

Mill House Ventures Enterprise
Development Program
CATALYST 2020 grant



How to Apply Guide, Eligibility Criteria and Guidelines

Overview and making an application

This guide is designed to assist you in preparing your funding application to the Mill House Catalyst 2020 Grant round.

In this guide, you will find information on how to prepare your application, and resources to help you manage your project and acquit the grant.

Please ensure:

- The aims of the funding program align with the aims of your project;
- You are eligible for a grant;
- You have read the program guidelines;
- Your project addresses the selection criteria;
- Your support material illustrates your need and project outcomes;
- You are engaging the appropriate people to deliver Professional Services to your enterprise;
- Your budget is within the eligibility criteria and your request is for half of the project costs up to \$2500 AUD. All grants are inclusive of GST.

This document contains information about:

1. Contacting Mill House Ventures;
2. Steps involved in a grant application;
3. Changes and variations to a grant;
4. Key terms and their meaning;
5. Complaints process;
6. Requirements of valid Tax Invoices.

How do I contact The Mill House Ventures?

We recommend that you sign up to the Mill House Ventures e-newsletter to stay informed of updates, via our website: www.millhouseventures.com.au

For questions regarding the application process, please contact The Mill House between 9 am and 5 pm Monday to Friday:

Telephone: 02 6103 0401

Email: clinic@millhouseventures.com.au

The Mill House team can provide information to potential applicants on the interpretation of the guidelines, including types of eligible projects for funding as well as advice on the online application process. Staff cannot help directly with your application. To maintain fair and equitable process, Mill House staff are unable to edit or correct any applications.

Preparing to Write your Application

READ THE GUIDELINES: There is one funding category available in the program round (2020).

CATALYST 2020 Grant Guidelines:

Overview

The Mill House Ventures Catalyst 2020 Canberra Region Impact Grant is designed to support the establishment of a Social Enterprise Business Model across prioritised business areas (legal, marketing including web design, operations including strategic planning, accounting and financial services, product and service testing etc).

You can apply for up to \$2500 or 50% of your total project spend. Project over \$5000 total value will be considered; however, the maximum amount granted is \$2500, inclusive of GST. Currency is AUD.

The grant aims to:

- enable Social Enterprise founders to access professional services that establish or develop their social enterprise;
- build the capacity and skills of social entrepreneurs to engage local professional service providers in a professional relationship to meet agreed business outcomes;
- support social entrepreneurs to accelerate their trading and impact models;
- support social entrepreneurs to explore new market opportunities;
- support social entrepreneurs to respond to the impacts of the 2019 bushfire season and COVID-19 crises, for local communities, in supportive and sustainable ways
- strengthen the capacity of ACT & NSW-based professional service providers to become social enterprise advocates and leaders.

Who can apply for funding?

To be eligible for a Mill House Catalyst 2020 Grant you need to meet the following two criteria:

1. Applicant type. You must be an:
 - a. Australian citizen; or permanent resident; and an individual/group founded Social Enterprise located and operating in the Mill House ACT & NSW service area
2. Project focus. Your project must be a clearly defined business/enterprise development activity engaging a Canberra or southern region NSW based professional services provider to accelerate your trading and impact model

You are ineligible to apply for a Catalyst 2020 Grant if:

- your activities are not aligned with your Social Enterprise business model development
- your project has commenced or already taken place
- you are already receiving funding from the Mill House Ventures for the same project
- your project contradicts advice from the Federal or NSW State Government in relation to public health orders.

Funds Administration

Mill House Ventures will pay directly to the Venture applicant, with a preference to pay the business bank account, on receipt of a correctly rendered Invoice. You may engage an administrative body/third party (e.g. auspice body) to receive and administer funds on your behalf. It is recommended that a fee for this service be included in your project budget.

How will my application be assessed?

Assessment Criteria: You must address the following three assessment criteria:

1. Project Merit - Your application should demonstrate:
 - a. the enterprise development rationale for the project
 - b. the Social Enterprise Business Model stage of your venture.
2. Project Impact - Your application should demonstrate:
 - a. how the activity impacts your social enterprise business model development
 - b. how you intend to present/promote your Social Enterprise (impact narrative) in the short-term or long-term future.
3. Project Viability - Your application should demonstrate:
 - a. effective planning and use of resources
 - b. realistic and accurate project budget.

Assessment Process

You will receive an automated response from our secure online grants system (Gravity Forms from The Mill House Ventures website) once your application has been submitted. All applications then proceed through an assessment process as outlined below.

