

# E-01 TAKE YOUR BUSINESS ONLINE GRANT SCHEME 2020 APPLICATION



Please read the take your business online grant scheme guidelines before completing this application. It is recommended that you contact the City Growth 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).

SECTION 1 - APPLICANT DETAILS	
<b>Business Name:</b>	<b>Year of Establishment:</b>
<b>Contact Person and Position Held:</b>	
<b>Postal Address:</b>	
<b>Office Hours Telephone:</b>	<b>Mobile:</b>
<b>Email Address:</b>	<b>Website Address:</b>
<b>Australian Business Number:</b>	<b>Total Project Budget:</b>
<b>Home Business Planning Approval Number (if operating from home otherwise not applicable):</b>	
<b>Amount requested (ex GST) : \$</b> Up to 50% of total project budget not exceeding \$5000	

SECTION 2 - ABOUT YOUR ORGANISATION
<b>Please describe the operations of your business i.e what products and services you provide:</b>

SECTION 3 - PROJECT/ACTIVITY/DETAILS
<b>3.1 Please describe the digital activity/project that you are planning to undertake.</b>



## 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 will be provided to the recipient once they have demonstrated initial payment of start-up costs for the proposed project through the provision of receipts.
- Proof of expenditure must be provided for the **entire project cost** during the acquittal at the end of the project.
- Allocation of funding from the City to the recipient follows a set process:
  - 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. 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 recipient's nominated back account.
- The City must be acknowledged within your project for their 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.

**Applicant Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/20\_\_\_

## SECTION 7 – 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.

Please tick of 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 quoted for any requested expenditure and acquittal requirement as outlined in guidelines
- Provided other documents that support the application
- Had the application signed off by the authorised person of the business

### **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  
[citygrowth@karratha.wa.gov.au](mailto:citygrowth@karratha.wa.gov.au)

**Please allow 10 business days for your application to be reviewed and assessed.**