



THE MILL HOUSE
VENTURES

ACT Social Enterprise Grant Program

Grant Guidelines

Applications open: 8:30AM AEDT, Friday, 8 December 2023

Applications close: 5:00PM AEDT, Friday, 19 January 2024

The ACT Social Enterprise Grant Program is delivered by The Mill House Ventures with funding provided by the ACT Government.

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1 DEFINITIONS

Funding Agreement	<p>The legal agreement between The Mill House Ventures Limited and the Grant Recipient which specifies:</p> <ul style="list-style-type: none"> • the Grant Period; • the Grant Amount and how it will be paid; • the Grant Activity; and • the terms and conditions of the grant.
Grant Activity	The activity/activities that the Grant Recipient will use the Grant Amount for.
Grant Amount	The sum of money provided to a Grant Recipient under the program.
Grant Period	The timeframe in which to conduct the Grant Activity and where the Grant Amount must be spent. A grant must be fully expended or committed to be expended.
Grant Recipient	A social enterprise entity that has applied, been assessed and awarded a grant.
Pre-Revenue Start-up	A business that is setting up and is in the process of developing a product (good or service), is not part of an enterprise group, and is working towards a repeatable, scalable and innovative business model or product. The business hasn't generated revenue from customers.
Project	A discreet time-bounded (Grant Period) activity or series of activities (Grant Activity) to be carried out by the Grant Recipient as set out in the Funding Agreement.
The Mill House Ventures Limited	The organisation delivering the ACT Social Enterprise Grant Program on behalf of the Territory.
Scale-up	A valuable former start-up company or trust that is not part of an enterprise group, has found a repeatable, scalable and innovative business model or product and is expanding rapidly.
Social Enterprise	<p>A business that:</p> <ul style="list-style-type: none"> • has a defined primary social, cultural or environmental purpose consistent with a public or community benefit; • derives a substantial portion of their income from trade; and • invests efforts and resources into their purpose such that public/community benefit outweighs private benefit.
ACT Social Enterprise Grant Program	The program that this grant guidelines covers.

Start-up	A company or trust that is not part of an enterprise group and is working towards a repeatable, scalable and innovative business model or product.
Territory	As represented by the Chief Minister, Treasury and Economic Development Directorate.

2 ABOUT THE PROGRAM

CBR Switched On: ACT's Economic Development Priorities 2022-2025 is the ACT Government's mission led strategy for the economic development of the ACT to make Canberra an even better place to live, work, visit, study, do business and invest in. It is the key policy that will underpin this grant program, particularly Mission 3: knowledge based economic growth - inclusive innovation and responsible investment.

The Territory has engaged The Mill House Ventures Limited (The Mill House Ventures) to deliver The ACT Social Enterprise Grant Program (The Program) pilot.

This is a competitive program with all applications assessed on relative merit. It is not possible to approve all requests for assistance, therefore grant funding should not be deemed automatic or anticipated.

Applicants need to declare that they have read and accept these guidelines when submitting a grant application.

3 PRIMARY OBJECTIVE

The Program aims to achieve the following objectives:

- Encourage growth and maturation of the local social enterprise ecosystem.
- Encourage ideation of new social entrepreneurs and attract new social entrepreneurs to the region.
- Strengthen and enhance the positioning of Canberra as a social innovation and entrepreneurial hub.
- Address systemic gaps in the ACT's social innovation ecosystem.

The Program seeks to complement existing programs and services. The Program is a competitive translational grant program, targeted at start-up social enterprises to address the market gap in funding between pre-revenue (seed) grant programs and the philanthropic, sponsorship and venture capital funding opportunities available to a scale-up social enterprise. The program seeks to support start-up social enterprises that are:

- pre-revenue; or
- generate \$2 million or less in annual revenue.

4 OUTCOMES

The intended outcomes of the Program are to:

1. Provide financial support to start-up social enterprises to address the market gap in funding between pre-revenue (seed) grant programs and the philanthropic, sponsorship and venture capital funding opportunities available to a scale-up social enterprise.
2. Encourage growth and maturation of the local social enterprise ecosystem.
3. Encourage ideation of new social entrepreneurs and attract new social entrepreneurs to the region.
4. Strengthen and enhance the positioning of Canberra as a social innovation and entrepreneurial hub.

