



CITY OF MELBOURNE

Business and International
 City of Melbourne
 PO Box 1603
 Melbourne VIC 3001

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 Fax (03) 9658 9439
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Small Business Grants application: Business support services category (2009–2010)

This application form and financial templates can be downloaded from the Enterprise Melbourne's website: www.enterprisemelbourne.com.au/grantsandsponsorship

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

Submission of application

Please read the following notes before completing this application form.

It is important that applicants comply with the instructions for completing this grant application.

It is not possible to amend an application once it has been submitted. Incorrect or incomplete forms will not be accepted.

All information must be completed in the space provided in this application form. **When completing, use the TAB key or the mouse to move through the form.**

All application forms must be typed. Five copies (including original) of the application form and attachments must be received by the City of Melbourne no later than 5.30pm on the closing date. No extensions will be given.

Attachments (excluding financial statements) must not be more than four A4 pages.

An acknowledgement letter will be sent out two weeks after the closing date.

All applications should be addressed to:

Postal address:

Small Business Grants
 Business and International Branch,
 City of Melbourne
 PO Box 1603
 Melbourne VIC 3001

Courier address:

Small Business Grants
 Business and International Branch,
 City of Melbourne,
 Level 3, 240 Little Collins Street
 Melbourne VIC 3000

Organisation name:

Date of application:

For Office Use

Date received:
 Council officer:

Application Checklist

Please check that all items listed below are enclosed in your application. (Y/N)

Signed original application plus four copies enclosed.

Certificate of incorporation or registration of business name attached.

Financial statements attached.

Other funding sources and details declared.

Appropriate signatures obtained.

1. Applicant's details

1.1 Contact details

Organisation name

Business address

Suburb

Pcode

Postal address (if different from above)

Suburb

Pcode

Contact person(s) and position title(s)

Telephone

Mobile

Fax

Email

Website

1.2 Organisation profile

Date of establishment / incorporation

Organisation structure (Indicate your company structure by typing 'X' next to one of the options below)

- Company ACN No.
- Incorporated association Incorporation no.
- Cooperative no.
- Partnership
- Sole trader

ABN*

Registered for GST (Y/N)

Business insurance*

Public liability \$

Professional indemnity \$

*The City of Melbourne will only provide a grant to an entity with an ABN that has appropriate business insurances.

Industry that the organisation represents

Is the organisation a national association? (Y/N)

Is the organisation a Victorian/Melbourne chapter of a national association? (Y/N)

Key objectives of the organisation

Current products/services provided to members

- -
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1.3 Membership profile

Number of financial members

Percentage of member companies by employee numbers

percentage employing less than 5

percentage employing between 5 and 10

percentage employing between 10 and 20

percentage employing more than 20

Percentage of members currently located within the City of Melbourne

1.4 Additional information

Have you attended an information session? (Y/N)

Have you had a pre-application interview with the council's Business and International team? *(It is not a mandatory requirement to have an interview prior to lodging an application.)*

(Y/N)

If yes, please provide council officer(s) name(s):

Have you ever received any form of financial assistance from the City of Melbourne?

(Y/N)

If yes *(please provide details of funding and amount in the space below)*

Have you received or do you expect to receive any financial assistance or reimbursement from any other government (Commonwealth or State) financial assistance scheme?

(Y/N)

If yes *(please provide details of funding and amount in the space below)*

Do you have any current applications (e.g. planning permits, licences) lodged with the City of Melbourne or previous dealings with the City of Melbourne?

(Y/N)

If yes *(please provide details in the space below)*

3. Proposed funding activity

3.1 Details of funding activity

3.1.1 Brief description and purpose of the proposed funding activity (150 words or less)

3.1.2 Intended outcomes

3.1.3 Proposed location where activity will be held (if different to current business address)

3.1.4 Proposed commencement date and approximate timescale of activity

3.2 Training and development initiative

(Complete this section if you are applying funding for a training and development initiative.)

3.2.1 Delivery format of the initiative

3.2.2 Costing structure

3.2.3 Target participants

3.2.4 Proposed dates / venues

3.1A.5 Organisation that will be delivering the initiative

3.3 Describe how the grant will be used

3.4 Outline any financial contribution from your organisation towards the proposed initiative

3.5 Outline the likely economic benefits to the City of Melbourne as a result of the proposed activity

3.6 Proposed business outcomes over the next 12 months

(Please outline the proposed business outcome(s) that this activity is seeking to achieve.)

3.6.1 Describe how the proposed activity will deliver tangible benefits for the members

3.6.2 Location, type and number of businesses that will benefit from the proposed activity

3.6.3 Business or city promotion opportunities that the initiative can offer

3.6.4 Number of new jobs to be created (12 months)

(full-time) (part-time) (casual)

3.6.5 Any other business outcomes

3.7 Ethical and sustainable business considerations

3.7.1 Describe how your project will address the objectives of the 'Small Business Grants—Ethical Charter' (*Refer to the Small Business Grants Guidelines booklet.*)

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3.7.2 Describe all current and proposed sustainable business practices

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4. Management

4.1 Organisational structure

(Brief description of your current organisational structure.)

