

# City of Ipswich Pilot Façade Improvement Program Guidelines

July 2020



---

## OVERVIEW

---

The Façade Improvement Program (FIP) is a pilot designed to provide an incentive to support businesses in improving their façades, as part of the overall strategy to stimulate wider investment by private business and property owners in the eligible pilot area.



The Pilot FIP provides the opportunity to develop a  
*unique city destination.*



The improvements are expected to contribute to the  
*street's atmosphere,*  
**OVERALL APPEAL**

and

**CREATE AN ENGAGING  
EXPERIENCE FOR VISITORS.**



## WHAT IS CONSIDERED A FAÇADE IMPROVEMENT?

A physical business premises that contains display windows and is open to, and trades with consumers from those premises.

The applicant must have customers who come to the premises in order to purchase goods or services.

This funding is to support capital works at the premises only.

### These can include:

- repainting of external shop frontage. Paint colours will need to be submitted and approved by Ipswich City Council
- improvements to branding if part of a broader shopfront enhancement project
- adding external materials and treatments that provide attractive detail, such as texture or tiling
- improving accessibility for all users
- adding greening elements such as planting vines, green walls or window boxes
- improvements to frontages to interact with the street, such as the addition of folding windows
- removal of security shutters and replacement with glass or security glazing
- improvements to under awnings
- removal of fixed outdoor dining furniture (including planter boxes) and replacement with non-fixed furniture
- preservation of internal features in publicly visible areas.

There are many buildings that have cultural heritage significance that would be eligible for this program. To encourage their conservation for the present community and future generations please contact our Heritage Advisor who can provide Design Guidelines which may assist with your application.

We also welcome proposals where a number of nearby businesses would like to collaborate to enhance collective street appeal.

### For program enquiries please contact:

Office of Economic Development  
(07) 3810 7534  
[business@ipswich.qld.gov.au](mailto:business@ipswich.qld.gov.au)

Heritage Advisor  
(07) 3810 6256

## HOW MUCH MONEY CAN YOU APPLY FOR?

Applicants can apply for a dollar-for-dollar matched funding of up to \$15,000 (exclusive of GST) in contribution from Ipswich City Council. This is available once per business, per premises, per annum through the FIP. The total pool of funding is capped at \$100,000.



## INELIGIBLE PROJECT COSTS

The following costs are not eligible under this program:

- ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation/ group including such things as staff costs, administrative and miscellaneous expenses
- donations or fundraising projects that support the recurrent operations of the applicant
- relocation of a business
- purchase of buildings
- internal shop fittings including display shelves or lighting
- remission of rates
- activities which have already commenced, or are scheduled to occur prior to the funding period
- retrospective payments or deficit funding
- the purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation
- the funding is not to be used for the payment of Ipswich City Council fees including those for development applications, health inspection fees and health approvals.

---

## WHO CAN APPLY?

---

1. A property owner or a tenant holding owner's consent (which must be evidenced in writing), for a business physically located in the eligible pilot area (Attachment 1)
2. Have an appropriate business registration (ABN), including that of sole trader
3. Adhere to all relevant legislation and local laws, and hold all necessary permits and approvals, as they relate to the project, including:
  - [\*Ipswich Planning Scheme \(2006\)\*](#)
  - [\*Planning Act 2016\*](#)
  - [\*Building Act 1975\*](#)
  - [\*Local Law No. 3 Commercial Licensing \(2013\)\*](#)
  - [\*Local Law No. 7 \(Local Government Controlled Areas and Roads \(2013\)\*](#)
  - [\*Heritage\*](#)
  - [\*Workplace Health and Safety Act 2011\*](#)
  - [\*Disability \(Access to premises – building\) Standards 2010\*](#)
  - [\*Disability Discrimination Act 1992.\*](#)
4. Agree to a decal to be provided by council to be displayed on your property acknowledging support. This decal must remain in place for 12 months from the project completion
5. Have the appropriate current insurances and risk management plan including:
  - Public Liability Insurance Minimum Limit: AUD \$20,000,000.00
  - Professional Indemnity Insurance Minimum Limit: AUD \$10,000,000.00
  - Risk Management Plan that identifies and exercises all necessary precautions for the health and safety of themselves, their own employees and members of the public whilst carrying out their activities (template available through [\*Smarty Grants\*](#)).

