***Applying for Funding?*** This is what we need from you -

**Please fill out the following information and return to us via email as soon as you can.** The more and higher quality information you can give us, the better off your application will be. We have a saying in our office – “what happens in the room, stays in the room” and while we take this very seriously in terms of client confidentiality, we know that sometimes we need a little… well, more. We acknowledge we have an ultimate obligation to keep your information confidential. We agree to not disclose your confidential information to anyone unless required to do so by law. We recognise your privacy is important and are committed to protecting any information we collect from you. So, you can rest assured that any data, log in accesses, IP and internal company details you may need to give us as a part of your grant application will remain strictly confidential, within the project period and beyond.

**Grant information**

Grant Name:

Grant Due Date:

Project Deadline (the final date you can make any changes to your project):

Information Deadline (the final date we need all info, quotes and financials from you):

**General**

Project Contact / Your Name:

Business / Organisation Name:

Are you registered for GST?

ABN / ACN:

Are you a not for profit or a registered as a charity?

If yes, what is your incorporation number?

If no, what is your business structure (sole trader, company etc):

Level of insurance:

Phone number:

Email address:

Street Address:

Postal Address (if different):

Number of employees:

Years business has been trading for:

Business website:

Business social media handles (facebook, Instagram, twitter etc):

**Financials\***

Turnover last financial year:

Gross profit last financial year:

Bank account details (for funding to be paid too):

*\*Depending on the level of funding you are applying for, we may require the last two years of your financials – please be prepared to get these if we require them.*

**About you**

What do you do? Who are your customers? Briefly describe your business including the products or services it provides and your target market –

A summary of your organisational capability and history, including experience and accomplishments:

Up-to-date evidence of your organisation’s success and capability, including evaluations and positive feedback:

A copy of past grant applications along with any feedback (if relevant):

**The Project**

Please provide a description of your project you are applying for under this funding round (disregard if we have spoken in detail in person or over the phone), including the benefits that this project will incur on your business and community. *This could include job creation, increase in turnover / profit, better trained staff, a more resilient business, a better / stronger community or automation / innovation / new technology…*

If you already have one, please attach the **detailed** quote/s you have received from your potential suppliers for this project / work to your reply email to us. Please note that the work **can not** have been started.