***Stream 1   
Business start-ups and early stage enterprises***

*Any questions relating to this fund should be placed in writing and forwarded to* [*SmallBusinessFund@wyndham.vic.gov.au*](mailto:SmallBusinessFund@wyndham.vic.gov.au)

**APPLICATION CLOSING DATE**

*Applications must be received by Wyndham City by 5pm, Sunday 30 October 2022*

**ENTRY METHOD**

*On completion of this form please save as a pdf and forward to* [*SmallBusinessFund@wyndham.vic.gov.au*](mailto:SmallBusinessFund@wyndham.vic.gov.au)

**PRIVACY**

*Your personal information is being collected by Council to enable you to apply for funding under the Small Business Entrepreneurship and Innovation Fund. Any personal information you submit in your application will be used and disclosed in accordance with the Small Business Entrepreneurship and Innovation Fund Terms and Conditions (‘terms and conditions’). By submitting your application, you consent to the collection, use and disclosure of your personal information as stated in the terms and conditions. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. Further information on how Council handles your personal information is available in Council’s* [*Privacy Policy*](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.wyndham.vic.gov.au%2Fprivacy-policy&data=05%7C01%7CLesley.Rogan%40wyndham.vic.gov.au%7C2675c78ca09a41a9882308daa5bab0be%7Cccedce2eab9f4e51bb3d3c6e2171f03e%7C0%7C0%7C638004518822108929%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2BJZ3Q4GfNLQS54d7eJg4QnkWsPFbRvqv8xqeS4jcsWk%3D&reserved=0)*.*

**SECTION 1- Business Details**

*Please note: all fields in this section are mandatory*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Trading Name** |  | | | | | | | |
| **ABN** |  | | | | | | | |
| **Business address** |  | | | | | | | |
| **Contact person name** |  | | | | | | | |
| **Contact person position** |  | | | | | | | |
| **Contact number (mobile preferred)** |  | | | | | | | |
| **Email** |  | | | | | | | |
| **Website (if applicable)** |  | | | | | | | |
| **Facebook Page (if applicable)** |  | | | | | | | |
| **ABN Registration Date** |  | |
| **Has the business transacted any sales (X one box only)** | YES | NO |
|  |  |
| **If yes what is the approx. annual turnover** | $ | |
| **Your business must meet one of the following definitions to be eligible: (please X the applicable definition for your business)** | | | | | | | | |
| * + **non-employing businesses - sole proprietorships and partnerships without employees** | | | | | | | |  |
|  | | | | | | | | |
| * + **micro businesses - businesses employing 5 people or less including the business proprietor, either full time or part time or a combination both full time and part time:** | | | | | | | |  |
|  |  | | | | | | | |
| **Which level of funding are you applying for? (please X one box only) *Please note this amount should be reflected in  the budget response which forms part of this application*** | | | |  | **$5,000** | **$10,000** |
|  |  |  |

**SECTION 2- QUESTIONS**

*Please note:*

* *responses to questions 1 to 8 in this section are mandatory*
* *responses to each question should be contained within each text box*
* *the approximate number of words for each response is a guide only*

**QUESTION NUMBER 1**

***Describe what your business does or what you are intending your future business will do.***

*Approximate number of words for this response: 100*

**QUESTION NUMBER 2**

***Please describe the project/idea that you intend to progress if you are successful in receiving***

***funding. This should be a brief summary/overview only. You may wish to give your project a name***

*Approximate number of words for this response: 50*

**QUESTION NUMBER 3**

***Please outline what actions you have undertaken thus far to progress your business and/or***

***business idea. (this may include financial investment, investment in time, investment in learning***

***and knowledge gathering)***

*Approximate number of words for this response: 300*

**QUESTION NUMBER 4**

***Please describe in detail the key elements of your project including what you are aiming to achieve***

***through the successful implementation of the project. In answering this question please take into***

***consideration the following points the assessment criteria:***

* ***Demonstration of a level of understanding of the progression of stages required to commercialisation***
* ***Evidence of possessing at least a general understanding of the proposed business model***
* ***Capacity to qualify the specific value generated from funds being introduced***

*Approximate number of words for this response: 800*

**QUESTION NUMBER 5**

**Budget:**

***How will your funds be expended?***

***Please provide a breakdown of the estimated expenditure for each part of the project you will be***

***initiating. If you are providing extra funds (SELF) to support your project this should also be***

***indicated in this section. Allocation of funds is for new projects only. Please note funds will not be allocated to projects that have commenced or have been completed.***

|  |  |  |
| --- | --- | --- |
| **Description** | **$ Spend  FUND** | **$ Spend  SELF** |
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**QUESTION NUMBER 6**

**Project Deliverables:**

***Please outline a minimum of six and maximum of ten “milestone events” associated with the***

***project including project commencement date (the project commencement date must be no earlier than 1 January 2023 and project conclusion date must be no later than 31 May 2023 unless otherwise approved by Council.***

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Description** |
| 1 |  | Project commencement |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  | Project completion |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

**QUESTION NUMBER 7**

**Innovation**

***Describe how your project is different to “business as usual” and how it will contribute to business***

***Growth.***

*Approximate number of words for this response: 200*

**QUESTION NUMBER 8**

**Environmental Sustainability**

***Will your project improve or diminish environmental sustainability, or will the affect be neutral?***

*Approximate number of words for this response: 100*

**QUESTION NUMBER 9**

**Anything else?**

***If there is anything that you wish to add to assist the assessment panel in making a determination,***

***please include it here.***

*Approximate number of words for this response: 200 (non-compulsory question)*

**Attachments**

***A maximum of two attachments (less than 10GB in total) may be included to support your***

***application. This is not compulsory***

DECLARATION

I confirm that I have the authority to complete and submit this application on behalf of the abovenamed business.

