

Quick Response Grant Application Form

Form Preview

Economic Development and Marketing Quick Response Grant Application

The Economic Development and Marketing Stream supports and facilitates programs, services and projects that contribute to the City of Busselton's economic, social, environmental and cultural development.

The program includes grant funding supporting economic development and marketing initiatives delivered by stakeholder groups.

Grant Funding • Economic Development Initiatives: Supporting priorities identified in the [City of Busselton's Economic Development Strategy 2022-27](#). • Marketing Initiatives: Supporting initiatives that improve the visitor experience within the City of Busselton and strengthen the Busselton regional brand. • Grants up to \$1,000 per application.

All projects and programs must demonstrate alignment with selected goals and strategies from the City of Busselton Economic Development Strategy 2022-27 as outlined in the program guidelines.

Please read the [Economic Development and Marketing Grant Guideline](#) before completing this application. It is recommended that you contact the City Economic Development team on 9781 0444 to discuss your initiative prior to its submission.

Helpful Hints

Data and Statistics

The City of Busselton engages REMPLAN for up-to-date economic and demographic data and statistics. This information can be helpful when developing your business case, funding proposals and grant applications.

[City of Busselton Economic Report 2021](#)[City of Busselton live REMPLAN DATA](#)

In-kind contributions

An in-kind contribution is a contribution of a good or a service other than money. You do not need to submit written records of in-kind contributions received for your activity. However, it is your organisations responsibility to keep written records (e.g. letter of donations or receipts) of the in-kind support committed or received.

How do you calculate your in-kind contribution?

The calculation of your in-kind contribution is based on your best estimates. - calculate volunteer general labour at \$20 per hour - calculate volunteer specialist labour (for example, engineer or architect) at \$45 per hour - calculate donated goods at the price you would pay for them if they were not donated

Applicant Details

* indicates a required field

Applicant Details

Project Title *

Quick Response Grant Application Form

Form Preview

Organisation Name *

Organisation Name

Type of Organisation e.g. Sole Trader, Company: *

Organisation Name

Applicant 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	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Address

Address

Any, but at least one field is required.

Office Hrs Telephone

Must be an Australian phone number.

Mobile ***Email Address ***

Quick Response Grant Application Form

Form Preview

Must be an email address.

Website Address

Must be a URL.

Project Contact *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Position Held *

Registered for GST? *

- ☐ Yes
☐ No

Total Project Budget *

\$

Must be a dollar amount.

Amount Requested *

\$

Must be a dollar amount and no more than 1000.

About Your Organisation

* indicates a required field

About Your Organisation

How did you hear about this funding round?

- ☐ City of Busselton website
☐ Bay to Bay newsletter
☐ Newspaper advertising
☐ Facebook, LinkedIn or Instagram
☐ Email
☐ Other

Please describe your organisation structure and primary business objectives: *

Do you have Public Liability Insurance? *

- ☐ Yes
☐ No

Quick Response Grant Application Form

Form Preview

Please attach a copy (must be current and provide cover for proposed program/event)

Public Liability if Applicable

Attach a file:

Project/Activity/Details

* indicates a required field

Project/Activity/Details

Please describe the project you are planning to undertake- a concise, clear summary of what the project will entail. (Who, what, when, where, how) *

How does this align to the City of Busselton's Economic Development Strategy 2022-27 identified priorities as per the Grant Guidelines? (please be specific) *

Acknowledgement of Funding

* indicates a required field

Acknowledgement of Funding

If your application is successful, please outline methods you would use to acknowledge the support you have received from the City: *

Budget Details

Budget Details

List main expenditure and income details relating specifically to your activity/project. Please note: The City of Busselton does not provide grant funding for business operating costs (e.g. staff wages, rent, utilities and consumables)

Quick Response Grant Application Form

Form Preview

Budget

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Other Information

Other Information

We welcome further information or attachments that may assist us in the processing of your application.

Attach file here

Attach a file:

Declaration and Privacy Statement

* indicates a required field

Privacy Statement

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/group. I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the City of Busselton immediately if any information provided in this application changes or is incorrect. The City of Busselton respects all personal and

Quick Response Grant Application Form

Form Preview

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 the Trustees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors 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 contact economicdevelopment@busselton.wa.gov.au.

Declaration

I hereby certify that I am the authorised person of: (Business Name) *

And

- **I have read and understood the guidelines;**
- **I have read and understood the privacy statement;**
- **The organisation has all the required insurances, permits and licenses to operate**

The information contained herein, is to the best of my knowledge, true and correct.

Signature: *

Applicant Name: *

Date: *