5 FUNDING PARAMETERS

There is a total of \$700,000 available for grants over two years. At least one grant round will be held each financial year.

All interested social enterprises must be aware of the following funding parameters:

1. The Grant Amount that can be applied for in any single application are:
 - Minimum: \$10,000.
 - Maximum: \$30,000.
2. Grant recipients must provide matched funding towards the project. This can be in the form of a cash contribution and/or the in-kind contribution of the time that the grant recipient's team spends working on the project.
3. The matched funding contribution must be a minimum of 50% of the project total. For example, if you receive a grant of \$20,000 you must contribute a minimum of \$20,000 in matching cash/in-kind.
4. A social enterprise must be able to demonstrate that they have sufficient funding or in-kind support to commence and complete the project.

6 ELIGIBILITY REQUIREMENTS

6.1 General eligibility

Any social enterprise applying for funding under the Program must:

1. have an Australian Business Number (ABN) prior to application and be registered for Goods and Services Tax (GST) if applicable.
2. be turning over less than \$2 million in annual revenue.
3. have its registered office and principal place of business in the Australian Capital Territory (ACT) or have its business primarily focussed (or operating) in the ACT.
4. meet the program's definition of a Social Enterprise.

6.2 Who is not eligible to apply?

The following are not eligible to apply:

- government Business Entities (either Australian or foreign).
- national-level industry associations or groups (membership or non-membership).
- an individual or entity that has already received funding under this program.
- any organisation that cannot meet the General eligibility criteria listed in *Section 6.1*.

6.3 What may be considered for funding?

A Grant Recipient may use the grant funding for the following activities:

- Product development.
- Resources and consumables specific to the project activities.
- Business planning.
- Relevant training programs.
- Development of marketing plans and strategies (excluding advertising costs).
- Website development or upgrades.

6.4 What will not be considered for funding?

A Grant Recipient cannot use the Grant Funding for the following activities:

- Expenses incurred prior to signing the Funding Agreement.
- Costs incurred in the preparation of a grant application or related documentation.
- Business startup costs such as business registration, domain name registration, licenses and permits.
- Purchase of large assets like land and/or vehicles.
- Major capital expenditure.
- Subsidy of general ongoing administration of an organisation such as electricity, phone and rent, insurance and office supplies.
- Staff salaries/wages.
- Remuneration of executive staff.
- Major construction/capital works.
- Advertising costs.
- Expenses incurred after the grant period has ended.

7 APPLICATION

7.1 Application process

Applications including all support material, must be made through the online Grants portal at <https://podio.com/webforms/29107000/2369652/>

Applications must be received by the closing date and time, as outlined in these Grant Guidelines. Late applications will not be accepted without prior approval.

Those who do not receive an extension and fail to apply by the closing date and time will be required to re-apply to be considered in future funding rounds.

If you do not comply with the above eligibility requirements, your application will not be assessed for funding.

Application steps:

1. Book consult with The Mill House Ventures team (optional).

- It is recommended that you book a consult with The Mill House Ventures team through their book a consult option on their website to discuss and clarify expectations and guidelines of the grant program and to read the FAQ and guidelines at <https://millhouseventures.com.au/social-enterprise-grant-program/>
2. Submit application through online grant portal including all supporting documentation.
- Should the Independent Assessment Panel require clarification and/or additional information The Mill House Ventures team may contact you within two weeks following the closing date by email to give you an opportunity to present additional information.

Once submitted you will not have the opportunity to add, remove or edit any part of your application.

7.2 Request Extension of Application Timeline

Any request for extension should be sent to clinic@millhouseventures.com.au at least five business days prior to the closing date and outline the reasons for seeking an extension. The request will be reviewed, and the requestor will be notified of the outcome. All decisions made by the program delivery team is final.

7.3 What evidence to include in the application?

In an application, all applicants must provide evidence demonstrating that they meet the general eligibility (**Item 6.1**) of this program. Examples of evidence against each criterion are in the table below. Failure to submit this information may jeopardise any offer of funding.

