

DE-02 BUSINESS DEVELOPMENT SUPPORT GRANTS SCHEME 2022/23 APPLICATION FORM



Please read the DE-02 Business Development Support Grant Scheme Policy & Guideline documents before completing this application. It is recommended that you contact the City Growth Team on 9186 8555 to discuss your initiative prior to its submission. Guidelines can be downloaded from the Council's website at <https://karratha.wa.gov.au/small-and-medium-business-support>.

SECTION 1 - APPLICANT DETAILS

Business Name:

Type of Organisation e.g. NFP, Charity, Commercial:

Title of Initiative/Project:

Contact Person for Project:

Position Held:

Postal Address:

Office Hours Telephone:

Mobile:

Email Address:

Website Address:

Australian Business Number:

Total Project Budget:

Amount requested (Up to 50% of total project budget not exceeding \$30,000): \$

Economic Development Officer (if discussed prior to lodgement):

SECTION 2 - ABOUT YOUR ORGANISATION

Please describe the business support operations of your business i.e. What services you provide to support business in the region?

SECTION 3 - PROJECT/ACTIVITY/DETAILS

3.1 Please describe the business support activity/project that you are planning to undertake and outline your objectives.

3.2 Please provide a clear plan for delivery of your project including key dates/timelines. If you have a project timeline, calendar or GANTT Chart to attach please do so.

3.3 Please demonstrate the need and demand for the activity/project

3.4 How does this align to the City of Karratha's strategies (please be specific)?

3.5 What is the potential economic impact of this activity / project and how will the success be measured? (Provide any economic impact data to support your case)

3.6 Please demonstrate how this activity / project represents good value for money for the City of Karratha?

SECTION 4 – ACKNOWLEDGEMENT OF FUNDING

If your application is successful, please outline all methods you would use to acknowledge the support you have received from the City. Please also outline how will you collaborate with the City for joint promotion and marketing material?

SECTION 5 – BUDGET DETAILS

List all the expenditure and income details relating specifically to your activity/project including any supporting quotes and support of other funding partners. If this information exists in another format please attach a comprehensive budget document.

Please note: The City of Karratha will not provide funding to cover business operating costs (e.g. staff wages, rent,

Expenditure		Income	
Items	Total	Items	Total
Total Expenditure		Total Income	

Total amount requested from the City for this initiative (keep in mind relevant categories and funding caps in the Guidelines and Council's support of up to 50%): \$_____

SECTION 6 – OTHER INFORMATION

We welcome further information or attachments that may assist us in the processing of your application.

SECTION 7 – DECLARATION

I hereby certify that I am the authorised person of:

Business Name: _____

And that:

- I have read and understood the Policy & Guidelines;
- The business has all the required insurances, permits and licences to operate;
- We would be able to proceed with the project if we were not successful in the funding application

The information contained herein, is to the best of my knowledge, true and correct.

Applicant Name: _____

Signature: _____

Lauren Holliday

Date: ____/____/20____

SECTION 8 – FINAL CHECKLIST

Before submitting the application please ensure that the following has been completed. Please note that this checklist is included that you provide all the required information for assessment of your application. Incomplete applications will not be accepted.

- Provided your ABN and if you are registered for GST
- Clearly defined the purpose of the grant
- Shown other fundraising sources
- Quotes included for all expenditure items
- Provided other documents that support the application
- Application has been signed by an authorized signatory

Applications can be submitted to:

City Growth Team
City of Karratha
PO Box 219
KARRATHA WA 6714

OR

Hand delivered to
City Growth Team
City of Karratha Administration Office
Welcome Road
Karratha WA 6714

OR

Via email
enquiries@karratha.wa.gov.au