

APPLICATION FORM

For Scenic Rim Digital and E-Commerce Grant Program

This form is to be completed by eligible business owners within the Scenic Rim when applying to participate in the Scenic Rim Digital and E-Commerce Grant Program.

Please refer to the Digital and E-Commerce Grant Program Guidelines for further information.

In order for your application to be assessed you must complete all sections of this form and provide all supporting information.

APPLICANT DETAILS			
Organisation name:		ABN:	
Contact name:			
Property address:			
Street number and name	City/Town	State	Postcode
Postal address (if different):			
Preferred contact number:		Email:	
Website (including links to social media)			

DETAILS
<p>Provide a brief outline and purpose of the online and e-commerce project which you are planning to undertake:</p>
<p>Describe how your business will benefit from the proposed project</p>
<p>When do you plan to commence the project?</p>
<p>Length of time for completion of the project? <i>Preference will be given to projects able to be completed in the short term (within four months).</i></p>
<p>Quotes <i>(Please attach two quotes from contractors and suppliers).</i> Applicants are to engage local contractors and suppliers of goods and services (this will be reviewed/assessed subject to the applicant not being able to source the required goods or services Scenic Rim. Please briefly outline the details of contractors or suppliers sourced within the Scenic Rim and any exemptions requested for those outside of the region.</p>

Grant Allocations:

Businesses can apply for matched funding, with a maximum Council contribution of up to \$2,000. Total project costs may exceed \$4,000, with businesses providing additional funding above Council contribution.

Funds requested through this grant program (list ex GST and + GST amounts)?

Total cost of project?

Applicants may be awarded full or partial funding for certain elements of their application or awarded funding at a lesser amount than the applicant has applied for. Any lesser financial assistance will involve consultation with the applicant prior to the grant application being approved.

Applicants must be able to fund the costs of the works up front as Council will provide its share of the funding at the completion of works and appropriate acquittal.

Alternatively, invoices relating to the project as per the signed letter of agreement can be paid directly by Council to the preferred supplier at completion of the project, if requested as part of the application.

APPLICANT DECLARATION

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability and agree to the following criteria details in the Scenic Rim Digital and E-commerce Grant Program:

- to the best of my knowledge the statements made within this application are true and correct
- I am an authorised representative of an eligible business as listed in the grant guidelines
- I have read and understood the grant guidelines

If my application is successful, I agree to:

- submit an outcome report within one month from completing project
- provide proof of project expenditure (including copies of invoices/receipts)
- contact Scenic Rim Regional Council should I not be able to fulfil the conditions of the grant funding

Name:

Signature:

Date:

SUPPORTING DOCUMENTATION CHECKLIST

Please remember to provide the following supporting documentation when submitting this form:

- Evidence have less than 20 employees at time of application
- Quotes from licensed contractors and suppliers, and
- Evidence of a turnover of \$2 million or less in the last financial year turn Documentary evidence as property owner's legal representative or authorised agent and the nature of the legal authority (if applicable).

ADDITIONAL INFORMATION

Grant application approvals. Council will advise the applicant in writing of the outcome of this application.

How to claim grant funding

To claim the grant funds, the applicant must provide Council with:

- Written advice that the works have been completed
- A receipt from the licenced contractor, including the ABN of the contractor, and
- A tax invoice (including ABN) to Council for the agreed grant sum (inclusive of GST).