In the grant application each applicant must include:

Criterion	Evidence
1	The Entity name and ABN for the business, used to confirm business registration and GST.
2	Evidence that the business has less than \$2 million in annual revenue. E.g. provide average monthly revenue.
3	For businesses not registered in the ACT, provide proof that its primary operation is in the ACT.
4	Evidence that the applicant meets the program definition of a Social Enterprise.

In addition, all applicants must include the following details about the project which will be assessed against the Assessment Criteria (*Section 8.2*).

The following details will be required to complete the application form:

- A project description including answers to the following:
 - What will you do if you are successful in receiving this grant?
 - What will this project achieve for your business and your business' mission?
 - How will you achieve this?
 - How long will you need to complete your project?

- What is the total project cost and requested grant amount (provide a breakdown of project funding sources including the grant amount and the matching contribution)?
- Why are you the right person / social enterprise to achieve this?
- A summary of your project, which can be used in public announcements if your grant application is successful (further details in *Section 10.4: Publication of these grant guidelines*).
- Applicants must also provide the following details on the social enterprises in the application form.
 1. Estimated market value (\$).
 2. Number of employees.
 3. Number of customers.
 4. Average monthly revenue (\$).
 5. Australian and New Zealand Standard Industrial Classification (ANZSIC).

Successful grant recipients will be required to complete a survey after completing the grant (Further details in *Section 11.2: Program Surveys*).

8 ASSESSMENT

8.1 Assessment Process

When your application is received, it will be checked to ensure eligibility for funding (refer to *Section 6.1* for eligibility requirements).

All eligible applications are then provided to the Independent Assessment Panel to be assessed.

The Independent Assessment Panel is chaired by a representative of The Mill House Ventures and an ACT Government representative.

The Independent Assessment Panel will:

- Assess each application against the grant guidelines and the Assessment Criteria (*Section 8.2*).
- Consider the relative merit of each application against the Assessment Criteria in determining which ones to offer funding.
- Recommend successful applications.

Even though an application may meet the Assessment Criteria, approval will depend on the number of applications received, the relative merit of the application and available funds to determine the final funding offer to each applicant.

The Independent Assessment Panel will decide which applications to approve. The Mill House Ventures is unable to provide feedback on the outcome of your application prior to the conclusion of the assessment process.

8.2 Assessment Criteria

Applications that meet all of the general eligibility requirements will be assessed against the following assessment criteria.

Assessment criteria	How will this be assessed - including but not limited to:
General eligibility	<ul style="list-style-type: none">• The business has a valid ABN and is registered for GST if applicable.• The business is registered in the ACT or has demonstrated that the business' primary operations are in the ACT.• The business has less than \$2 million in annual revenue (in either 2021-22 or 2022-23).• The business meets the program definition of a social enterprise.• The business can complete the proposed activities within the grant period.
Project viability and value for money	<ul style="list-style-type: none">• The total cost of the project activity.• The relevant experience of the team members and ability to deliver on the social enterprise mission and goals.• The level of matched funding - in-kind or cash contributions.
Project benefits to meet the social enterprise's mission	<ul style="list-style-type: none">• How the project aligns to the social enterprise's mission.• Description of the project and how it will contribute to the scalable growth and sustainability of the social enterprise.

9 NOTIFICATION OF APPLICATION OUTCOME

The Mill House Ventures will notify applicants of the outcome of their application by email.

10 ACCEPTING A GRANT

10.1 Grant requirements and payment process

Successful applicants will be required to enter into a Funding Agreement with The Mill House Ventures. This will set out the terms and conditions for which funding will be provided, including:

- The grant period.
- The grant amount.
- Any financial and in-kind contributions you will need to make towards the project.
- The project activities.
- The acquittal and reporting requirements.
- Any insurance and/or other requirements.

Grants will be paid in instalments following the execution of the Funding Agreement as stipulated in the Funding Agreement.

A Funding Agreement Template can be found at <https://millhouseventures.com.au/social-enterprise-grant-program/>.

10.2 Conditions of funding

1. The declaration on the application form certifies that all information provided in the application is true and correct. Action may be taken for repayment of any grant made where information contained in the application is subsequently found to be false and/or the Grant is not used for its approved purpose.
2. Grant recipients must adhere to the conditions and guidelines of this Program.
3. **Acknowledgement:** All grant recipients must acknowledge the funding provided under this program in any public statement including publication or website. The acknowledgement is:

“with assistance from the ACT Social Enterprise Grant Program delivered by The Mill House Ventures with funding provided by the ACT Government.”

