

Dubbo Region Small Business Grant Application

The **Dubbo Region Small Business Grant** is being piloted to support small businesses within the Dubbo Regional Council area.

Eligible small businesses which employ up to 15 employees will be able to apply for a one-off maximum payment of up to \$5,000. The funds can be used for a wide range of business development purposes, including physical and non-physical business improvement initiatives.

Review the [Small Business Grant Guidelines](#) for more information.

Baseline Eligibility Requirements

*** indicates a required field**

Eligibility Criteria

Have you read the guidelines and understand that your application will be subject to the terms and references set out in this document? *

- ☐ Yes ☐ No - Please read before submitting your application.

Are you a small business located and operating within the Dubbo Regional LGA? *

- ☐ Yes ☐ No - you are not eligible to apply for funding.

Does your business employ 15 employees (FTE) or less and have an aggregated turnover of less than \$10 million? *

- ☐ Yes ☐ No - You are not eligible to apply for funding.

If no, your business is not eligible for this funding

Has your business traded for at least 12 months? *

- ☐ Yes ☐ No - You are not eligible to apply for funding.

If no, your business is not eligible for this funding

Does your business or project have a political purpose? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Is your project illegal, or discriminatory, or unethical? *

- ☐ No ☐ Yes - You are not eligible to apply for funding.

Does your project seek funds for payment of debt or insurance premiums? *

Grant application form - pilot

Form Preview

☐ No

☐ Yes - You are not eligible to apply for funding.

Does your project carry a risk of negatively affecting the reputation of Council or the Local Government Area? *

☐ No

☐ Yes - You are not eligible to apply for funding.

Which category are you seeking funding for your business idea? *

☐ Physical / infrastructure improvements

☐ Non-physical business improvements

For infrastructure projects, do you have permission from the building owner to complete this project, and can you provide evidence of this permission if successful in the program? *

☐ Yes

☐ No - You are not eligible to apply for funding

☐ N/A

Applicant Details

* indicates a required field

Small Business Details

Business Name *

Organisation Name

Organisation may mean group or other entity

Business Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Business Website

Must be a URL.

Business ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN

Grant application form - pilot

Form Preview

Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

Business activities undertaken by your organisation *

Word count:

Must be no more than 250 words.

When did your business start trading? *

Primary Contact Details

Full name (First name, Last Name) *

Position in business

Primary Contact Phone Number *

Must be an Australian phone number.

Primary Contact Email *

Must be an email address.

Project Details and Budget

* indicates a required field

Name of Project *

Grant application form - pilot

Form Preview

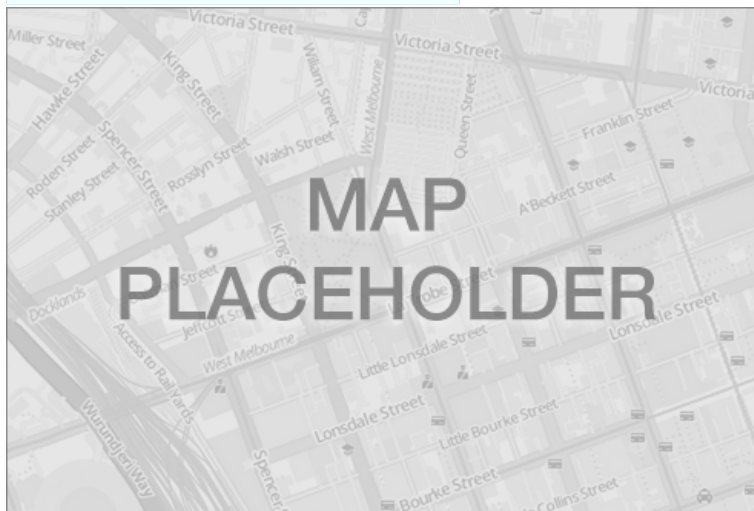
Provide a brief description of the project. Tell us what you are going to do and who is involved. *

Word count:

Must be no more than 350 words.

