by grant assessors according to the eligibility and assessment criteria.

## Assessment Criteria

Criteria	Consideration	Weighting
Business Improvement	The proposed enhancement demonstrates a high level of quality that will enhance business performance, operations and support economic growth in the immediate area.	20
Amenity	The proposed project will deliver a higher level of amenity to visitors/customers, increase customer experience	20
Visual Appeal	The proposed enhancement will improve the visual appeal of the business and make a creative contribution to the area in which the business is located	30
Engagement with stakeholders	Engagement with City of Kalgoorlie-Boulder staff and/or neighboring businesses has been conducted	10
Local Benefit	The quoted items and/or services to deliver the improvements indicate use of Kalgoorlie-Boulder based suppliers and businesses.	20

## Notification

The City of Kalgoorlie-Boulder will notify successful Round three applicants on Monday 30 October 2023.

The funding decision made by the City of Kalgoorlie-Boulder is final.

Prior to payment, all successful applicants will be required to provide:

- If the applicant is not the owner of the building, written approval from the Building Owner for any amendments to occur
- Approved Development Approval or appropriate Permit or License from the City of Kalgoorlie-Boulder (if required).
- If the above documentation is not provided or application for development

and/or building approval has not been lodged by 28 April 2024, the offer of funding may be rescinded.

- All projects must be fully completed before 30 June 2024.

## Payment

Following receipt of the signed Letter of Offer, the applicant will need to be set up as a New Business Creditor. Council will then provide a Purchase Order for the total value of funding. Prior to payment, the following proof of completion of the works must be provided to the Economic Development Team for assessment.

- Proof of payment (paid tax invoices/receipts from suppliers)
- Before and after photos of the completed project.

Should no further information or evidence be required and this assessment is deemed successful, the funds will be paid by the City of Kalgoorlie-Boulder to the applicant within 14 days of receipt of invoice.

Works are not to be started prior to receiving a formal Purchase Order from the City of Kalgoorlie-Boulder.

## Acknowledgement of Council Support:

Once the works are completed, recipients will be required to appropriately acknowledge Council Support by:

- Display the supplied the City of Kalgoorlie-Boulder acknowledgement decal in the shopfront for 12 months.
- Take photos of your upgraded shopfront and post on your Facebook, Instagram or other social media pages acknowledging that Council has supported the project through the Shopfront Enhancement Program.
- Consent to the project being featured in the Kalgoorlie-Boulder Means Business Newsletter and other City Marketing material.

## Further information

For general enquiries or to discuss your idea, please contact the City of Kalgoorlie-Boulder Economic Development Team via email to [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au) or on (08) 9021 9600.