



shire of Ashburton  
opportunity to community

# Small Business Grants Program Guidelines

16 June 2026 – Council Decision (087/2026)



The Council Policy - Small Business Grant Program supports Vision 4 of the Shire of Ashburton's Economic Development Strategy 2024/28 and focuses on ensuring that the Ashburton region is a great place to have a small business with actions to support small business, including support for the Onslow Chamber of Commerce and Industry (OCCI) and the Pilbara Inland Chamber of Commerce and Industry (PICCI) initiatives.

This Small Business Grant Policy should be read in conjunction with these Guidelines.

### **Small Business Grant Funding Objective:**

- Small business grant funding applications need to clearly identify and meet a service gap and/or demand for local business, the community and/or visitors in the region.
- A small business looking to expand and/or diversify its services or product offering.

### **Applicant/s Eligibility Criteria:**

- Applicant/s must be a Sole Trader or a Small Business of up to 20 employees.
- Applicant/s must be a permanent resident/s of the Shire of Ashburton.
- Operate a principal place of business within the Shire of Ashburton region.
- Be a home or office-based business, where the principal place of business and operations is within the Ashburton region.
- Applicant/s must supply a basic business plan to support their application.
- Have an active Australian Business Number (ABN) for the full financial year that the funding is being applied in.
- Be a financial member for the current financial year, of their local Chamber of Commerce (Onslow Chamber of Commerce and Industry, Pilbara Inland Chamber of Commerce and Industry).
- Applicants must be 18 Years or older (if under the age of 18 applicants can apply for the Shire's Young Entrepreneur's Grant program).
- Applicants must disclose any other grant funding received in the previous financial year.

### **Small Business grant funding Objective:**

- Small business grant funding applications need to clearly identify and meet a service gap and/or demand for local business, the community and/or visitors in the region.
- A small business looking to expand and/or diversify its services or product offering.

### Grant Funding Guidelines and Acquittal process:

- Funding allocations will be no more than \$5,000 (Excl. GST) per application, per financial year.
- Applicants must contribute 30% of the applied funding to be eligible.
- Approved grant funding acquittals must be provided by the end of the same financial year it was received (June 30).
- If a grant recipient leaves the Shire of Ashburton in the same financial year that the grant funding was awarded, a complete repayment of grant funding must be made by the grant recipient back to the Shire of Ashburton.
- If the grant acquittal is not satisfactorily met, a complete repayment of grant funding must be made by the grant recipient back to the Shire of Ashburton.

### Grant Assessment process:

Grant assessment and allocation will be completed by an objective and designated panel, consisting of:


- Shire of Ashburton: Elected Members (x2)
- Shire of Ashburton: Manager Business and Economic Development and Manager Communities.
- Onslow Chamber of Commerce and Industry: Representative (x1).
- Pilbara Inland Chamber of Commerce and Industry: Representative (x1).

*(Note) All grant assessment panel representatives must declare any conflicts of interest/s before and throughout the assessment process.*

- Small Business Grant submissions will open in the month of **August** and close by the end of **September**.
- Recommendations of successful applicants will be provided in a report to the Economic Tourism and Development Committee (ETDC) in **November** of the same year, for consideration as a further recommendation and endorsement to Council.

What Grant funding can be used for:

- Business applications and/or registration fees.
- Business Capability and Capacity enhancement and development.
- Equipment necessary to the operations and functions of the business.
- Upskilling and training.



What funding cannot be used for:

- Any travel or accommodation costs (vehicle maintenance, fuel, plane flights and alike, accommodation).
- For administrative day-to-day operations or employee wages.
- Consumables; alcohol; catering; incidentals; meals and alike.
- Salaries and wages.
- Debt reduction, lease or loan repayments, taxes, excises, duties, utilities and like.

Canvassing of Councillors, local Chambers of Commerce and Industry employees, Shire of Ashburton employees and assessment panel members is expressly prohibited.

**Contact: Shire of Ashburton**

Manager Business and Economic Development  
Susan Allan  
Email: [susan.allan@ashburton.wa.gov.au](mailto:susan.allan@ashburton.wa.gov.au)  
Phone: 08 9184 9305