

2026-2027 Business to Business Grant Program

Form Preview

Grant Overview, Privacy & Conflict of Interest

* indicates a required field

Please review this section and complete the Privacy Notice and Conflict of Interest.

This page provides an overview of the key information and dates regarding the 2026-2027 Business to Business Grant Program.

What is the Business to Business Grant Program?

The City of Whittlesea is committed to supporting a strong and resilient local economy by encouraging innovation, business growth, and local investment.

The Business to Business (B2B) Grant Program supports eligible small businesses to purchase products and services from local suppliers. By encouraging local procurement, the program strengthens connections between businesses, supports economic activity within the municipality, and helps keep spending within the local economy.

Program Objectives

The B2B Grant Program aims to:

- Grow membership of the City of Whittlesea Business Network (WBN).
- Strengthen local supply chains and increase economic activity within the municipality.
- Support the long-term sustainability of local businesses and the broader community.
- Encourage new and existing business activity across Whittlesea's activity centres and commercial precincts.
- Foster stronger business-to-business relationships and collaboration within the local economy.

How Applications Are Assessed

The B2B Grant Program is delivered through a competitive, merit-based assessment process.

Meeting the eligibility and assessment criteria does not guarantee funding. Applications are assessed against the program guidelines and available budget.

Final funding decisions are made by Council's Grant Steering Committee and may be influenced by the number and quality of applications received.

Before You Apply

City of Whittlesea Business Network Membership Required

You must be a City of Whittlesea Business Network to be eligible for this grant.

If your application is approved, you must be a City of Whittlesea Business Network member to receive payment.

If not yet a member, sign up to the Network by clicking on the link below.

[City of Whittlesea Business Network](#)

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Applicants must read the **2026-2027 Business to Business Grant Program Guidelines** before submitting an application.

The guidelines contain important information about:

- Eligibility requirements
- Approved suppliers
- Funding amounts
- Assessment criteria
- Application and acquittal requirements

Download the guidelines: [2026-2027 Business to Business Grant Program Guidelines](#)

KEY DATES

KEY MILESTONES APPLICABLE DATES

KEY DETAILS

Round 1

17 September 2026 – 31 December 2026

Notification in February 2027

Round 2

1 February 2027 – 30 April 2027

Notification in June 2027

Grant Program Close Date

30 April 2027 or until funds are expended

Program delivery period

Must be completed within 12 months of being approved for the grant.

Acquittal due dates

Within 3 months of project completion

The acquittal report shows how grant funding was spent and what outcomes were achieved. Refer page 8 of guidelines for details.

Payment dates

At completion of successful acquittal and demonstration of business co-contribution

Once the project is completed and co-contribution is demonstrated in the acquittal.

PRIVACY NOTICE

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The City of Whittlesea pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view Council's privacy statement, head to [Council's website](#).

The personal information collected in this application is being collected ONLY for the purpose of assessing, processing and allocating grant funding. Council may contact a third party to confirm details of your application.

Successful groups will be identified, together with the purpose and amount received, on Council's website and in relevant Council reports.

I am over 18 years of age and I am Authorised to complete this application and have read and understood the privacy statement *

Conflict of Interest

To ensure fairness and transparency a Declaration of a Conflict of Interest must be completed by all applicants who are affiliated with Council with any of the following roles;

1. **1.Council Officer**
- 2.Volunteer**
- 3.Appointed to Committee or working group**
- 4.Contractor or Consultant**
- 5.Councillor**

Failure to disclose your affiliations and subsequent completion of the Conflict of Interest section in your application, will result in your application being deemed **'Unsuccessful'** due to not disclosing your Conflict of Interest'.

Do you have a Conflict of Interest due to an affiliation with Council? *

Declaration of Conflict of Interest

Please complete this section as Declaration of your Conflict of Interest.

Full Name *

What is your role or connection to Council *

Getting Help

To view the Smarty Grants Help Guide for Applicants, please click [here](#).

When completing the form, * **indicates a required field**.

If you have any **technical difficulties** viewing the application form or accessing your account, please contact **Smarty Grants** directly on **9320 6888**.

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If you have **funding related questions** or need assistance to complete the application, please contact:

- **Economic Development Team** at business@whittlesea.vic.gov.au

OR

- **Community Grants Team** at community.grants@whittlesea.vic.gov.au.
- If you prefer to speak to someone over the phone, please call the Council main number **9217 2170** and ask to be transferred to the relevant team.

