



# DE-01 TAKE YOUR BUSINESS ONLINE GRANT SCHEME 2018 APPLICATION FORM

**PLEASE read the Take Your Business Online Grant Scheme Guidelines  
before completing this application.**

It is recommended that you contact the Economic Development Team on 9186 8555

Guidelines can be downloaded from the Council's website at [www.karratha.wa.gov.au](http://www.karratha.wa.gov.au)

Postal: PO Box 219, KARRATHA WA 6714

## SECTION 1: APPLICANT DETAILS

Business Name:	
Year of establishment:	
Contact person and position held:	
Postal address:	
Office hours telephone:	Mobile:
Email address:	
Website Address:	
Australian Business Number:	
Total Project Budget:	\$
Home Business Planning Approval Number (If operating from Home otherwise N/A)	
Amount requested (Up to 50% of total project budget not exceeding \$5,000):	\$

## SECTION 2: ABOUT YOUR ORGANISATION

Please describe here the operations of your business i.e. what products and services you provide.

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## SECTION 3: PROJECT/ACTIVITY/DETAILS

3.1 Please describe the digital activity/project that you are planning to undertake (feel free to use dot points).

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3.4 When are you proposing to undertake this activity/project?

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Please provide a brief project plan, including tasks to be undertaken and timeframes.

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3.5 Please provide a price schedule of your project. An example of a scheduling format is provided in the table below.

Task	Cost (ex GST)	Est. Date of Completion
1.		
2.		
3.		
4.		
5.		

**\*Please ensure that you attach quotes to substantiate prices listed above\***

### SECTION 5: UNDERSTANDING THE CONDITIONS OF THE GRANT.

Before signing off on your grant application are you fully aware of all conditions of the grant as outlined in the Take Your Business Online Grant Guidelines, namely:

- Grants are for up to 50% of the project cost. Every dollar awarded must be matched dollar for dollar by the recipient.
- Funds can be provided to the recipient once they have demonstrated initial payment of start-up costs for the proposed project through the provision of receipts. All funds awarded must be fully substantiated on the close of the grant period.
- Allocation of funding from the City to the recipient follows a set process:



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- Recipient returns a Supplier Application Form (for those that don't currently do business with the City).
- The City will use this information to draft a Purchase Order.
- The recipient uses the Purchase Order number to invoice the City. To note invoices must be from the recipient to the City, not from a third party to the City i.e. you cannot forward a consultant's invoice on to the City to be paid.
- The recipient cannot invoice the City without evidence that they have contributed financially to the project start-up costs (i.e. recipient must provide initial receipts for the project).
- On receipt of the invoice the funds will be allocated to the recipients nominated bank account.
- Evaluation and acquittal forms must be provided at the close of the grant. Full acquittal requires the provision of receipts (not invoices) for all costs of the project (i.e. grant monies and funds spent by the recipient). If the recipient is unable to provide receipts the City may request that allocated funds be returned.
- The City's logo must be displayed on the recipient's webpage as an acknowledgement of contribution through the TYBO scheme.

### SECTION 6: DECLARATION

I hereby certify that I am the authorised person of:

Business Name: \_\_\_\_\_

And that:

- The business has 20 or less employees
- The business has all the required insurances, permits and licences
- 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.

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**



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### SECTION 7: FINAL CHECKLIST

**Before submitting the application** please ensure that the following has been completed. Please note that this Checklist is included to ensure that you provide all the required information for assessment of your application.

Please tick off each step once complete:

- Provided your ABN and if you are registered for GST Clearly defined the purpose of the grant
- Have provided an estimated timeframe and pricing schedule
- Have included quotes for any requested expenditure items
- Have understood grant expenditure and acquital requirements as outlined in guidelines
- Provided other documents that support the application
- Had the application signed off by the authorised person of the business
- Submitted the application by 4pm on the closing date

### Applications can be submitted to:

Take Your Business Online Grant Scheme Coordinator  
City of Karratha  
PO Box 219  
KARRATHA WA 6714

OR

Hand delivered to  
Take Your Business Online Grant Scheme Coordinator  
City of Karratha Administration Office  
Welcome Road  
Karratha

OR

Via email  
[economic@karratha.wa.gov.au](mailto:economic@karratha.wa.gov.au)

Please submit your completed application by below by 16 April 2018. Late applications will not be accepted.