



Small Business Fundamentals Program Guidelines

The Small Business Fundamentals Program (**Program**) will support small businesses to build their fundamental knowledge and capability in areas critical to long term business sustainability and growth.

Through the Office for Small and Family Business, the Program provides grants to organisations (**Partner Organisations**) that will directly assist South Australian small and family businesses and social enterprises to build their fundamental business knowledge and capabilities such as financial planning, investment, management principles, strategic planning, marketing, human resources and more.

Applications

The Office for Small and Family Business is now seeking applications for the provision of services and supports for small and family businesses and social enterprises to build fundamental business knowledge and capability through; improved or tailored access to existing services and/or new services that address specific gaps in metropolitan Adelaide and in South Australian regions.

This Program is seeking to support a diverse range of South Australian small businesses across the State, including regional businesses, First Nations people, women, small business owners living with disability, and culturally and linguistically diverse business owners.

The Department is open to proposals that include, but are not limited to:

- Structured programs;
- Advisory services (one-to-one);
- Mentoring and coaching programs (one-to-one or one-to-group);
- Workshops (one off, or a series); and
- Regional, cohort or sector specific approaches.

Objectives

The objectives of the Small Business Fundamentals Program are to:

- Increase the skills, capability and capacity of South Australian small and family businesses, and social enterprises, and their workforces
- Support small and family businesses, and social enterprises, to improve profitability and competitiveness and employ more South Australians
- Provide equitable access and support to under-represented business owner groups.



Eligibility and Funding available

Eligibility

Applicants must have been in operation for more than one full financial year, and can be:

- Industry/business associations and peak bodies
- Business Enterprise Centres (BECs)
- Regional Development Australia Boards (RDAs)
- Local governments (councils) in South Australia
- Co-operatives
- Corporations limited by guarantee (including not-for-profit organisation and social enterprises)
- For-profit enterprises

State and Commonwealth Government Agencies are not eligible to apply.

Partner organisations must hold an active ABN.

Services delivered through this Program may include collaborations with and between local government, industry associations, small business groups and specialist businesses to deliver targeted support for business owners to build their fundamental business capabilities.

Eligible organisations do not have to deliver all components of the program and may use grant funding to pay a third-party provider(s), including for-profit businesses, not-for-profit organisations, research organisations, or professionals from industry and academia, to deliver services. Applications must include details of any third parties that will be engaged to deliver the program including organisation name, details of previous experience with similar work, key personnel, explanation of dispute resolution processes, evidence of costs and financial co-contributions.

Eligible expenditure

Program funding can only be used to cover costs directly associated with the delivery of business fundamental services - these include:

- Salaries and consumables
- Hire of facilities to deliver the services
- Fees to professional/expert service providers
- Costs associated with the development and production of resources directly related to the delivery of this program
- Program administration
- Promotional activities and business engagement (directly associated with the initiative)
- Other costs outlined in the proposal document if approved by the OSFB.

The following expenditures are explicitly excluded:

- Costs for catering and alcohol
- The purchase of capital equipment
- Costs for accredited training or course delivery
- Core business operations or business-as-usual activities.
- Any activities not directly and wholly related to the delivery of services under this program.

Funding available

Funding of up to \$250,000 is available per application.

It is expected that the participating businesses will make a financial contribution to participate in the initiative/access the available services. The proposal must detail the planned contribution charged to participating businesses.

Funding co-contributions from the applicant will be viewed favourable against the value for money assessment criteria.

Funding will be awarded for proposals that are up to a maximum of 2 years duration (until June 2025).



Application Process

Applicants are invited to submit an application via the online form available at:

<https://business.sa.gov.au/funding/grant-programs/fundamentals-program>

Applications will be assessed by a panel of representatives from the Department for Industry, Innovation and Science, and subject matter experts, against the Assessment Criteria established in the guidelines.

Applications must outline how many businesses are expected to participate in the proposed initiative, and explain any assumptions made.