Business Details & Eligibility

* indicates a required field

Business Eligibility

The Business to Business (B2B) Grant Program is designed to assist local City of Whittlesea businesses. To be eligible for funding, applicants must:

- Be the owner or tenant named on an existing or pending lease agreement (not subletting space from another business). The lease must have a minimum of 12 months remaining. This includes home-based businesses.
- Have an active Australian Business Number (ABN)
- Provide evidence of insurance including certificate of currency (public liability, professional indemnity, or any other relevant insurances). Have Public and or Professional Liability Insurance with a minimum of \$20 million covering the delivery period of this program.
- Be able to demonstrate business financial viability
- Not have overdue acquittals to the City of Whittlesea and have successfully acquitted previous City of Whittlesea grants
- Hold the relevant permits and registrations to be operating
- Not have an outstanding debt to City of Whittlesea
- Not have received funding through a City of Whittlesea business grant in the past two financial years
- **Stream 2 applicants** must have 20 or fewer FTE (Full Time Equivalent) employees

When applying:

- Services and/or products exceeding \$500 must have a quote to support
- Services and/or products exceeding \$2,000 must have a minimum of 3 quotes
- Quotes obtained from City of Whittlesea Business Network members are preferred. You can check the [City of Whittlesea Business Directory](#).

Business to Business Grant Program Objectives

The Business to Business Grant Program aims to provide support to local City of Whittlesea businesses looking to grow their presence and resilience in the municipality.

The range of initiatives offered are designed to contribute toward building a prosperous and inclusive economy for all.

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The objectives of the Grant Program are to:

- **Support businesses to strengthen their operations, grow their capabilities and build long-term resilience.**
- **Enable access to local services and suppliers that will help elevate or improve your business.**

An example may be developing a marketing plan, tender writing assistance, or carrying out a sustainability audit of your business.

The Business to Business Grant Program offers up to **\$10,000 (ex GST)** per individual application through two streams for businesses to choose from;

- **Stream 1 - Business Improvement and Innovation** and
- **Stream 2 - Elevating your business**

Please confirm the Business to Business Grant Program Stream your business is applying for with this application. *

City of Whittlesea Business Network

The City of Whittlesea Business network provides local businesses of all sizes the opportunity to connect, collaborate, learn and build relationships with other businesses in the municipality.

Are you a member of the City of Whittlesea Business Network? *

City of Whittlesea Business Network Membership Required

You must be a City of Whittlesea Business Network to be eligible for this grant.

Your application will continue to be assessed. If your application is approved, you must be a City of Whittlesea Business Network member to receive payment.

Please sign up to the Network by clicking on the link below.

[City of Whittlesea Business Network](#)

Total Full Time Equivalent Employees

Stream 2 - Elevating Your Business is offered to businesses with a maximum of 20 FTE (full time equivalent) employees.

We have provided an automatic calculation of your business's FTE.

This calculation is automated by, taking the total hours worked by your employees in the year and then dividing this by total full time hours for one full time employee for the year. The total hours for one FTE per year used in this calculation is 1,748. This is equivalent to working 38 hours per week for 1 FTE.

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(Calculation of hours is based on 38 hours per week x 46 weeks which excludes annual leave [4 weeks] and sick leave [10 days], so 52 weeks less 6 weeks to calculate 1 FTE).

[Full-time employees - Fair Work Ombudsman](#)

For example, you have total hours worked for 2024-2025 = 26,200 (hours) Divide by Total FTE hours = 1,748 (1 FTE hours per week)

Your total FTE would be $(26,200/1,748) = 15$ FTE

Please confirm the total Employee Hours worked the 2025-2026 Financial Year *

Must be a number.

This is your business's FTE

This number/amount is calculated.

Please note if your business has more than 20 FTE you are not eligible for Stream 2 - Elevating your Business.

Business Trading Name *

Organisation Name

Please use the name of trading name of your business.

Registered Business Name *

Please enter the group name as it appears on official documents such as your incorporation certificate or bank account.