Location of project *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

What expertise or capacity does your business have to deliver this project within the timeframe? Please describe *

Must be no more than 250 words.

Project Budget

How much funding are you requesting as part of this application? *

☐ \$5000 maximum funding

☐ Other:

No more than 1 choice may be selected.

The funding request should be \$5000 or less.

Will the small business be providing any co-contribution funding towards the project? *

☐ Yes

☐ No

Grant application form - pilot

Form Preview

If yes, how much will business be contributing towards the project as co-funding?

Must be a dollar amount.

Total Project Cost *

Must be a dollar amount.

Breakdown of Expenditure

Please outline your project expenses in the expenditure table below.

Examples of expenditure may include local trades costs, equipment purchase, website development costs, Council fees and/or DA charges and a range of other costs related to your project.

All amounts entered must be exclusive of GST.

Expenditure description	Expenditure type	Expenditure amount (budgeted)	Notes
Provide clear descriptions for each budget item.	Please select the type of expenditure.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Add notes if you need to provide more context.
	Other: 		
	Other: 		
	Other: 		

Supporting Documentation and Information

Attach a copy of verification of the organisation's ABN from the ATO *

Attach a file:

Attach project quotes (preferably from local suppliers)

Attach a file:

Attach relevant approvals, licences and insurance documents for the purposes of the project

Grant application form - pilot

Form Preview

Attach a file:

Attach any supporting information you would like the panel to consider, such as photos, designs or plans for your project

Attach a file:

Attach 'before photos' of the project (for physical infrastructure projects)

Attach a file:

Attach any other information as noted in this application form

Attach a file:

Project impact and alignment with grant objectives

* indicates a required field

Which program objective(s) does your project align to? *

- ☐ Expansion of a range goods and services on offer
- ☐ Increase street appeal in our business centre areas
- ☐ Trial new business concepts to stimulate additional growth
- ☐ Supporting business development within underrepresented areas of the community
- ☐ Collaboration between businesses and access to training opportunities
- ☐ Creating and enhancing local employment opportunities
- ☐ Encourage local spending (eg. through using local suppliers)

Detail how your proposed business project aligns with the grant program objectives. *

Word count:

Must be no more than 250 words.

Why is your project important? Demonstrate a strong case for support and clearly describe the intended benefit(s) of the project, including public benefit impact. *

Word count:

Must be no more than 250 words.

How do you intend to measure the impact of your project? Provide examples of how you will measure the outcomes as a result of the project. *

Grant application form - pilot

Form Preview

Word count:

Must be no more than 250 words.

Be really clear with your measurement.

What is the anticipated employment impact of the project? *

- ☐ No anticipated job impacts
- ☐ Business owner increased hours
- ☐ Local supplier/contractor employment opportunities
- ☐ Increased hours for current staff
- ☐ Extra staff to be recruited/new job created from the project

Will the project be using local suppliers? *

- ☐ Yes
- ☐ No

If yes, please describe how the project will utilise local suppliers?

Word count:

Must be no more than 100 words.

Where is the business and project based? *

- ☐ Dubbo
- ☐ Wellington or a Village

Will the project support economic outcomes for underrepresented members of the community? *

- ☐ Yes
- ☐ No

If yes, please describe how the project will support economic outcomes for underrepresented members of the community.

Word count:

Must be no more than 250 words.

Declaration and privacy statement

* indicates a required field

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/business.

I have read the accompanying guidelines and understand the terms within.

Grant application form - pilot

Form Preview

I agree that I will contact Dubbo Regional Council immediately if any information provided in this application changes or is incorrect.

Dubbo Regional Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse.

Information collected from you is required for the delivery of the services in accordance with Dubbo Regional Council's powers, functions and purposes. It may also be used by the Dubbo Regional Council and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery.

Should you need to change or access your personal details, please phone 6801 4000.

I am authorised to complete this application and have read and understood the terms and conditions. *

☐ Yes

Authorised Person's Name *

Title First Name Last Name

--	--	--

Position held

--

Date of declaration *

--

Must be a date.