Eligibility check

Once received through the online grants system, all applications will undergo an eligibility check. Eligible applications proceed to the two-stage assessment process. If you are deemed ineligible, you will be advised in writing within 14 days of your submission date and your application will not proceed to assessment.

Assessment Stage 1

The Mill House Ventures staff will assess all applications against three assessment criteria: Merit, Impact and Viability.

Assessment Stage 2

The Mill House Ventures staff will make final recommendations with reference to the assessment criteria, Professional Services provider, Social Enterprise Business Model stage and total project spend of recommended applicants.

Further advice and/or clarification may be requested from applicants by The Mill House Ventures during the assessment process.

When will I know the outcome of my application?

All applicants will be notified of the outcome of their applications approximately 7 working days after they submit their application.

What happens if my application is successful?

Successful applicants will be required to sign a funding agreement that covers the following:

1. Acceptance: Return a signed contract, and completed invoice, within 3 business days of receipt
2. Payment: Will be in line ordinary Service One payment processes – all attempts will be made to pay successful applicants no later than 14 days after notification
3. Publicity: The Mill House Ventures, SERVICE ONE, University of Canberra & Canberra Innovation Network (CBRIN) must be acknowledged in any marketing/publicity collateral. A media kit with logos and attribution text will be provided.
4. Timing: Your scheduled activity cannot commence while your application is being assessed. Please allow for 3 weeks from the submission of your application before starting your activity, otherwise your application will be deemed ineligible. Your activity must be completed by 30 June 2021
5. Reporting: Reporting requirements will be appropriate to the scale of funding received
6. Overdue acquittals: If you have received a grant or administered a grant from The Mill House Ventures in the past and that grant has not been satisfactorily acquitted, payment of new funding may be delayed until acquittal has been submitted and approved.

How do I get feedback on my application?

When you are notified of the outcome of your application, you will also be provided with information on how to receive feedback.

Application TIPS

- Submit your application early. Applicants are assessed as they are received, and eligible, approved projects will be funded until the grant pool is exhausted
- Write offline: prepare your application in a word document and copy and paste your responses into the online form
- Make early contact with Professional Service providers to gather quotes
- If you need someone to administer your grant for you, please discuss your application with the Mill House Ventures before proceeding
- Your writing style should be clear, direct and in plain English. If you require assistance for languages other than English, please contact The Mill House team

Application steps

Applicant Details

The information required of you is your Individual or Enterprise/Group details. You will be asked to provide LEAD APPLICANT NAME, ORGANISATION NAME and OTHER APPLICANT NAME/S.

You will also be asked to supply your ABN. You will also be asked to provide your LEGAL STATUS. ABN stands for Australian Business Number. You do not need an ABN at the time of applying BUT if your application for funding is successful, you will either need to get an ABN or nominate an AUSPICE BODY.

The Funding Agreement (contract) will be with you as the grant applicant, and all reporting requirements, including financial reporting will be your responsibility.

About your Project

Your **Project Title** and **Description** should be brief and factual.

Your **Start and End dates** for the project must fall within the grant program eligible dates. For the Catalyst 2020 Grant, start dates are 1 July 2020 and to be completed by 30 June 2021.

The **Total Project Spend** refers to the amount of funding you will spend on the total project (not including this grant). For instance, if you are undertaking a \$10 000 website development project, you nominate \$10 000 as your total project spend.

The **Grant Request** refers to the amount you are requesting from this grant round. You may not request funding for the total cost of your project. You must include contributions for 50% of the cost of your project (either an independent source or your own cash contribution). The maximum grant request is \$2500 AUD. The minimum is 50% of your project cost up to \$5000, then the maximum grant request applies.

The **Professional Service Provider/s** details refers to the contact name, organisation name and website & contact details for your selected Professional Service provider/s.

Project Plan Summary

The Catalyst 2020 Grant is designed for you to engage professional service providers across various business disciplines. Your Project should accurately reflect the professional service you are engaging and align with your project outcome/s clearly.

Your activity breakdown helps to illustrate any relevant timelines or additional work you will need to undertake as part of developing your Enterprise. Do you need to prepare files or documents, do you need to manage additional responsibilities such as lodging applications or registering for other software services)?

The outcomes you are seeking should also include the impact of securing these professional services and your understanding of how this support will help accelerate your Social Enterprise Business Model. Explain how the trading or impact (or both) model/s will be enhanced by this project.

Budget

For all applications you will be required to submit a budget outlining the cash income and expenditure associated with your project and demonstrate that these costs are appropriate.

