

# Shopfront Improvement Program Application Form

## Form Preview

### Eligibility

\* indicates a required field

#### Before Starting

**NOTE: Incomplete applications and/or applications received after the closing date will not be considered.**

Before completing this application form, please read the Growing the Cassowary Coast, Shopfront Improvement Program Guidelines.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

Depending on the grant you have selected you may be asked to provide the following information:

- Proof of public liability insurance
- Evidence of Owner permission for works
- Quotes for services or items
- Project details such as proposed works, timeframes
- Permits or appropriate approvals

If you have any questions in regards to these eligibility criteria, please contact [economicdevelopment@cassowarycoast.qld.gov.au](mailto:economicdevelopment@cassowarycoast.qld.gov.au) or phone Council on 1300 763 903 and ask to speak with our Economic Development Team.

**Please tick the following before starting \***

- We do not have any outstanding debts
- We do not have any outstanding grant reports or acquittals with Council

At least 2 choices must be selected.

#### About the Program

The **Growing the Cassowary Coast Shopfront Improvement Program** seeks to support the revitalization of commercial building facades and shopfronts across designated areas within the Cassowary Coast Region. By partnering with commercial property and business owners, the program aims to enhance the aesthetic appeal of town centers, fostering vibrant communities and creating an attractive place to do business.

This initiative aligns with the goals of the Council's [2033 Growing Stronger Together Economic Strategy](#).

#### Program Objectives

- **Enhance the appearance** of shopfronts and building facades to improve streetscape aesthetics.
- **Promote economic growth** by making town centers more inviting for residents, tourists, and investors.
- **Stimulate local business activity** by encouraging property owners to undertake shopfront improvements that generate interest and activity into their commercial property.

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- **Support local tradespeople** by ensuring that improvements are carried out by businesses and licensed contractors based in the Cassowary Coast region.

### Eligible Areas

This program applies to existing commercial buildings within the following designated areas:

- Innisfail, Tully, Mission Beach, and Cardwell Central Business District (CBD) Precincts, Business Fringe Precincts, and Local Business Precincts as defined by the Cassowary Coast Regional Council Planning Scheme 2015.
- Commercial buildings with frontage to the Bruce Highway or Tourist Routes identified within the Scenic Amenity Overlay Mapping of the Cassowary Coast Regional Council Planning Scheme.

For all eligible areas please view the [Shopfront Improvement Policy \(Link\)](#)

Local Government Act 2009 (Qld) apply to Council's Shopfront Improvement Grants Program.

*s4(2) The local government principles are—*

*(a) transparent and effective processes, and decision-making in the public interest; and*

*(b) sustainable development and management of assets and infrastructure, and delivery of effective services; and,*

*(c) democratic representation, social inclusion and meaningful community engagement; and*

*(d) good governance of, and by, local government; and*

*(e) ethical and legal behaviour of councillors, local government employees and councillor advisors*

### Funding Arrangement

Total Program funding for the 2024-2025 financial year is \$100,000 with round open until all funds have been committed.

The program offers dollar-for-dollar matching grants of up to \$5,000 per project. The applicant's financial contribution must be in cash (not in-kind) and will be matched by Council's grant. If applicants wish to contribute additional funds beyond the \$5,000 match, they may do so.

### Special Provision for Renew Cassowary Coast Program Participants

Applicants who have signed a license agreement under the Renew Cassowary Coast Program are eligible to apply for up to \$10,000 in funding without a co-contribution requirement. This special provision is capped at 4 successful applicants.

## Shopfront Improvement Program Eligibility and Assessment

### Eligibility Criteria

To qualify for funding, applicants must:

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- Be the owner or tenant of a commercial building within the eligible areas, with the owner's consent if applicable.
- Propose improvements visible from the street that enhance the appearance of the building's facade.
- Obtain any necessary building or planning permits before commencing work, ensuring compliance with WorkSafe Queensland regulations where applicable.
- Use licensed contractors and tradespeople who are physically based within the Cassowary Coast region.
- Have or obtain appropriate insurances (e.g., public liability insurance).
- Complete the improvement works within **six months** of signing the funding agreement with the Council.

### Eligible Improvement Works

All improvement works must be external and visible from the street and may include:

- Improvements to branding/ advertising;
- Adding external materials, treatments that provide attractive detail;
- Improving accessibility;
- Window treatments;
- Repair, replacement or new awnings;
- Improvements to under awnings;
- Adding greening elements, green walls, window boxes;
- Improvements of frontages that interact with the street;
- Preservation of internal features in publicly visible areas;
- Internal and external display lighting;
- Cleaning
- Painting
- Landscaping

Other Shopfront Improvement works proposed by an applicant that reflects the intent and purpose of the Shopfront Improvement Scheme.