I acknowledge that by submitting an application for the Small Business Entrepreneurship and Innovation Fund, I agree to the Small Business Entrepreneurship Terms and Conditions which I confirm that I have read and understood.

Signature:

Name:

Position title:

Date:

**Completed applications**

***Email your completed application in PDF format to*** [***smallbusinessfund@wyndham.vic.gov.au***](mailto:smallbusinessfund@wyndham.vic.gov.au)

***In the subject line of the email write the word FUND followed by the name of your business.***

***Council will confirm receipt of your application within 48 hours by way of a return email.***

***SMALL BUSINESS ENTREPRENEURSHIP AND INNOVATION FUND 2023 TERMS AND CONDITIONS***

These terms and conditions apply to the funding available under the Small Business Entrepreneurship and Innovation Fund 2023 (‘Fund’). By applying for funding, you agree to be bound by these terms and conditions.

These terms and conditions should be read in conjunction with any relevant information about the Fund, e.g. your application, any information on Council’s website and any Council correspondence regarding the Fund.

1. **ELIGIBILITY**
   1. To be eligible for funding, the applicant must be a business that:
   2. has a current, active ABN with the principal location of business being an address within the Wyndham municipality;
   3. is either:
2. a sole proprietorship or partnership without employees (‘non-employing business’); or
3. a business that employs five people or less including business owner(s), on either a full or part time basis (‘micro business’); and
   1. is compliant with all relevant local, state and federal legislation.
   2. To be eligible for the business start-ups and early-stage enterprises funding stream of the Fund (Stream 1), the business’s ABN must have been registered after 1 July 2020.
   3. To be eligible for the Business Growth Builders funding stream of the Fund (Stream 2), the business’s ABN must have been registered prior to 30 June 2020.
   4. Applications will not be accepted from:
      1. local, state or federal government agencies;
      2. Council staff, Councillors or their immediate family members;
      3. individuals or businesses without an ABN;
      4. applicants who have an outstanding debt to Council or who have failed to provide satisfactory acquittal reporting for any previous Council funding;
      5. businesses that have an adverse effect on public health, safety, the environment, or heritage, or whose activities do not align with Council’s values;
      6. businesses that are undergoing any form of insolvency event; or
      7. businesses that received funding under Council’s Small Business Entrepreneurship and Innovation Fund in either 2021 or 2022.
4. **APPLICATIONS**
   1. To apply for funding, applicants must submit a properly completed application form by email to [SmallBusinessFund@wyndham.vic.gov.au](mailto:SmallBusinessFund@wyndham.vic.gov.au) between **9:00am on 10 October 2022 and 5:00pm on 30 October 2022.**  Applications which are incomplete or received outside of this period will not be accepted.
   2. Applications for funding of activities or projects which have already received funding from Council or the state or federal government will not be accepted.
   3. Application forms may be downloaded from [www.wyndham.vic.gov.au/small-business-fund](http://www.wyndham.vic.gov.au/small-business-fund).
   4. Application forms must be submitted in PDF format and must not exceed 10mb in file size.
   5. Applicants must obtain the prior consent of all individuals whose names and personal information will be provided in their application.
   6. Council will not seek to correct errors in applications or supporting material. Applications will be assessed as they have been submitted.
   7. Council reserves the right to request further information when considering applications, and the right to reject any application that is ineligible or does not meet the assessment criteria.
   8. Applicants agree to immediately notify Council of any changes to their application, including the request to withdraw their application by emailing [SmallBusinessFund@wyndham.vic.gov.au](mailto:SmallBusinessFund@wyndham.vic.gov.au).
5. **ASSESSMENT OF APPLICATIONS**
   1. Applications will commence being assessed in the week starting 31 October 2022 by an assessment panel consisting of Council staff in accordance with the assessment criteria published on Council’s website.
   2. The assessment panel may contact applicants and require them to participate in an interview, time and date to be agreed.
   3. Following the conclusion of the applicant interviews (if any), the assessment panel will make recommendations to Council.
   4. Council will, at a Council Meeting, determine the outcome of all applications that have been recommended by the assessment panel.
   5. Council reserves the right to approve a lesser or greater amount of funds applied for.
   6. All applicants will be notified in writing of the outcome of their application.
6. **LOBBYING**

No consideration will be given to applications submitted by applicants who have canvassed or lobbied Councillors or Council staff in relation to their application.

1. **SUCCESSFUL APPLICANTS**

Successful applicants:

* 1. must enter into a funding agreement with Council and comply with the terms and conditions of the funding agreement;
  2. acknowledge that they will receive the funding in two instalments as specified in the funding agreement;
  3. must acquit all funds by 30 May 2023, or within such other time period as may be determined by the assessment panel; and
  4. will be required to submit a report that sets out how the funds were utilised and short-term funding outcomes no later than 31 May 2023.

1. **FUNDING**
   1. There will be an initial single round of funding. The maximum amount of funding that a successful applicant may receive is $10,000 (GST excl.).
   2. Council may determine to release a second round of funding. Unsuccessful applicants are eligible to re-apply for future funding rounds (if any) in accordance with these terms and conditions.
2. **CONFIDENTIALITY**
   1. Applications are confidential and will only be disclosed in accordance with these terms and conditions, or as required by law.
   2. Applicants acknowledge and agree that their names, project details and the amount of funding requested and/or awarded will be made publicly available by Council and may be utilised in reports to Council and for use in fund marketing material.
3. **GENERAL**
   1. Council accepts no responsibility for late, lost, incomplete, invalid or corrupt applications.
   2. Council reserves the right to modify these terms and conditions at any time without prior notice.
   3. Council’s decisions are final and no correspondence will be entered into.