**BUSINESS AND INVESTORS INCENTIVES – APPLICATION FORM**

**Complete this application form with reference to the Business and Investors Incentives Policy**

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| --- | --- | --- | --- | --- | --- |
| **Applicants Information** | | | | | |
| **Business Name** |  | | | | |
| **Business Address** |  | | | | |
| **Business Owners Names**  **(list all owners names)** |  | | | | |
| **Phone / Mobile Numbers** |  | | | | |
| **Email Address** |  | | | | |
| **Business Type** | Existing Business New Business | | | | |
| **Business Tier - (Refer to Policy)** | | | | | |
| **Tier Type** | **Tier 1**    **Tier 2 -  Medium Business  Large Business** | | | | |
| **Eligible Tasks** | | | | | |
| **Proposed Type of Works** (place a tick in applicable Box) | Upgrade Shop Front  Structural Upgrade  Driveways  Council Product  Billboard & Signboards  IT Equipment  Marketing  Office Furniture Website Other (please state): | | | | |
| **Scope of Works or Expression of Interest**  **(**Description of works to be completed – supporting documentation must be attached to application, as per Business and Investors Incentives Policy eg: Quotes/plans/drawings/contract) |  | | | | |
| **Certified Builder / Repairers / Contractor / Supplier Details**  (Name and Address – If Owner Builder permit must be provided) |  | | | | |
| **Start Date and Expected Finish Date** | Start:       Finish: | | | | |
| **Total Cost of Build, Repairs, Upgrade or Set-up** |  | | | | |
| **Completion of Approved Works** | | | | | |
| **Upon Completion of Approved Works, you must provide Council with the necessary documentation** | As listed in the Business and Investor Incentives Policy.  Example:   * Form 21 – Final Inspection Certificate * Confirmation by the Builder, Contractor or Tradesperson * Fully Paid Invoice and Receipt from Supplier who completed/supplied approved works * Any other required documentation | | | | |
| **Payment of Business and Investors Incentives Monies** | | | | | |
| **Upon receipt of all required Completion of Approved Works documentation, Council will complete the approval process and make payment of Invoice for Grant Approval Amount, as provided by Business applicant.** | | | | | |
| **Signature of all Applicants Required** | **I/we make this application to the Business and Investors Incentives Program and declare that all the information included in this application is true and correct.**    Signature (1) ……………………………………………….. **Date:**  Name of Applicant: ………………………………………….  Signature (2): ………………………………………………..  **Date:**  Name of Applicant: …………………………………………. | | | | |
| **Office Use Only** | | | | | |
| **Application Received by** | **Date:** | | | | |
| **Assessment of Application – ESO** | | | **Date** | | **Comment** |
| Has confirmation of Business Details been confirmed – ABN Search etc | | |  | |  |
| Does the Applicant/s own the property where the work will be completed | | |  | |  |
| Does the Application meet the Eligibility Check | | |  | |  |
| Does the work meet the Approved Scope of Works | | |  | |  |
| Has the required Documentation been provided, as per policy – List in comments | | |  | |  |
| **Recommendation to CEO** | | | | | |
| Continue to Financial assessment | | |  | |  |
| **Assessment of Financial Capacity – Tier 2 businesses (building works only) – CEO to Assess** | | | | | |
| Has Trading Figures for 3 years been provided | | |  | |  |
| Does Trading Figures support the contribution | | |  | |  |
| **CEO – Approve or Decline** | | | | | |
| Signature: | | | Date: | | Approve  Decline |
| **Approval Letter** | | | | | |
| Approval / Decline Letter sent to applicants | | | Date: | | Name: |
| **Completion of Approved Works** | | | | | |
| **Program funds are payable when required documentation is received by Council (refer to Business and Investors Incentives Policy)** | | | | | |
| **List Documentation Received from Applicant:** | | | | | |
| **Does Documentation meet the application Requirements** | **Yes or No** | **Date** | | **Comments** | |
| ESO | Yes  No |  | |  | |
| CEO | Yes  No |  | |  | |
| **Approved for Payment of Grant Funds** | | | | | |
| **Approved by** | **Name:**  **Position:**  **Signature:**  **Date:** | | | | |
| **Payment of Invoice provided by Business** | | | | | |
| **Invoice processed** | **Date:** | | | | |
| **Completion Letter** | | | | | |
| **Approval / Payment Letter send to Applicants** | **Date:**       **Name:** | | | | |