Please confirm the physical address of your business location for this Grant Program *

Address

Do not enter a PO box

What industry is your business in? *

Please provide a description of your business. *

Please provide your business website address

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Eligibility Check

Please provide evidence of ownership or a copy of your lease agreement of business address of the location you are applying for this Grant Program *

Attach a file:

If a letter is not provided you may be deemed 'ineligible'

ABN Details

Please confirm your Australian Business Number (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	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Insurances and Licences

Please provide a copy of the appropriate insurance, licence and permit with current Public Liability *

Attach a file:

If you don't have current licenses, you may be deemed ineligible and not be assessed. Please include all current documentation

Please add additional forms if required

Attach a file:

Evidence of Financial Viability

Please upload evidence of your business financial viability:

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- Profit and Loss Statement for financial year ending 30 June 2026 (and interim report if ahead of this date)
- The last 3 quarterly Business Activity Statements (BAS)
- Last 3 months of Business Bank Account statements
- Cash flow forecast (12 months)

Click here to upload documents *

Attach a file:

Contact Details

* indicates a required field

Project Contact Details

Project Address (if different to above)

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Project Contact *

First Name

Last Name

Project Contact Position *

Project Contact Phone Number *

Must be an Australian phone number.

Project Contact Email *

Must be an email address.

Secondary Contact

Secondary Contact

First Name

Last Name

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Secondary contact position

Secondary contact phone number

Must be an Australian phone number.

Secondary contact person email address

Must be an email address.

Proposed Project Details

* indicates a required field

Project Plan

The following questions will be your Project Plan including details of;

- Timeline — key project dates including start and end date
- An overview of how the funding will be used to support the business idea, concept, or proposal
- Budget — key project costs including detailed third-party quotations
- Risk Assessment and Mitigation strategy

Funding Selection Criteria

Weighting

[Economic Growth Strategy Key Directions](#)

40%

Project Objectives

30%

Budget

20%

Risk & Mitigation Strategy

10%

Tell us about your proposed Business Project

Project Title *

Please provide a short description of your project *

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Word count:
Must be no more than 200 words.
What are you wanting to do?

Start Date *

Must be a date.

End Date *

Must be a date.

Strong Local Economy Key Directions - 40%

Please navigate to Council's [Economic Growth Strategy 2026-2036](#) to effectively complete this section.

Please confirm the Strong Local Economy Key Direction/s you intend to meet

- | | |
|---|---|
| ☐ Key Direction 1: Business Growth and Innovation | ☐ Key Direction 3: Skills and Knowledge for the Future |
| ☐ Key Direction 2: Investment and Infrastructure for Industry Growth | ☐ Key Direction 4: Vibrant and Inclusive Economy |

Key Direction 1: Business Growth and Innovation

Initiative: Our businesses are supported and connected to thrive

Please explain how you will meet this key direction and initiative

Key Direction 2: Investment and Infrastructure for Industry Growth

Initiative: Our City is a growing contributor to the Victorian economy

Please explain how you will meet this key direction and initiative

Key Direction 3: Skills and Knowledge for the Future

Initiative: Our businesses have the skills and knowledge to remain competitive

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Please explain how you will meet this key direction and initiative

Key Direction 4: Vibrant and Inclusive Economy

Initiative: Our businesses meet the needs of our local community and visitors, strengthening our City as a destination

Please explain how you will meet this key direction and initiative

Stream 1 - Business Improvement and Innovation - Project Objectives - 30%

The Business Improvement and Innovation stream provides the opportunity for businesses to improve their business acumen and operation and supporting improvements that deliver efficiencies and/or innovations.

Please select what you intend to use the grant for.	Please explain how this will improve your business efficiency or innovation.	Please confirm how you will provide evidence of your project.
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		☐ Attendee list ☐ Registration list ☐ Feedback survey results ☐ Interviews ☐ Testimonials ☐ Videos ☐ Photos ☐ Project Plan
Please use the + - buttons to the right to select more than one option		

Stream 2 - Elevating Your Business - Project Objectives - 30%

The Elevating Your Business stream provides the opportunity to assist businesses to elevate from a micro or small business model to activate a commercial or activity centre premises.

This stream also provides the opportunity to improve the physical appearance or accessibility of their current commercial premises.

This stream is offered to businesses with a maximum 20 FTE (Full Time Equivalent) employees.

Note: You will need evidence from before and after your project to receive funding if your application is successful.

