



Small Business Grants 2011/12 Application kit

All information contained in this application will be treated as commercial-in-confidence

Eligibility checklist

About my business

- My business is located within the City of Perth Local Government Area.
- My business is defined as a small business as per Australian Taxation Office's definition [here](#) at www.ato.gov.au
- My business has a valid Australian Business Number (ABN).
- My business has the appropriate insurances and authorities.
- If successful, my business will use the grant money before 30 June 2012.
- My business has not received a Small Business Grant more than once in the past five (5) years.
- My business has not received a Matched Funding Grant over the past five (5) years.
- I have attached a basic business/project plan including a financial assessment.
- I have attached a copy of my lease, which extends to 30 June 2013.

About my proposal

- My proposal takes place within the City of Perth Local Government Area.
- My proposal will not jeopardise public safety or damage the environment.
- My proposal does not include financing for operational costs (e.g. salaries, utilities).
- My proposal is not from a Government department or agency.
- My proposal is not from an unincorporated association, franchisee or subsidiary of a larger company.

If your business does not meet all of the above criteria you are not eligible to apply

Payment terms (I acknowledge that)

- Grant money will be provided as reimbursement for spending after approval of a Small Business Grant application by the City of Perth (not in advance).
- To claim reimbursement of approved spending, I must complete and submit a **Claim Form** (to be provided), a business invoice and proof of payment.

NB. Businesses must also submit a copy of a basic business/project plan or proposal including financial assessment (max. 4 pages) and a copy of their lease with their application. For templates and business planning tools visit www.business.gov.au.



The proposal

Please answer the following questions about your business in general and where appropriate, focus on how you will use the grant money if your proposal is successful.

Applicant's Details

Business name: _____

ABN: _____

Registered for G.S.T.? Yes No

Business Address: _____

Suburb: _____ Postcode: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Contact person: _____

Telephone: _____

Email: _____



Q1. How much money are you requesting?

\$ _____ (max. \$2,000)

Q2. What does your business do?

Q3. What do you want to use this grant for?



**Q4. How does your business support the programs objectives?
(Emphasise the economic benefit to the city)**

Note

You must also submit a copy of a basic business plan with a financial assessment and a copy of your lease, which should extend at least 12 months from the time of approval. Please ensure that your application is complete and accurate.

Applicant declaration

I certify to the best of my knowledge that the statements made in this proposal are true. I have read the City of Perth's grants information kit and I understand that should this proposal be accepted, I would be required to accept the conditions of the grant.

I acknowledge that the City of Perth's acceptance or refusal of this grant application is final and is not subject to an appeal process.

Name & Position

Signature

Date