---

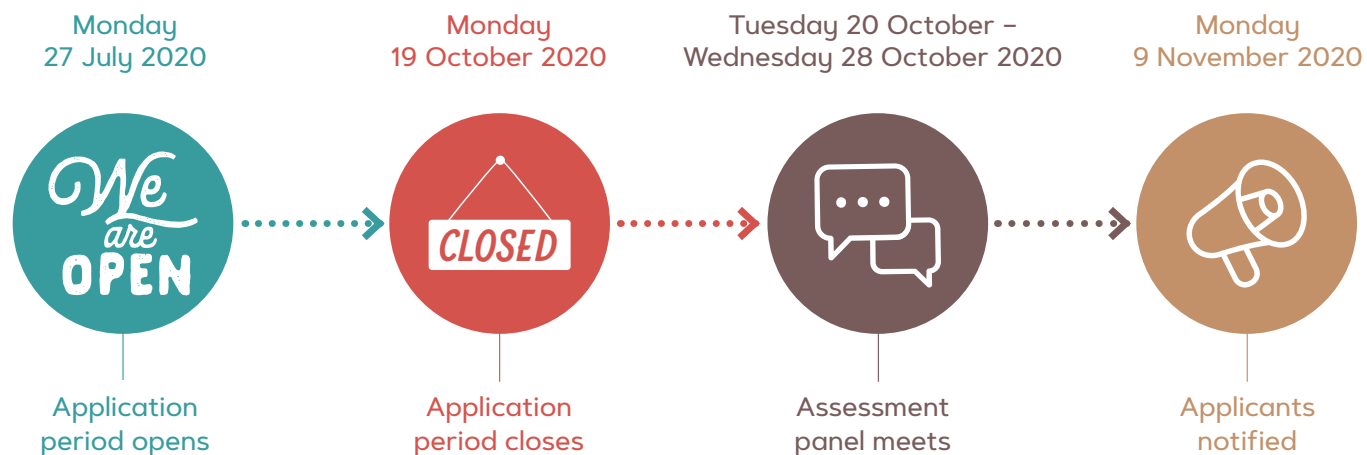
## WHO CAN'T APPLY?

