



Australian Small Business Advisory Services Programme

Business Solutions 2014

The Australian Government is committed to supporting established not-for-profit business advisory service providers to provide low cost advisory and information services to Australian small businesses.

Background

The Australian Small Business Advisory Services (ASBAS) Programme will fund eligible established not-for-profit organisations to enhance their capacity to provide low cost business advisory and information services to small business. The ASBAS Programme is a competitive, merit based funding round.

Business Solutions 2014

The theme of this round of the ASBAS Programme is Business Solutions 2014.

Successful applicants will be funded to deliver all five (5) 'Business Solutions' streams. These are:

1. Funding avenues and financial analysis
2. Building your business
3. Making the most of your talent and team
4. Management capabilities
5. Digital engagement implementation.

Critical dates

There are a number of critical dates associated with the ASBAS Programme. These are:

- **Applications open:** 15 October 2014
- **Applications close:** 12 November 2014 (11.59pm) Australian Eastern Daylight Savings Time (AEDST)
- **ASBAS Business Solutions 2014 commences:** February 2015.

Eligible organisations

The ASBAS Programme is open to Registered Business Organisations (RBOs), such as:

- Business Enterprise Centres
- Chambers of Commerce
- Industry Associations.

RBOs applying for funding must be a 'constitutional corporation' within the meaning of section 51(xx) of the Australian Constitution and be not-for-profit.

RBOs must also:

- have a history of providing advisory services for some years
- be well connected within the business community, to other relevant organisations, information sources and government sources in the defined region they are applying to service
- be organisationally stable
- be financial viable, and
- employ experienced staff to provide services.

Delivery of services

Applicants will need to demonstrate an ability to deliver innovative and flexible services in areas of need. Examples of 'innovative delivery of services' include:

- face-to-face meetings, including mobile delivery
- virtual/online meetings (such as Skype and/or webinars, etc)
- small group training for up to 10 people at a time, and
- access to mentoring networks in the region.

Applications should also demonstrate that the business model for the delivery of services is relevant, practical, viable, flexible and focused.

Partnership applications

Applications from groups of constitutional corporations ('partnerships') are encouraged.

For all partnership applications, one organisation must identify as the 'lead' and **must** meet all eligibility criteria. The lead organisation **must** also be responsible for the management of the project and for meeting all reporting requirements of the Commonwealth.

Merit criteria

Applications must address three (3) equally weighted merit criteria. These are:

1. The extent to which the application demonstrates that there is a particular unmet need and/or demand for the proposed service and/or project in the area/sector within which it is intended to be conducted.
2. The extent to which the proposed service and/or projects will meet stated objectives and the level of risk to that success, including how risks will be addressed.
3. The extent to which the applicant demonstrates that the proposed service and/or project represents value for money for the Commonwealth.

Funding

Grants up to \$200,000 per year will be awarded to eligible, established not-for-profit small business advisory service providers over three (3) years (up to \$600,000 in total, excluding GST).

Online application form

Only online applications for the ASBAS Business Solutions 2014 Programme will be accepted. The application form is available via business.gov.au.

It will not be possible to incorporate any new material or to make any significant changes after submission.

A number of attachments are required when applying for funding. Some attachments are mandatory and applications cannot be submitted without them.

Once an application is submitted, a receipt number will be provided as acknowledgement of receipt. This email will also include a copy of the completed application.

Late applications will not be accepted.

Assessment process

Applications will be assessed by representatives within the Department of Industry and the Treasury.

All applications will be assessed against the eligibility criteria.

If an application is eligible, it will then be assessed against the merit criteria.

Successful applicants

Successful applicants will be required to enter into a funding agreement with the Department of Industry, acting on behalf of the Commonwealth. Successful projects may be publicly announced by the Minister for Small Business. Details of each successful applicant may also be uploaded to the Department of Industry and/or business.gov.au websites.

Application documents

It is strongly recommended that all applicants familiarise themselves with the ASBAS Business Solutions 2014 Customer Information Guide and sample funding agreement before applying.

Further information can be found at business.gov.au including:

- Customer Information Guide
- Frequently Asked Questions, and
- the sample funding agreement.