### Assessment

#### Application Process

1. **Submit an application** through the Council's **SmartyGrants** platform, including:
  - Detailed project proposal and cost estimates.
  - Confirmation of Owners approval if tenant is the applicant.
  - Photos of the existing shopfront.
  - Quotes from local, licensed contractors.
- **Assessment:** Applications will be assessed by a panel against the program's objectives and eligibility criteria. Successful applicants will be notified and required to enter into a funding agreement.
- **Execution:** Upon completion of the project, applicants must submit:
  - Photos of the completed work.
  - Signed confirmation that the project has been completed.
  - Invoices from contractors.
  - Consent for Council to use before and after images for promotional purposes.

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- **Acquittal:** If the project is not completed within the agreed timeframe, applicants will be required to return the grant funding to Council.

### Assessment Criteria

Applications will be assessed based on the following:

- **Alignment with program objectives:** The extent to which the proposed improvements contribute to the visual appeal of the streetscape and support economic revitalization.
- **Financial commitment:** The applicant's contribution and the overall cost-effectiveness of the project (not applicable to **Renew Cassowary Coast Program** participants).
- **Use of local resources:** Preference will be given to projects using local contractors and materials.

[Growing the Cassowary Coast - Shopfront Improvement Guidelines](#)

## Structural Changes and Council Support

### Structural Changes and Council Support

All applicants are encouraged to seek **Council support** if considering any structural changes, such as the installation or modification of awnings or other external fixtures. Council recognizes that these types of improvements may require additional approvals and technical advice.

To assist with this process, **Council is happy to arrange site visits** to better understand the improvements you are planning to undertake and provide guidance on the necessary steps, including any permits or compliance requirements. This service aims to help streamline the application and approval process, ensuring that your improvements align with the regulatory framework while enhancing the overall streetscape.

Applicants are strongly advised to contact the **Economic Development Department** early in the planning stages of their project to take advantage of this service.

For further assistance, please contact the Cassowary Coast Regional Council at **1300 763 903** or email [economicdevelopment@cassowarycoast.qld.gov.au](mailto:economicdevelopment@cassowarycoast.qld.gov.au).

If you do contact us throughout the application process, please quote the application number below:

### Application Number

This field is read only.

## Confirmation of Eligibility

**By proceeding with the application I confirm that I have read the [Program Guidelines](#) and the [Growing Stronger Together 2033 - Economic Development Strategy](#) and that my organisation is eligible to apply.**

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**Please select below: \***

Yes

No

## Contact Details

\* indicates a required field

### Applicant Details

**Applicant \***

Organisation Name

Please note if applicant is the tenant you will be required to provide owners permission.

### Applicant Contact Details

**Primary contact \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the person we will correspond with about this grant.

**Primary contact phone number \***

Must be an Australian phone number.

**Primary contact email address \***

This is the address we will use to correspond with you about this grant.

**Address**

Address

<input type="text"/>
<input type="text"/>

**GST Registered? \***

Yes

No

**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
ABN

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Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

### Applicant (if applicable)

#### Business Media Presence - Website, Facebook, Instagram

### Owners Permission

\* indicates a required field

All applicants to the Shopfront Improvement Scheme are required to have owners permission in order to be eligible for the grant program.

Applicant must provide evidence that the Owner is in agreeance with all aspects of the proposed works.

#### Do you have evidence of permission from the Owner for the proposed works \*

Yes  No  Applicant is the Owner

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant.

### Owner Details

#### Does the owner have an ABN? \*

Yes  No

#### Please provide ABN Number \*

#### Owner Name \*

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

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### Postal Address

Address

  

### Primary phone number \*

Must be an Australian phone number.

### Email address \*

Must be an email address.

### Please attach confirmation of the Owner and permission to the applicants proposed works \*

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair), must be on the organisations letterhead and must include: name, position, signature and date.

## Certification by Owner/Tenant

**Please note:** Both the applicant and the property owner are considered responsible for ensuring the acquittal of grants and both could be deemed ineligible to place further applications to Council until all grants have been satisfactorily acquitted.