Areas of capability development may include, but are not limited to:

- Financial management, cash flow, budgeting
- Succession planning
- Access to capital
- Legal and contract management
- Leadership and management
- Employing staff
- Service excellence
- Business models
- Marketing, sales
- Exporting and importing
- Developing new markets and customers
- Innovation
- How to capitalise on disruption
- Business planning
- Increasing business efficiency
- Corporate governance, risk management
- Digital capability
- Digital planning
- Strategic planning

- Human resource management
- Workforce development
- Workforce planning
- Business continuity
- Business transition
- Growth strategies
- How to prepare business cases
- Tender readiness and supply chain participation.

Applications will not be considered where:

- Retrospective funding is sought
- Other funding sources are deemed better suited (e.g. funding under existing programs or services in the nominated region and/or for the nominated industry sector)
- The applicant has already received a grant from the South Australian Government for the same activity
- The application does not contribute to achieving the Program Objectives
- The application is for an initiative that directly duplicates an existing initiative or service, without demonstrated demand for increased capacity

Applicants are encouraged to contact the Program Manager with any questions regarding the eligibility of a proposed initiative.

Decisions to approve funding for proposals is at the sole discretion of the Minister or delegated representative. The Department and Minister reserve the right to offer funding at a different level than that sought. Information received in connection with an application may be used and communicated outside the Government of South Australia for due diligence, monitoring, reporting and evaluation purposes.



Assessment criteria

The assessment panel will consider the merit of applications with reference to the following factors, which must be addressed and substantiated in all applications:

- The outcomes and benefits for participants
- Demand for the initiative(s)
- Flow on benefits to the broader South Australian economy, a specific industry sector, or region, including any job creation outcomes
- Value for money including partner contributions and cost to small businesses
- The extent to which the initiative demonstrates support for business owners facing additional barriers to owning and running a business, including women, those living in regional areas, First Nations, people living with disability and culturally and linguistically diverse people
- The capacity and capability of the applicant (and any third party if applicable) to deliver the initiative and achieve the outcomes it has committed to in its application. This includes consideration of the applicant's financial position, and prior experience of the applicant and any third-party provider engaged.

The assessment panel may also consider other aspects of the application it regards as relevant when assessing applications and may request additional information if required to undertake the assessment.

Contracting requirements

To access funding, successful applicants from eligible organisations will be required to sign an agreement in the form of a formal written contract with the South Australian Government which stipulates the obligations of the applicant and the conditions under which assistance is given.

No approval of an application, nor any notification to an applicant that their application is successful, nor any invitation to negotiate will be effective to constitute a contract or to create any legitimate expectation unless the agreement is executed by both parties.

The applicant will be required to repay the funding where there is breach of the agreement.

Successful applicants will be advised of the process regarding funding agreements, payment of invoices and submission of acquittals, when notified of the grant outcome.

Monitoring and reporting

Contracted partner organisations will be required to report on the initiative's progress and performance at appropriate intervals throughout the initiative. KPIs will be negotiated for each specific successful proposal.

A final report must be submitted at the completion of the program, including the outcomes achieved, activities undertaken, total expenditure, lessons learned, case studies, business impacts, other materials and/or approaches developed for continuing the support for small businesses beyond the funded pilot period.

Public disclosure

Initiative details, estimated and actual economic outcomes, the amount of funding, case studies and other pertinent information may be made public, subject to the Government's consideration of any commercial and public interest factors.



Additional information

The Department for Industry Innovation and Science (Department) reserves the right to amend these guidelines and application terms as required.

Decisions on all matters relating to the awarding of grant funding under this program is at the absolute discretion of the Minister for Small and Family Business (Minister) and/or the Department for Industry Innovation and Science. This includes the right not to award any grant funding, or award a lesser amount, if the Minister and/or Department deems appropriate.

Any information contained in, or relating to, an application, including information identified by an applicant as confidential information for the purposes of applying for funding may be disclosed by the Department:

- to employees, advisers or third parties in order to manage the Program (including but not limited to, for the purposes of evaluating and assessing the application);
- within the Government of South Australia where this serves the legitimate interest of the Department;
- in response to a request by a House or Committee of the Parliament of the Commonwealth of Australia or South Australia;
- where information is authorised or required by law to be disclosed; and
- where the information is already in the public domain.