---

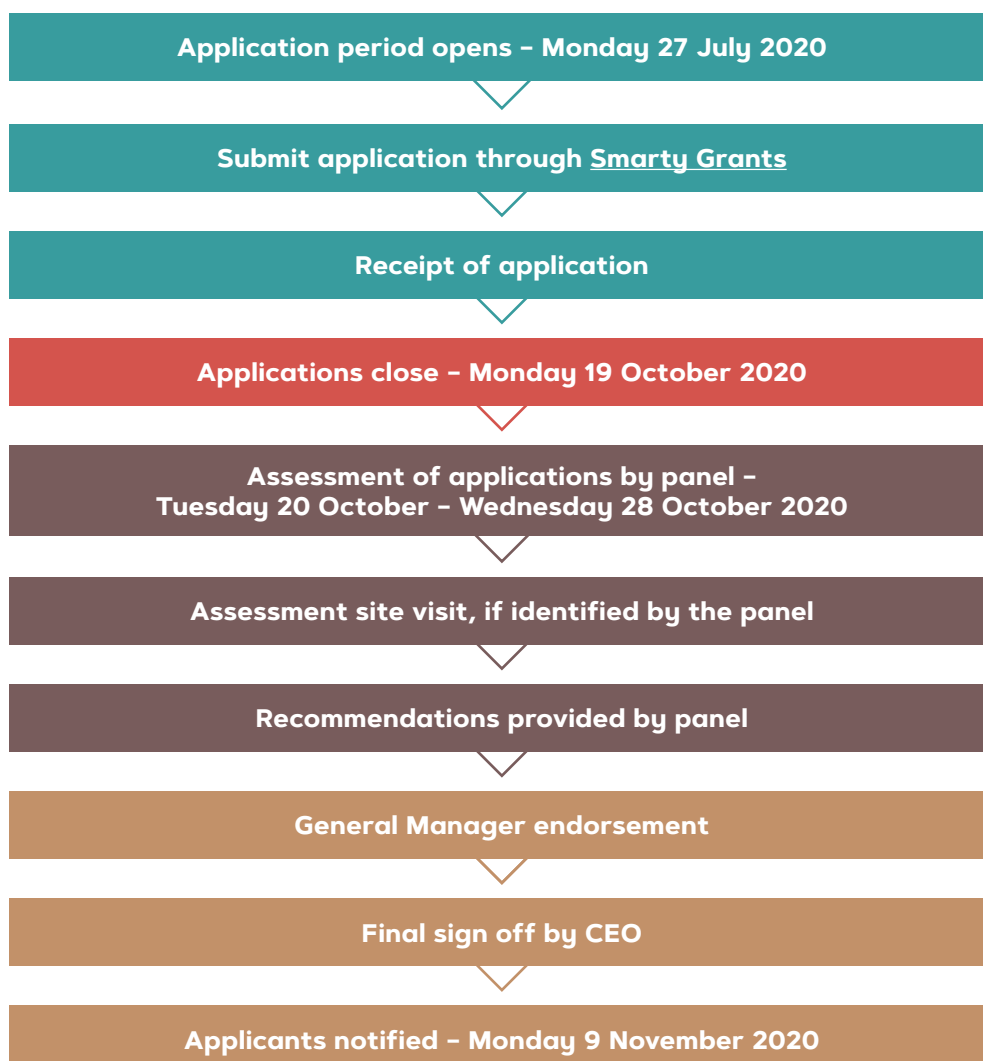
- Properties owned or managed by Ipswich City Council or a State or Federal Government agency are not eligible to receive assistance under this program
- Properties owned or operated by employees of Ipswich City Council, Councillors or other government agencies
- Properties with overdue debts owing to Ipswich City Council
- Premises that are exclusively used as a private residence.



