



# DE-02 BUSINESS SUPPORT GRANTS SCHEME 2018 APPLICATION FORM

**PLEASE read the Business Support Grant Scheme Guidelines *before* completing this application.**

It is recommended that you contact the Economic Development Team on 9186 8555 or  
Email: [economic@karratha.wa.gov.au](mailto:economic@karratha.wa.gov.au)

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:	
Type of Org e.g. NFP, For Profit:	
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 Advisor Date Contacted:	

## SECTION 2: ABOUT YOUR ORGANISATION

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

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## SECTION 3: PROJECT/ACTIVITY DETAILS

Please describe the business support activity/project that you are planning to undertake.

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When are you proposing to undertake this activity/project?

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

Please provide a timeline/schedule of the activity/project.

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Please demonstrate the need and demand for the activity/project (Provide any economic impact data to support your case)

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

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What is the potential economic impact of this activity / project and how will the success be measured?

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

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## 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?

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## SECTION 5: BUDGET DETAILS

List all the expenditure and income details relating specifically to your activity/project that you are seeking assistance for. **Please attach your budget, if this space does not allow.**

\* The City of Karratha will not provide grants for business operating costs (e.g. staff wages, rent, utilities, and consumables)

EXPENDITURE	
ITEMS	TOTAL COSTS
<b>TOTAL COSTS</b>	

INCOME	
ITEMS	TOTAL COSTS
<b>TOTAL INCOME</b>	

Total Expenditure \$ \_\_\_\_\_

Total amount requested from Council (Maximum \$30,000 and not more than 50% of total project budget): \$ \_\_\_\_\_

## SECTION 6: OTHER INFORMATION

We welcome any further information that may further assist us in the processing of your application. Please attach any relevant quotes, etc.

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## SECTION 7: DECLARATION

I hereby certify that I am the authorised person of:

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

And that:

- 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**

## SECTION 8: 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

Shown other fundraising sources

Included quotes for any requested expenditure items

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.



City of  
Karratha

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**Applications can be submitted to:**

Business Support Grant Scheme  
City of Karratha  
PO Box 219  
KARRATHA WA 6714

OR

Hand delivered to  
Business Support Grant Scheme  
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 11<sup>th</sup> May, 2018. Late applications will not be accepted.