A basic budget (narrative with rounded figures) and a breakdown is sufficient for this project application. (you do not need to submit a detailed spreadsheet).

Supporting evidence

Where appropriate, for instance Mill House recommends for purchases over \$1000, secure additional quotes to ensure you are purchasing services at the market rates.

After you apply

You will receive an automated response once your application is submitted in the online form. All applicants then proceed through the assessment process. Successful projects will be notified, and you will receive instruction on the invoice particulars.

Changes and Variations to a grant

The Mill House Ventures may, at its sole discretion and at any stage of the funding application:

1. Request additional information from an applicant
2. Change the closing date of a funding round
3. Change the scope of requirements of these guidelines
4. Vary, amend, replace or terminate an application process
5. Reopen an application after the closing date, provided this will not provide an applicant with a material advantage over other applicants
6. Consider any non-conforming or late applications

Variations to funded activities are sometimes required and can be submitted to Mill House at different stages of the funding cycle. You are required to use the funding for the activities which were approved at the time you were funded. To vary a grant agreement, you must seek approval from the Mill House before making any significant variations to your activities or budget.

You are required to submit variation via email to the Mill House team.

Conflict

If there is a conflict within the process of service delivery, the applicant can seek clarification and support from the Mill House to proactively resolve the conflict themselves. If this is not possible and the project is at risk of not being delivered as originally proposed, then the applicant is required to discuss options with the Mill House team.

Key Terms

Professional Services: these are business services, including legal, accounting, marketing, branding, IT and Information services and administration and operational services that support a business to scale, grow or startup according to relevant Industry legislation

Professional Services Supplier: this refers to recognised, credible, and in certain industries, registered Industry Professional who are well regarded and responsible for delivering Industry-standard services according to a project brief or service delivery charter. For the purposes of this grant, Mill House prefers you engage a Canberra regional, local, service provider; however, if one can not be found, we will review your indicated Industry Professional from outside this region.

Social Enterprise Business Model: refers to the very specific trading and impact model asset class. Please refer to Mill House for a current definition of a Social Enterprise.

ACT & NSW Enterprise: this refers to a Social Enterprise Venture operating within the Mill House Canberra and region footprint. Please refer to the Mill House website for an accurate list of areas we serve.

Total Project Costs: this is the total CASH outlay

Project Revenue or Income: this refers to the sources of CASH the applicant will contribute, or seek contribution from, to meet the total CASH required for the project.

A balanced Budget: This refers to the cash income and cash outlay matching the total project costs. For instance, a \$5000 Total Project Cost will have \$2500 Grant funds and \$2500 CASH from other sources to meet the total.

Complaints

By submitting an application to The Mill House Ventures Enterprise Development Program Catalyst 2020 grant, you accept the conditions and assessment process outlined in this document

Funding decisions are final and can only be appealed on grounds of probity.

If you believe that the published funding assessment process has NOT been followed for your application, please put your concern in writing and send it to the CEO of The Mill House Ventures, The Mill House Ventures, Social Enterprise Hub, University of Canberra, BRUCE 2617 or via email.

If there is enough evidence to support an appeal on probity grounds, the appeal will be considered by a panel of independent members, chaired by an executive not involved in the original process.

Tax Invoices – a correctly rendered invoice:

The ATO provides the following information regarding requirements of tax invoices

Tax invoices for *taxable sales of less than \$1,000* must include enough information to clearly determine the following seven details:

1. that the document is intended to be a tax invoice
2. the seller's identity
3. the seller's Australian business number (ABN)
4. the date the invoice was issued
5. a brief description of the items sold, including the quantity (if applicable) and the price
6. the GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, such as a statement which says 'Total price includes GST'
7. the extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST).

Tax invoices for sales of \$1,000 or more

Tax invoices for sales of \$1,000 or more need to show the buyer's identity or ABN.

If your tax invoices meet the requirements for sales of \$1,000 or more, you can also use them for sales of lesser amounts.

E-invoicing - Digital and electronic invoices

A tax invoice doesn't need to be issued in hardcopy, paper form

For example, you can issue a tax invoice to a customer via an electronic invoice (e-invoice), which is an automated direct exchange of invoices between a supplier's and buyer's software systems, or by emailing an invoice in portable document format (PDF).

The record transmitted to the customer need to contain all information required for a tax invoice.

The Mill House requires invoices to be addressed to:

Cindy Mitchell, CEO
The Mill House Ventures
PO Box 5025
University of Canberra, BRUCE 2617
cindy.mitchell@millhouseventures.com.au