4. **Survey:** At the completion of the grant, recipients must also complete a survey. The purpose of this survey is to provide:
 - an update on the information provided in the application form; and
 - feedback to improve the program.

Information collected in surveys will be provided to the Territory to monitor the program’s performance and inform future policy and program development.

5. Participate in profile or case studies.
6. Inform The Mill House Ventures of:
 - any changes to:
 - Address
 - Nominated contact details
 - Bank account details
 - Viability of the project
 - if project is likely to experience significant delays. This may occur due to illness or prolonged absence of key project staff or supply chain issues for example.

Once The Mill House Ventures has been informed of these changes or delays it may result in varying or terminating the project. The Mill House Ventures will use its discretion with the information provided to determine the appropriate next steps, including if a variation to the Funding Agreement is required.

10.3 Goods and Services Tax (GST)

The grant amount and milestones will be specified as GST exclusive.

GST is payable to organisations that receive funding under this program if they are GST registered with the Australian Tax Office (ATO) and can provide an ABN.

Businesses registered for GST need to provide a tax invoice to The Mill House Ventures that adds GST on to the milestone amounts.

Businesses that are not registered for GST must not add GST to invoices for milestone amounts.

10.4 Publication

At the conclusion of each funding round details of the successful grant recipients will be made publicly available on the Mill House Ventures website and via other channels.

Information that will be in the public domain includes:

- The grant recipient’s business name.

- The grant amount.
- A summary of the project.

Grant applicants need to provide a summary of the proposed activity when applying for funding. This will be used as a draft of the listing if their application is approved.

11 MONITORING REPORTING

11.1 Reporting

Grant recipients will be required to provide scheduled reports during the Grant Period. The timing of these reports will be negotiated during the development of the Funding Agreement. Grant recipients will be required to provide a report providing an update on the use of the Grant Amount based on the milestones outlined in the Funding Agreement. This includes:

- What activities did the funding support during the period?
- What milestone/s have been achieved?
- What are the project's next steps?
- What financial and/or in-kind contribution did the entity provide towards the project?

Grant recipients must provide supporting documentation to accompany the milestone report. This may include:

Project Activities	Possible supporting documentation
Product development	<ul style="list-style-type: none"> • Photos, drawing or design of the developed product
Resources and consumables specific to the project activities	<ul style="list-style-type: none"> • Paid Invoices • Receipts • Unpaid invoice accompanied by a bank statement
Business planning	<ul style="list-style-type: none"> • Copy of business plan
Relevant training programs	<ul style="list-style-type: none"> • Evidence of training program completed such as an invoice from the training provider or a certificate of attendance
Marketing activities (excluding advertising costs)	<ul style="list-style-type: none"> • Copy of the marketing plans and strategy
Website development or upgrades	<ul style="list-style-type: none"> • Screenshots of webpages • Link to website

Grant recipients must also complete the second program survey within three months of submitting the final acquittal report.

11.2 Program surveys

Each Grant Recipient will be required to complete two surveys during the program:

- The first survey will be at the application stage, before the grant period starts; and
- The second survey will be within three months of the completion of the grant. This provides an update on the information provided in the first survey and is an opportunity to provide feedback on the program.

Grant recipients may be asked to complete further surveys over time (by The Mill House Ventures or the Territory). These surveys are optional and are in addition to the two surveys that are a condition of receiving grant funding.

The Territory will use the information collected in both the required and optional surveys to communicate the impact of the grant program and to inform future policy decisions. Grant recipients will not be identified when the Territory communicates the impact of the grant program. Individual Grant Recipient information will not be released.