5. Financial information

5.1 Funding

(Please provide details and sources of financial support other than the grant, for all or part of this proposed initiative.)

5.2 Financial statements

Please provide the following projected financial statements (excluding a grant) for the next two years of operation, using the templates as provided on the Enterprise Melbourne's website: www.enterprisemelbourne.com.au/grantsandsponsorship

- Profit and loss statements (Years 1 and 2)
- Balance sheets (assets and liabilities as at the end of Years 1 and 2)
- Monthly cash flow statements (Years 1 and 2)
 - Include all assumptions adopted for the projections.

Please also attach a copy of the Profit and loss statement, Balance sheet and Cash flow statement (if available) for the previous two years.

6. Declaration by applicant(s)

I confirm that the information contained in this application is to the best of my knowledge true and accurate. I understand that providing false or misleading information is a serious offence.

Signed: _____

Date: _____

Name: _____

Title / position: _____

Signed: _____

Date: _____

Name: _____

Title / position: _____

City of Melbourne Grants and Sponsorship Programs Link to Council Plan 2009-2013

Applications for Council support are required to link with Council priorities as outlined in the City of Melbourne Council Plan. Please indicate which Council Plan objective your application will primarily contribute to, followed with the secondary and tertiary objective. Please mark them with a 1 (primary), 2 (secondary) and 3 (tertiary).

Goal 1: A City for People

Outcome: People in Melbourne are socially connected

- Create an environment that is inclusive and accessible and encourages participation.

- Provide a range of high quality and welcoming events

Outcome: Healthy people and communities

- Support increased participation in physical activity through sport and recreation services

- Protect the community from public health risks

- Support the health and wellbeing of communities in high rise residential buildings

- Improve access to affordable and nutritious food in the municipality

Outcome: Residents and visitors feel safe

- Facilitate ease of connection, orientation and navigation for visitors to Melbourne

Outcome: Diverse, harmonious, caring communities

- Contribute to arts and cultural, heritage, social and economic outcomes for the Indigenous community

- Support and celebrate the cultural diversity of Melbourne

- Support and develop sustainable pathways out of homelessness

Outcome: Melbourne is vibrant, accessible, clean and welcoming

- Combat noise pollution and minimise its impacts

- Make Melbourne accessible and welcoming for visitors

Outcome: High quality public spaces

- Provide a range of high quality and welcoming public spaces

Outcome: Improved access to relevant and affordable community services

- Provide a range of accessible and responsive family, children and youth services

- Deliver and support integrated programs and services for older people and people with a disability and their carers

Goal 2: A Creative City

Outcome: More artistic and creative enterprises in the city

- Support innovation in the arts

Outcome: Recognition of Melbourne as a creative city

- Increase access to and participation in arts and culture

- Encourage diversity in the arts

Goal 3: Economic Prosperity

Outcome: A sustainable and resilient city economy

- Implement strategies to support a thriving and diverse economy
- Ensure partnerships with industry sectors to create employment opportunities in the city
- Increase the flow of visitors and tourists to Docklands
- Promote Melbourne as a great place to visit, do business and study
- Enhance Melbourne's reputation as a vibrant city by supporting and promoting local and international events
- Increase Melbourne's status as a sporting capital
- Balance the competing needs of stakeholders in the 24 hour City
- Ensure Melbourne's international reputation and presence in global markets

Outcome: Business is diverse and sustainable

- Improve our position as a venture capital centre of Australia
- Build the capacity of small and medium enterprises
- Support international conferences and business events
- Build the capacity of partner organisations to contribute to social enterprise

Goal 4: A Knowledge City

Outcome: Local and international students choose Melbourne

- Provide support and programs for international students
- Advocate on behalf of students

Goal 5: An Eco-City

Outcome: A reduced ecological footprint

- Influence the municipality to become a zero net emissions city
- Influence the municipality to achieve total water catchment
- Influence the municipality to use resources efficiently
- Promote and advocate for the production, supply and purchase of local food

Outcome: Melbourne is better adapted to climate change

- Influence the municipality to adapt to climate change
- Influence the municipality to use less potable (drinking) water
- Educate the community about the environmental issues

Goal 6: A Connected City

Outcome: Movement of people and goods within the municipality is efficient, integrated and safe, with more people choosing sustainable forms of transport

- Develop ways of delivering goods around the city that reduce congestion
- Integrate public transport with cycling and walking as the preferred mode of travel to the city
- Expand a connected bike and pedestrian network, and prioritise safe and easy pedestrian access, to promote cycling and walking in the city
- Actively pursue low emission vehicle technology
- Make Melbourne safe for users of public, private and active transport

How will your application contribute to the primary goal and objective?

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How will your application contribute to the secondary goal and objective (if applicable)?

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How will your application contribute to the tertiary goal and objective (if applicable)?

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How will you evaluate and demonstrate if you have met the goals and objectives?

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