**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

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| **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:**       |