**I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf**

**And that the information stated in this application is true and correct.**

**I agree \***

Yes

## Improvement Works

\* indicates a required field

### Shopfront Improvement Program

**Please select the Funding Stream that you are applying for \***

Shopfront Improvement Program: Up to \$5000 matched funding.

Renew Cassowary Coast Project Applicant

Less detail is required for Minor Projects.

**Shop Name: \***

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Provide a name for your project/program/initiative. Your title should be short but descriptive

Proposed Works Commencement

\*

Proposed Works Completion

\*

**Improvement Works - Please select the planned works intended to undertake \***

- Improvements to branding/ advertising
- Adding external materials,treatments that provide attractive detail
- Improving Accessibility
- Window treatments
- Repair,replacement or new awnings
- Adding greening elements,green walls>window boxes
- Improvements of frontages that interact with the street;
- Preservation of internal features in publicly visible areas
- Internal and external display lighting
- Cleaning
- Landscaping
- Painting
- Other:

If other: Please provide further detail

### Project Details

**How will the improvements benefit your business? \***

Word count:

Must be no more than 200 words.

e.g., project plan approved by the committee

**Outline improvement timelines**

Word count:

Must be no more than 200 words.

**Please upload any approvals - Permits etc**

Attach a file:

**Have you demonstrated the required matched funding contribution? \***

- Yes
- No



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If you answered no to the above please explain why.

### Improvement Works Budget

\* indicates a required field

#### Value for Money

- Quotes are not required for budget items less than \$500
- One (1) written quote is required from a local supplier where local suppliers exist for budget items \$501 - \$5,000
- Where local suppliers are not available, a justification and evidence should be provided to show where applicants have tried to source locally but the product or service was not available.

**Total Cost of Project \***

\$

**CCRC Cash Request \***

\$

Must be a dollar amount.

#### Budget

##### Income

\$

Grant request (CCRC Grant Request)	\$
Applicant Contribution	\$
	\$

#### Budget

Please note: Purchased locally means from a business that is based within the Cassowary Coast Region.

Expenditure Description	Amount	Grant Funded	Purchased Locally
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Expenditure Description	Amount	Grant Funded	Purchased Locally
List all the Expected project expenditure	Must be a dollar amount.	Choose Yes or No	Choose Yes or No
	\$		
	\$		
	\$		
	\$		
	\$		

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	\$		
	\$		
	\$		

### Quotes

**REMINDER: Quotes must be submitted if the value of the good/service is over \$500.00**

**This budget item is included in the CCRC GRANT REQUEST**

**Please upload quotes for any services or products required for the improvement works**

Attach a file:

### Certification and Feedback

\* indicates a required field

**All applicants must agree to the following:**

**I, the undersigned, certify that:**

- I have read and understood the Information Privacy and Right to Information Statement and agree to the use and disclosure of information as outlined in the Statement.
- To the best of my knowledge, the information given in this document, is true and accurate.
- I understand that if funding is allocated to our project, event or activity, I will be required to accept the funding in accordance with the Cassowary Coast Regional Council's conditions of funding
- I certify that the project, event or activity will be completed within the allowable time frame
- I understand that if Cassowary Coast Regional Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my funding agreement with Cassowary Coast Regional Council.
- In order to be successful the applicant will be required to accept the terms of the grant in accordance with Council's requirements
- I understand the Project Outcome Report Acquittal Form accompanied with receipts and invoices, will be completed and returned to council within eight (8) weeks from the end of the project
- I understand that if the conditions of funding are not complied with Council will recover the funds allocated and future applications for funding from Council will not be considered.

**Please tick box if you agree \***

Yes

**Full Name**

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### Privacy Statement

The Council treat all personal information in accordance with the *Information Privacy Act 2009*. Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

**I acknowledge the privacy statement \***

Yes

### Acknowledgment of Funding

If you are successful in your application Council requests acknowledgment of contribution in the following ways:

- 1.Acknowledgement in media releases and promotional activities;
- 2.Brand exposure through online promotion, activities.
- 3.Opportunities for Council to do onsite promotion once works have been completed
- 4.Opportunities for Council participation in any events activities attached to the improvement works.

**I am aware of my obligations for acknowledgment of Council should this application be successful. \***

Yes

### EFT Payment Form

Please complete an [EFT Payment Form](#). If you need any assistance please contact [economicdevelopment@cassowarycoast.qld.gov.au](mailto:economicdevelopment@cassowarycoast.qld.gov.au). Once you have completed this form please upload below.

**EFT Payment Form \***

Attach a file:

### Feedback

**Please let us know if there is anything you would change about this process.**

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