

**SMALL-SCALE ARTISAN AGRICULTURE GRANTS PROGRAM (SSAAGP)  
PROGRAM GUIDELINES 2022  
(Open 10 October 2022 – closing 28 October 2022)**

**Program Objective**

Artisan agriculture describes an approach to agriculture and farming that is compatible with and connected to its environment. It encompasses the small-scale production of quality produce and aims to create a mutually beneficial connection between the consumer and producer.

Hepburn Shire Council's Artisan Agriculture Project (AAP), funded by Agriculture Victoria, aims to build the capacity of artisan agriculture producers in the Central Highlands Region (being the councils of Pyrenees, Moorabool, Hepburn, Golden Plains, Ballarat, and Ararat) by working together to navigate operational challenges, identify skills and development opportunities and increase business profiles by sharing the story of local producers.

As part of the AAP project, \$40,000 is available for one-off grants of up to \$2,000 + GST to small-scale farmers and producers to be used towards:

- Business development activities
- Business related professional development and training
- Strengthening the online presence of the business
- Increasing market distribution channels
- Equipment purchase that will contribute to product growth or efficiency

**Eligible Projects**

To be eligible to apply for funding, small-scale artisan agricultural businesses must meet the following criteria:

- Have read and understood the Small-Scale Artisan Agriculture Grant Program guidelines.
- Conduct project activity and purchases during grant funding period, starting on the funded contract date, and ending 31 January 2023.
- Be a small-scale artisan farmer and/or producer in the Hepburn Shire and Central Highlands region who is actively farming on less than 20 hectares of land.
- A registered business with an ABN and appropriate insurance.
- Projects that can be completed within three months of the executed Grant Agreement.
- You do not have to be GST registered to be successful for this funding.
- Funding may not be used for permanent farm infrastructure.
- A cash co-contribution of 20% to the value of the purchase is required.

## Grant opportunity

The Small-Scale Artisan Agriculture Grant of up to \$2,000 + GST is a one-off opportunity.

Applications will be open from Monday 10 October to Sunday 28 October 2022.

## Application Process

1. Contact the Hepburn Shire Artisan Agriculture Project to express interest in the program.
2. If your project idea meets the program requirements, discuss the specifics of your application with the AAP Officer.
3. Submit online application – via Smarty Grants.

## Key Dates

The Program key dates are listed below. Applicants will be advised of the outcome of their application.

Applications Open	Monday 10 October 2022
Applications Close	Friday 28 October 2022
Applicants Notified	Friday 11 November 2022
Acquittal Due	Friday 6 February 2023

## Key Council Contacts

Contact Sharon Hebbard, the Artisan Agriculture Facilitation Specialist to discuss your application and ensure it meets the eligibility criteria.

Email [shebbard@hepburn.vic.gov.au](mailto:shebbard@hepburn.vic.gov.au) or Phone: [0353216129](tel:0353216129)

## Assessment criteria and process

Assessment of the Small-Scale Artisan Agriculture Grants will be made by a panel which will include Hepburn Shire Artisan Agriculture Project Officers, Coordinator Economic Development, Manager Waste Facilities and Community Safety and Agriculture Victoria representatives.

Each aspect of the application is assessed individually by each Panel member to form an average score for each applicant.

Assessment criterion	Weight	Application question
Project Objectives	25%	Provide a short summary of your overall business and a summary of what the small-scale Artisan Agriculture activity is and the produce.
Project Timeline	25%	Outline the timeframe, key tasks, stages of project and how it will be completed.
Project beneficiaries	15%	Outline the primary areas of focus for the funding.  Outline the artisan and agricultural benefits the funds will make to the growth or efficiency of business activity, customer, or producer professional development.
Budget	10%	Describe how the grant funds will be allocated and brief budget outline.
Supporting documents	10%	Links to webpage, social media, etc  Certificate of currency, quotes.
Applicant capacity	15%	Does the applicant, communicate they have the skills, experience and aptitudes required to carry out the proposed project?  Will the funding activity be used in an ongoing basis to primarily grow/improve their small-scale business?

## **Funding conditions and requirements**

- You must not on-sell any co-funded purchases. On-selling of equipment will result in Council seeking reimbursement of the granted funds.
- A co-contribution of 20% to the value of the purchase is required as part of the grant.
- Hepburn Shire Council, the Small-Scale Artisan Agriculture Project and Agriculture Victoria must be acknowledged on any promotional material related to the use and benefit of the funded activity.
- Grant funded purchases must be made prior to Acquittal. If there are any delays in obtaining the goods and/or services prior to Acquittal, please discuss this with the Artisan Agriculture Facilitation Specialist prior to Acquittal.
- Purchases such as equipment may be leant to other farms in the Central Highlands region for their use and benefit.
- All funded projects must complete an evaluation and Acquittal and provide evidence of expenditure, including receipts.
- Maximum purchase is \$5,000.00 + GST.
- If funds are to be allocated towards the part purchase of equipment, or a cost greater than the funded amount please provide an outline of your co-contribution and a current bank statement showing your ability to meet the minimum required payment for the equipment if the quote for equipment is more than \$5,000.00 + GST. Please include copy of purchase tax invoice and payments.
- Future replacement and ongoing maintenance costs for equipment are the sole responsibility of the applicant.
- Grant funds may not be allocated to staff wages.
- Grants are limited to one per agriculture business.