

## Application Form – Business Partner Program

Commercial in Confidence

Updated 28 February, 2023

ROUND ONE – JUNE 2023

Date: .....

### DOCUMENT PURPOSE

This application form has been designed to give Gunnedah Shire Council and the Business Partner Program Working Group an understanding of the applicant's proposal/request for assistance.

Whilst there are some general questions to be answered, applicants are strongly encouraged to supply additional information to assist in selling their idea.

Applicants should recognise that the "Business Partner Guidelines" will assist in the completion of this Expression of Interest Form.

### COMPLETED APPLICATION FORMS

Completed application forms should be returned by Friday, 30 June 2023 to:

General Manager  
Gunnedah Shire Council  
PO Box 63 (63 Elgin Street)  
GUNNEDAH NSW 2380  
Email: [council@infogunnedah.com.au](mailto:council@infogunnedah.com.au)

If the application does not receive funding, will the project still proceed?  Yes  No

### APPLICANT DETAILS

Please complete the following information relating to the person and/or business applying for assistance.

Name of project: .....

Name of applicant: .....

Role in company and title: .....

Business name (if applicable): .....

ABN of business (if applicable): .....

Business structure: .....

Street address: .....

Mailing address: .....

Suburb: ..... State: ..... Postcode: .....

Telephone (business): ..... Telephone (after-hours): .....

Email: .....

Website address (if applicable): .....

Facebook link (if applicable): .....

Approximate year of business commencement: .....

Nature of business: .....

Number of employees: **Full-time:** ..... **Part-time:** ..... **Casual:** .....

## ABOUT YOUR BUSINESS

Please provide an overview of your business industry, present outlook as well as future possibilities. Please write in the space below or attach a separate sheet:

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## DESCRIPTION OF PROJECT TO BE FUNDED

Please provide description of project. Please write in the space below or attach a separate sheet:

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## BENEFIT TO THE GUNNEDAH COMMUNITY

This section is your opportunity to sell your project, taking into account (and addressing) the Program Eligibility criteria as detailed in the Guidelines. These factors include evidence of benefits by way of employment generation, local and regional economic impact, capacity to improve networks etc. Additional information may be supplied if appropriate. Please type here or attach separate sheet.

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## TYPES OF ASSISTANCE REQUIRED

- Business frontage upgrade, where it can be demonstrated that such upgrades will assist the business to grow and increase employment.
- Business training
- Assistance with business planning.
- Assistance with business succession planning to help provide sustainability and the continuity of employment and growth.
- Assistance with sustainability research including triple bottom line reporting (social, environmental and financial).
- Support following natural disaster.
- Assistance in transitioning to larger premises (e.g. from home based to commercial premises).
- Assistance in advertising business expansion.
- Shop Gunnedah Shire campaigns.
- Assistance in the recruitment of staff.
- Supporting organisations that develop networks to strengthen opportunities/ combining advertising / events / initiatives and acknowledging success.
- Assist in the coordination and/or provision of onsite utilities.
- Assistance with water and sewerage reticulation establishment charges.
- Assistance with Council charges for the provision of services.
- Assistance with site establishment.
- Proactive commitment to expedite statutory approvals within minimal timeframes. Facilitation of State and Federal Government licensing compliance..
- Costs included with accessing financial assistance and advisory programs available from Federal and State agencies.
- Website costs
- Other infrastructure upgrades, not listed elsewhere herein, to assist business growth and employment.
- Other Council fees not listed elsewhere herein.
- Other – Please state

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### ADDITIONAL INFORMATION

#### PART 1 – ALL APPLICATIONS

Project name/description: .....

Is the project complete?     Yes     No

Total project cost: \$..... Application request: \$.....

Employee increase (full-time equivalent): Direct ..... Indirect .....

#### Project Source of funds

Attach a list if extra items are needed

Project component (in priority)	Applicant \$	Funding request \$	Other \$	Total \$
<b>Total</b>				

*\*Other – Grant funding, crowd funding.*

*Note: Bottom right cell must equal the Total Project Cost above.*

Applicants must supply quotes as evidence to support the costing breakdown above.

**Financial Details**

Previous financial year or projected if new business

Annual Income: \$..... Annual Expenditure: \$.....

Business Assets: \$..... Business Liabilities: \$.....

Other Annual Income: .....

Premises Owned or Leased: .....

Have you sought other avenues for financial assistance?     Yes     No

If **Yes**, what Institution?: .....

*Note: it is expected your project is NOT dependent upon Business Partner Program support to either commence or complete.*

**PART 2 – APPLICATIONS OVER \$5,000**

Item	Provided
Previous tax return assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business plan (including competitor analysis)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other documentation may be required including, but not limited to:

- Franchise agreements
- Lease agreements
- Ownership structure
- Pro-forma credit applications for suppliers.

**DECLARATION**

I have read and understood this application and I declare that all information provided in this application form is true and correct.

Applicant’s Name (print): .....

Title: .....

Signature: ..... Date: .....

*You should receive acknowledgement that your application has been received.*

## CONFIDENTIALITY

Council and the Business Partner Program Advisory Group will keep confidential all trade secrets and information which becomes known to us in circumstances where we know or ought to have known that the information is to be treated as confidential. This includes, but is not limited to:

- Business plans and forecasts;
- Financial records, reports, accounts and proposals;
- Copyright material, manuals in any medium and standard working papers;
- Quotations and tenders submitted or prepared for submission to clients or potential clients;
- Information related to clients' business or affairs; and
- Client lists and names of client contacts.

Copies of information will not be provided, except where you require it and/or where you have given consent.

Our obligation of confidentiality exists both during our dealings and after our dealings with you.

Council's records are kept securely with security controls to protect against unauthorised access.