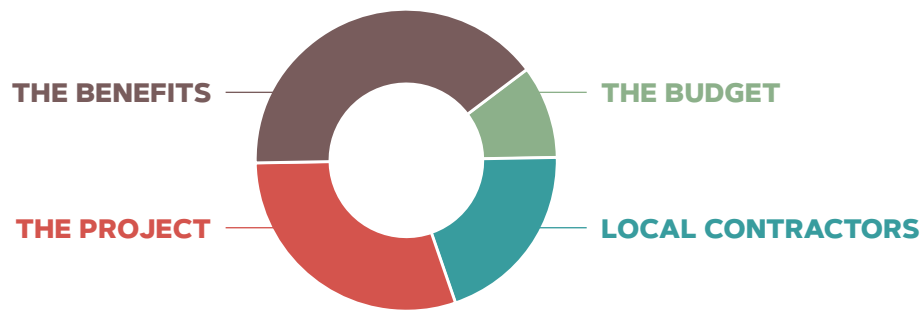
## HOW TO APPLY



## APPLICATION PROCESS



## ASSESSMENT CRITERIA



<b>THE BENEFITS</b> (Weighted 40%)  <i>What benefits to the business and the street will the work provide?</i>	<ul style="list-style-type: none"> <li>Provide a written statement that demonstrates the benefits to the business and streetscape, as an outcome of the project.</li> </ul>
<b>THE PROJECT</b> (Weighted 30%)  <i>What work would you like to do to your façade?</i>	<ul style="list-style-type: none"> <li>Provide professional plans or information detailing the proposed upgrade</li> <li>Outline the proposed timeline</li> <li>Include photos of the existing building</li> <li>Provide advice on how the proposal accords with planning/heritage requirements and evidence that the applicant holds all necessary approvals and permits for the works</li> <li>Provide evidence of the property owner's consent for the works and for submission of the grant application</li> <li>Provide written evidence where you have contacted council to determine if planning approval will be required if the project is successful. The grant is not a guarantee of planning approval, and the regular planning process must be undertaken if required. To determine whether you need a planning permit, please contact Planning on (07) 3810 6666.</li> </ul>
<b>LOCAL CONTRACTORS</b> (Weighted 20%)	<ul style="list-style-type: none"> <li>Does the contractor undertaking the proposed works have their registered business address within the Ipswich City Council boundaries (Attachment 2)</li> <li>Provide evidence of registered business address location of contractor.</li> </ul>
<b>THE BUDGET</b> (Weighted 10%)  <i>How much will the project cost?</i>	<ul style="list-style-type: none"> <li>Provide a minimum of two quotes for the proposed works, unless specialised works are required that have limited contractors e.g. heritage works</li> <li>Provide a spreadsheet that includes:               <ul style="list-style-type: none"> <li>a balanced budget, accounting for all expected expenses</li> <li>the money that will be put into the project from the applicant</li> <li>the amount that is requested from council.</li> </ul> </li> </ul>

---

## ASSESSMENT

---

A panel of council officers, and one (1) external representative will assess and score each application according to the assessment criteria and provide recommendations to General Managers for endorsement, before they are provided to the CEO for final sign off.

---

## SUCCESSFUL APPLICANTS

---

If your application is successful, two x 50 per cent payments will be paid to the applicant; 50 per cent as a deposit and 50 per cent on completion.

- A formal funding agreement will be sent to successful applicants to be signed and returned within 30 days of receiving the offer
- Inability to comply with the conditions of the funding agreement may result in withdrawal of support
- The applicant must be able to match the amount applied for in the FIP funding.

---

## UNSUCCESSFUL APPLICANTS

---

Unsuccessful applicants will be formally advised of the outcome by post. If your application is unsuccessful, the decision does not necessarily reflect the worthiness or community benefit of your proposal. Please remember this is a pilot program only.

You may request feedback on your application to assist you with any future programs.

---

## ACQUITTAL PROCESS

---

To receive these funds, you will be required to provide a tax invoice to council for the amount of funding allocated exclusive of GST. Tax invoice to be submitted via email to [business@ipswich.qld.gov.au](mailto:business@ipswich.qld.gov.au).

---

## PROGRESS REPORTING FOR SUCCESSFUL APPLICANTS

---

You must complete the **FIP monthly update form** (template available through [Smarty Grants](#)) by the fifth working day of each month for expenditure at the end of the previous month for the duration of the project. This will include:

- progress report outlining works completed for the last month
- digital images of the works completed – before and after for the last month
- budget spent during the last month.

---

## FINAL ACQUITTAL REPORTING

---

The final acquittal report must include:

- overall works undertaken
- copies of invoices for materials and labour used
- digital images of prior to and after the project
- evidence of how council was acknowledged (logo minimum size)
- summary of any media or marketing coverage, where available.

Organisations that do not satisfactorily acquit their funding may not be eligible for future funding and may be required to return the funds allocated to the project. Report to be submitted through [Smarty Grants](#).

---

## RECORDING OF FUNDS PROVIDED AND ACQUITTED

---

A register of all funds will be kept within the [Smarty Grants](#) software.

Give permission for council to publish the name of the applicant and the funding amount received in accordance with council's requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*.