The surveys will collect:

	Application stage Survey	After grant completion Survey
Estimated market value (\$) of the recipient.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Number of employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Number of customers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Average monthly revenue (\$)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ANZSIC Industry classification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Satisfaction with the grant program		<input checked="" type="checkbox"/>
The impact and outcomes the grant has had		<input checked="" type="checkbox"/>
Areas where the Grant can be improved		<input checked="" type="checkbox"/>

11.3 Case studies

Grant recipients may also be asked during or after the program to be the focus of a case study. Case studies may ask successful grant recipients:

- the name of the grant recipient.
- a summary of its mission and business model.
- who is running the grant recipient, founder, key staff?
- the impact and outcomes the Program has had for the social enterprises.
- if agreed by the grant recipient, a promotional photo or video.

Some of these case studies will be made publicly available on the Mill House Ventures website and via other channels.

12 IMPORTANT INFORMATION FOR APPLICANTS

12.1 Accessibility

The ACT Government and the Mill House Ventures are committed to making these guidelines accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format – such as large print or audio – please telephone Access Canberra Contact Centre – 13 22 81.

If English is not your first language and you require the Translating and Interpreting Services (TIS) please telephone 131 450.

If you are deaf or hearing impaired and require the National Relay Service, please telephone 131 677 then ask for 133 427.

12.2 When to submit your application

- Applications open: **8:30AM AEDT, Friday, 8 December 2023.**
- Applications close: **5:00PM AEDT, Friday, 19 January 2024.**

Late applications will not be accepted without prior approval.

12.3 How to submit your application

All applications must be submitted via the online Grants Portal at <https://podio.com/webforms/29107000/2369652>

Hardcopy or email applications will not be accepted.

If you have any questions about the Grant Guidelines and/or eligibility requirements, please book a consult with The Mill House Ventures Team (at <https://millhouseventures.com.au/>) or contact via email at clinic@millhouseventures.com.au.

12.4 Addendum

Any additional information provided by The Mill House Ventures as part of this Program will be posted online at <https://millhouseventures.com.au/social-enterprise-grant-program/> and through their social media channels.

LinkedIn: <https://www.linkedin.com/company/millhouseventures>

Facebook: <https://www.facebook.com/millhouseaccelerator>

In addition, all applicants that have started or submitted an online application form will be notified via the email registered that additional information has been published. This notification will include a link to the website address.

12.5 Conflicts of Interest

A Conflict of Interest may arise that could impact the program.

This could include any perceived, potential and/or actual Conflicts of Interest with The Mill House Ventures staff and/or the Independent Assessment Panel including the panel's two co-chairs. Note that having participated in a Mill House Ventures program, activity or event does not constitute a conflict of interest for the applicant.

As part of the assessment process, members of the Independent Assessment Panel will be asked to declare any Conflicts of Interest with any of the applicants.

If a panel member declares that they have a Conflict of Interest with a grant applicant, this will be recorded, and a decision will be made on the appropriate management which may include that a panel member may not be able to participate in the assessment of the application.

12.6 Confidentiality

All material submitted by applicants and successful recipients is provided in confidence. Details of applications will not be made available to third parties without permission.

Grant Applications will be provided to the Independent Assessment Panel, including officials from the Territory and The Mill House Ventures as co-chairs.

However, The Mill House Ventures is required to:

- publish a list of successful applicants as outlined in *Section 10.4: Publication*; and
- provide reporting on the progress of payment of grant funding to the Territory.
- provide information collected in the grant surveys to the Territory.

The Territory will use this information to communicate the impact of the program and inform future policy and program development. Details of applications will not be made available to third parties without permission. However, applicants should be aware that the provisions of the *Freedom of Information Act 2016* apply to documents in the Territory's possession.

12.7 Complaints

What you can expect.

A complaint is defined as an expression of dissatisfaction in relation to the application process and/or an unsuccessful application for a Grant.

You or your representatives have the right to raise your concerns. This information supports us to improve services and supports your right to ask questions about the Grant application process as well as decisions made in relation to an unsuccessful application.

You can expect to:

1. be treated respectfully, fairly and in-confidence;
2. have your concerns dealt with as soon as possible;
3. be informed of progress; and
4. be told of the outcome.

13 FURTHER INFORMATION

For more information on the Grant Guidelines, eligibility requirements or to lodge a complaint, please contact the Contact Officer in The Mill House Ventures.

Name: Craig Fairweather

Book a consult: <https://millhouseventures.com.au/>

Email: clinic@millhouseventures.com.au

Phone: (02) 6103 0401