



**Business
in Cockburn**

**CONNECT
INVEST
TRADE**

City of Cockburn

Business Grants Applicant Guidelines



Overview

The City of Cockburn Business Grants support projects that strengthen the local economy, build business capability, and contribute to a vibrant, innovative and sustainable community.

Funding is available for projects that help businesses:

- Upskill and build capability
- Modernise and digitise their operations
- Enhance innovation and competitiveness
- Develop new products, services or markets
- Deliver measurable economic benefits for Cockburn.

Funding is offered under two categories:

- Category A: Small scale capability, digital or innovation projects
- Category B: Strategic, high impact or multi partner projects.

Strategic alignment

Applications must demonstrate clear economic benefits for the City of Cockburn and align with the Strategic Community Plan 2025–2035 (www.cockburn.wa.gov.au/scp), Our Economy, including objectives to:

- Support and empower local businesses
- Grow the local economy and employment
- Encourage innovation, investment and entrepreneurship
- Strengthen vibrant, connected commercial centres.

Who can apply

Applicants must:

- Hold an ABN
- Be a micro, small or medium business (1–199 employees)
- Be based in Cockburn, or deliver a project that clearly benefits the Cockburn community or local economy
- Hold all relevant licences and insurances
- Be subscribed to the City's Business eNews (www.cockburn.wa.gov.au/Business-eNews)
- Use local suppliers where possible (favourably considered).

Note: Projects previously funded by the City are not eligible.



Category A – Economic development grants

Funding: \$2,000–\$5,000

Supports smaller, short-term projects that build business capability, improve digital systems or cybersecurity, or progress innovative ideas.

Project duration: Must be completed within six months

Acquittal: Due within one month of project completion

Approval: Delegated authority

Category A – Funding streams

1. Training and development – Up to \$2,000 (non-matched)

Supports capability building through training, professional development and structured learning.

Eligible expenditure may include:

- Workshops, short courses and professional development
- Accredited training (leadership, bookkeeping, WHS, project management etc.)
- Skills development in marketing, HR, finance, customer service
- Specialist coaching or mentoring not already provided by the City.

Example projects:

- A dance studio upskilling in movement therapy
- A café owner completing a hospitality leadership program
- A trades business training staff in estimating, scheduling or customer service.

2. Digital technology and cybersecurity (up to \$4,000 subject to matched funding rules)

Supports upgrades to digital systems, improved online customer experience, and cybersecurity enhancements.

Eligible expenditure may include:

- Website rebuilds, landing pages or online booking systems
- E-commerce functionality (online ordering, payment systems)
- Digital content (photography, videography, copywriting)
- Cybersecurity audits, tools or specialist consulting
- Point of sale system upgrades.

Example projects:

- A retailer launching an online store
- A physiotherapy clinic implementing cybersecurity improvements
- A restaurant installing a new POS system with automated reminders.

Matched funding rules:

- Hardware (e.g. computers, POS terminals): 50% matched funding required
- Software, website development, digital services, cybersecurity: no matched funding required.

3. Innovation and major projects (up to \$5,000 – matched funding)

Supports innovative or expansion focused projects that create new economic opportunities.

Eligible expenditure may include:

- Prototype design or testing
- New product or service development
- National or international market expansion
- Trade show or industry event participation
- Defence or export accreditation.

Example projects:

- A manufacturer prototyping a new marine product
- A tech start-up attending an international expo
- A business achieving Defence Industry Security accreditation.

Matched funding: Dollar for dollar (City funds up to 50% of eligible costs).

Category B – Major and strategic economic development grants

Category B supports larger, more complex or strategic projects beyond the scope of Category A. These may involve multiple partners, higher investment or significant economic benefit.

Funding: Determined by proposal

Timing: By enquiry and invitation only

Approval: Council decision

Businesses should consider Category B if the project:

- Exceeds the \$5,000 Category A cap
- Is too large or complex for Category A
- Involves multiple partners, industry groups or a precinct
- Delivers high impact or sector wide outcomes
- Requires feasibility studies, specialised research or partnerships
- Involves pilot programs or long-term economic development objectives
- Requires customised funding arrangements.

Example Category B projects:

- A precinct level collaboration delivering an event or campaign
- An industry training or workforce development program
- A feasibility study for a new economic opportunity
- A large-scale innovation or technology project with citywide benefits
- A project requiring specialised research or high-cost equipment.

What your proposal must include (Category B)

Proposals must include:

- Justification for applying under Category B
- Project overview, objectives and detailed delivery plan
- Full project budget with quotes
- Evidence of partner or co-funding (if applicable)
- Insurance certificates
- Audited financial statements (for requests over \$5,000)
- Expected outputs, outcomes and evaluation measures
- Expected multiplier effects (broader economic impact)
- Any contractual or governance considerations.

Assessment Criteria – All applications

Applications are assessed on:

- Eligibility
- Alignment with Strategic Community Plan objectives
- Clear and measurable economic or community benefit
- Value for money (supported by quotes)
- Achievable delivery plan and timeframes
- Use of local suppliers where possible.

Limitations and conditions

Funding will not be provided for:

- Applicants already funded in the same financial year
- Projects already commenced (no retrospective funding)
- Applicants with outstanding acquittals
- Individuals, not for profit groups, government agencies or political parties
- Projects requiring multi-year funding
- Undocumented expenses or debt repayment
- Items funded by State or Federal grants
- Wages, utilities, rates, insurance, consumables or franchise fees
- Projects posing safety risks, environmental harm or exclusion.



Privacy

- Personal and business information is used only for assessment, reporting and administration of the grant
- Information may be shared internally for evaluation but will not be disclosed externally except as required by law.

Documentation

Applicants must retain:

- Invoices and receipts
- Proof of payment (bank statements, remittance)
- Quotes provided in the application
- Any licences, permits or insurance documents.

Acquittal requirements

Within one month of project completion, recipients must submit an acquittal including:

- Summary of outcomes achieved
- Evidence the project was delivered as proposed
- All financial records
- Digital deliverables (e.g. website link, photos, content)
- Proof of City acknowledgement
- Failure to acquit may affect future eligibility.

How to apply

- Category A: Apply online via the City's SmartyGrants portal (see www.cockburn.wa.gov.au/Business)
- Category B: Contact the Economic Development Team to discuss your proposal
- Assessment time: Within two months of Category A round closing (Category B varies)
- Do not commence your project before receiving written approval.

For more information or assistance please contact the Economic Development Team on 08 9411 3444 or email business@cockburn.wa.gov.au

To stay tuned for updates on the next round of grants subscribe to our business newsletter. www.cockburn.wa.gov.au/Business-eNews