Please select what you intend to use the grant for.	Please explain how this will elevate your business or activate a commercial or activity centre premises.	Please confirm how you will provide evidence of your project.
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<input type="text"/>		☐ Videos ☐ Photos ☐ Project Plan
Use the + - buttons to the right to select more than one option		

Evidence of Project Before Commencement

Evidence of Project Before Commencement *

Attach a file:

Please provide photos, videos or a project plan.

Budget and Risk

* indicates a required field

Budget Section 20%

If you are approved for a grant, all grant allocations are approved excluding GST.

Please list budget items for how you will use the grant for amounts excluding GST.

** Reminder business must match any grant request dollar-for-dollar**

- You must provide quotes for any items \$500 and over.
- You must provide 3 quotes for any items \$2,000 and over

Please note: Quotes obtained from other City of Whittlesea Business Network members are preferred.

Budget Line Item Description	Cost of Budget Item (ex GST)	Is this quote from a supplier or business that is a City of Whittlesea Business Network member or located in the City of Whittlesea?
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	Must be a dollar amount.	
	\$	
	\$	
	\$	

Please explain why you sourced the quote/s elsewhere

Total Grant Amount Requested

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****Reminder business must match at a minimum any grant request dollar-for-dollar up to a maximum of \$10,000.00****

Total Amount Requested

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Business Contribution

Please define the business co-contribution **If applicable, please provide a description of this co-contribution** **Please confirm business co-contribution amount**

For example, Organisation, Venue Hire, Staff Hours		Must be a dollar amount.

Total Project Cost

Total Project Cost

\$

This number/amount is calculated.

Total Grant Amount Requested

\$

This number/amount is calculated.

Total Business Contribution

\$

This number/amount is calculated.

Quotes

If you have budget items for \$500 and over, please upload quotes for these budget items. You must provide 3 quotes for any items \$2,000 and over.

Click below to upload files *

Attach a file:

Click below to upload additional files

Attach a file:

Click below to upload additional files

Attach a file:

Click below to upload additional files

Attach a file:

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Click below to upload additional files

Attach a file:

Risk & Mitigation Strategy - 10%

Please describe your Project Risk	What is the Likelihood of this risk	What would be the consequence of this risk?	How will you address or mitigate this risk?
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Completed Works Due Date

If you are successful, do you agree to complete the works within one year after grant approval? *

Declaration and Feedback

* indicates a required field

FTE Greater than 20 FTE

If you have selected '**Stream 2 - Elevating Your Business**' *and* your business **has more than 20 full time equivalent employees**, your business is not eligible for this stream.

Please either review your application **or** complete the Declaration and further comments below before submitting this form.

You are ineligible

Thank you for declaring your conflict of interest.

As you are a Council staff member, Councillor or members of their household, immediate family or close friend, you are ineligible for this grant.

Please complete this Declaration page and provide further comments if applicable before submitting this form.

Completed Works Due Date

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Your application is currently ineligible for funding for this grant. Projects funded through the program must be completed within 12 months of grant approval.

Please review your application **or** proceed to complete the declaration and provide further comments below before submitting your application.

Declaration

This section must be completed by an appropriately authorised person on behalf of the applicant business (may be different to the contact person listed earlier in this application form).

I certify that:

- To the best of my knowledge the statements made within this application are true and correct
- I understand that if the applicant business is approved for this grant, we will be required to accept the terms and conditions of the grant as stated in the letter of approval.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

Authorised Person Details

Name of Authorised Person *

First Name

Last Name

Must be authorised on behalf of the business applicant

Position in Business *

Contact Number *

Must be an Australian phone number.

Contact Email *

Must be an email address.

Date *

Must be a date.

Further comments

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Applicant Feedback

* indicates a required field

Please provide your feedback before you review and submit your application.

Please indicate how you found the online application process: *

☐ Very easy ☐ Easy ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application? *

Must be a number.

Estimate in minutes i.e. 1 hour = 60 minutes (include numbers only)

Please provide improvement suggestions and/or additions to the application form/process that Council should consider

How did you hear about this grant opportunity? *

☐ Other Council newsletter (electronic or
hardcopy) ☐ Social media
☐ Poster/flyer ☐ Council's website
☐ Word of mouth ☐ Other: