



CITY of PERTH

## Small business grants 2008/09 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	<input type="checkbox"/>
My business is defined as a small business as per Small Business Development Corporation's definition <a href="#">here</a> at <a href="http://www.sbdc.com.au">www.sbdc.com.au</a>	<input type="checkbox"/>
My business has a valid Australian Business Number (ABN)	<input type="checkbox"/>
My business has the appropriate insurances and authorities	<input type="checkbox"/>
If successful, my business will use the grant money before 30 June 2009	<input type="checkbox"/>
I have attached a basic business/project plan including a financial assessment	<input type="checkbox"/>

### *About my proposal*

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

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 <u>after</u> approval of a small business grant application by the City of Perth (not in advance)	<input type="checkbox"/>
To claim reimbursement of approved spending, I must complete and submit a claim form (to be provided), a business invoice and proof of payment	<input type="checkbox"/>

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



**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. 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