---

## ATTACHMENT 1: ELIGIBLE PILOT AREA

---

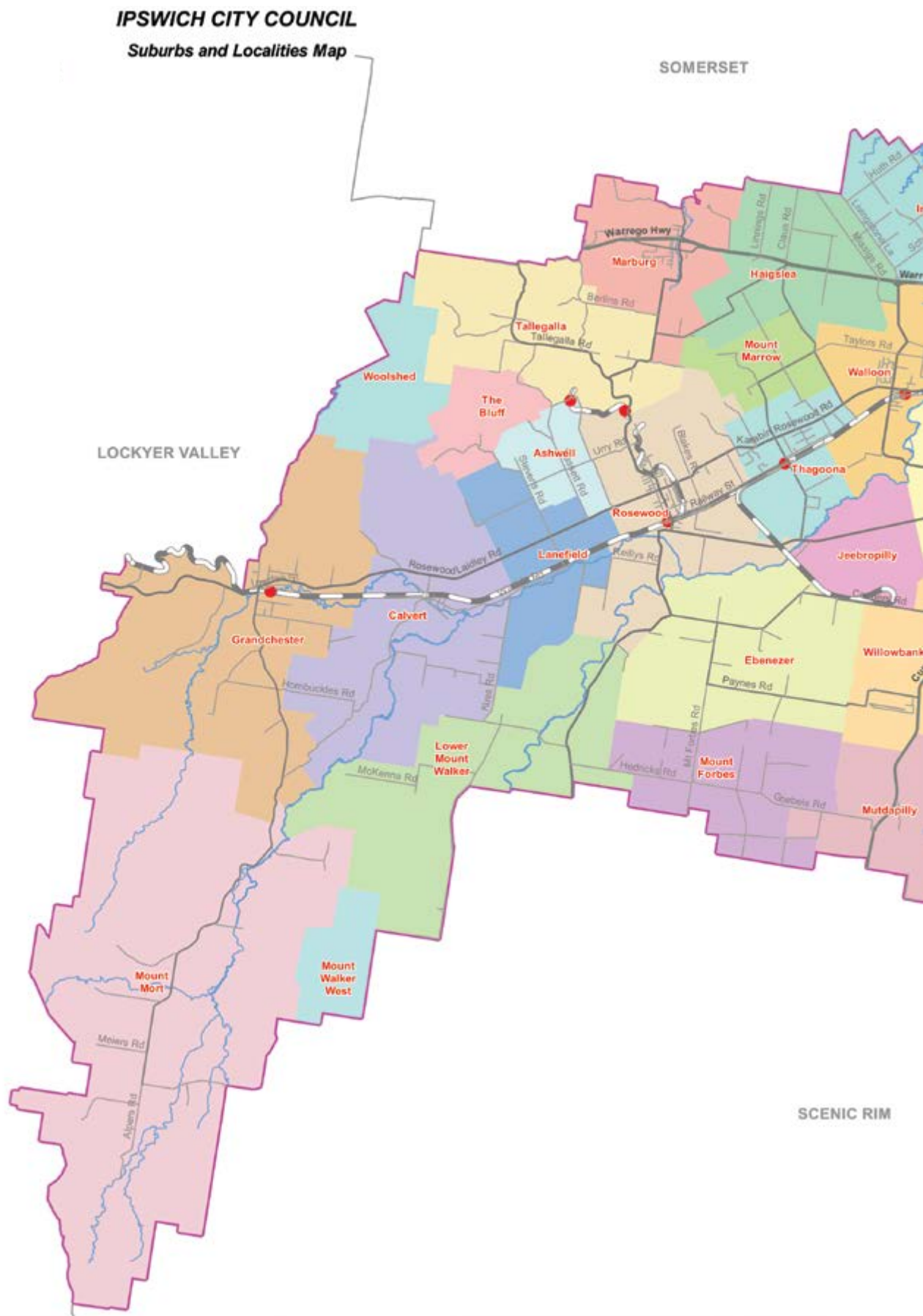


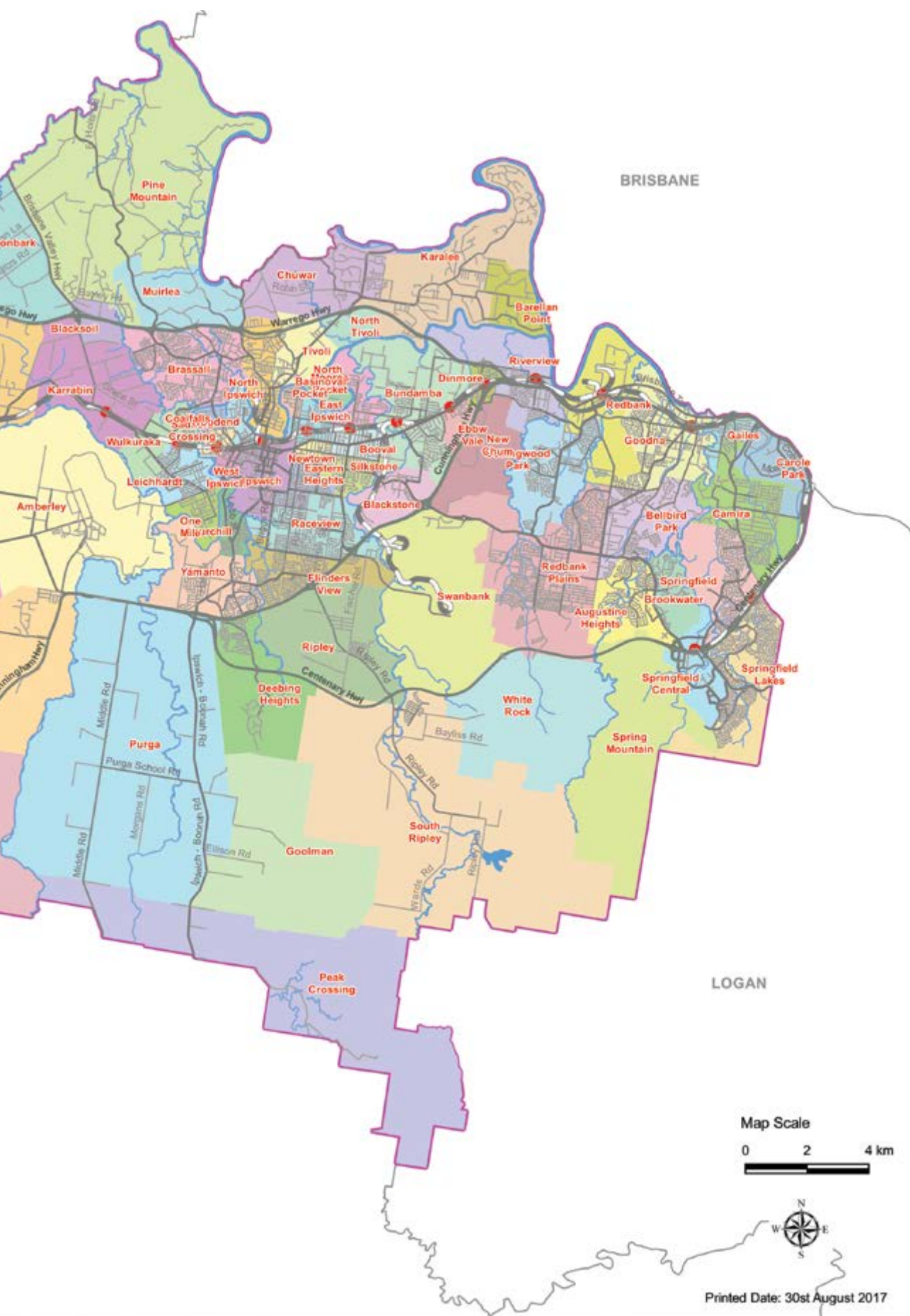






## ATTACHMENT 2: LOCAL CONTRACTORS BOUNDARY









Ipswich City Council  
PO Box 191, Ipswich QLD 4305, Australia

Phone (07) 3810 6666  
[business@ipswich.qld.gov.au](mailto:business@ipswich.qld.gov.au)  
[ipswich.qld.gov.au](http://ipswich.qld.gov.au)

Join us online:

 /IpswichCityCouncil

 /IpswichCouncil

 /ipswich-city-council

 /IpswichCityCouncilTV

