



Community Support Package

Business Supporting Business Program

Preloaded \$250 Spend in Singleton Fund

Guidelines

Version 1.2

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Business Supporting Business Program Guidelines.

1. Program Purpose

This program will assist with business relief and rebuild in the readiness phase of the response to COVID-19 related challenges. It is designed to provide local businesses with support of \$250 on a Spend in Singleton gift card, to help businesses get back on their feet as restrictions continue to ease. Through providing this on a Spend in Singleton gift card, it is also helping to support local purchase and grow businesses and jobs.

The \$250 Preloaded Spend in Singleton Gift Card is intended to assist businesses with immediate and essential purchases to help their business with the survival and rebuild process. The list of businesses where the gift card can be redeemed can be found here:

<https://spendinsingleton.com.au/redeem/>

2. Spend in Singleton Preload Gift Card For Business.

The Spend in Singleton Gift Card will come preloaded with \$250 that businesses can redeem at local businesses that are enrolled in the Spend in Singleton Program. Details of where the gift card be redeemed can be found at <https://spendinsingleton.com.au/redeem/>

The preloaded gift card can only be redeemed at the businesses that have enrolled in the Spend in Singleton program and applicants should check this list to ensure they have a need to purchase from these businesses before they apply for the \$250 preloaded Spend in Singleton gift card.

Applicants should demonstrate the ability to be able to redeem this card within 3 months of receiving the preloaded gift card. Though the gift card is active for 3 years from the preloaded amount being added to the card.

No cash alternative will be provided.

3. Timeframes:

- i. The Business Supporting Business Spend In Singleton \$250 Preloaded Gift Card Program, will have three rounds as follows:
- ii. First round will open on 24th June 2020 and close on 25th July 2020, or when round card allocation is exhausted. 200 x \$250 Preloaded cards will be issued in this round. Applications will be a on a first come, first serve basis for eligible businesses.
- iii. Second round will open on 1st August and close on 31st August, or when round card allocation is exhausted. 200 x \$250 Preloaded cards will be issued in this round Applications will be a on a first come, first serve basis for eligible businesses.
- iv. Third round will open 24th September and close on 16th October. 114 cards will be issued in this round. Applications will be assessed at the conclusion of the round with preference being given first to eligible business that have not previously applied.

This program has been phased to allow businesses who are unable to open until a later date, to access to the program.

4. Eligibility Criteria

- i. This program is intended to help businesses impacted by bushfires and COVID-19 with cash flow to purchase essential items. Businesses that apply for the gift card must comply with the following eligibility criteria:
- ii. Applicants are local businesses who can demonstrate that their business has been negatively impacted.
- iii. The business must be able to demonstrate that they are open or re-opening shortly.
- iv. The applying business must demonstrate their capability to spend the gift card within 3 months of receiving the \$250 preloaded Spend in Singleton Gift Card.
- v. The business must comply with all COVID-19 government and health requirements, advice and guidelines. Please refer to NSW Health and Federal Government Health COVID-19 web sites for current advice.
- vi. The applying business must have a current ABN, and be registered and/or have a trading address in the Singleton LGA.
- vii. Applicants must lodge a completed application on the website: <https://spendinsingleton.com.au/business-supporting-business/>

Singleton Business Chamber or Singleton Council will not be held responsible for late, incomplete applications or missing applications or forms.

5. Assessment of Applications

- i) Applications will be assessed by the Assessment Team on a case by case and first come, first serve basis, with preference given in round 3 to businesses that have not been previously awarded in prior rounds.
- ii) The Assessment team will review each application against the Eligibility Criteria set out in Section 4.
- iii) The Assessment team will approve eligible applications on a first come, first serve basis, up to the maximum amount of cards available in each round.
- iv) The Assessment team will consist of one representative from Singleton Council and one representative from Singleton Business Chamber.

6. Notification

- i.) Successful business applicants will be notified within 2 weeks of their application being assessed.
- ii.) Gift cards will be delivered in person by a representative of the Singleton Business Chamber to the applicant.

7. Follow up

As part of this program, all applicants will be require to complete a short follow up questionnaire, between 3 to 4 months after receipt of the \$250 preloaded gift card to allow feedback on this program, how applicants used the \$250 preloaded gift cards and the value of the business supporting business program.