



Shire of Northam
Heritage, Commerce and Lifestyle

Industry Attraction Fund Grant Application Form

2 Stage 2 - Application

2.1 Contact Details

2.1.1 Applicant Details

Legal/Company Name: _____

Trading Name: _____

Applicant ABN: _____ Applicant ACN: _____

What year was the business established? _____

Business Address: _____

Aboriginal Business (must be a minimum 50% owned by an Aboriginal interest)

Yes No

Business website: _____

Number of Employees: _____

2.1.2 Primary Application Contact

Title: _____ First Name: _____ Last Name: _____

Position: _____

Primary Business Phone Number: _____

Mobile Phone No: _____

Email: _____

2.2 Overview of Applicant's Business Operations

- Select the statement that best describes your current operations:
 - Primary place of business is currently within the Shire of Northam

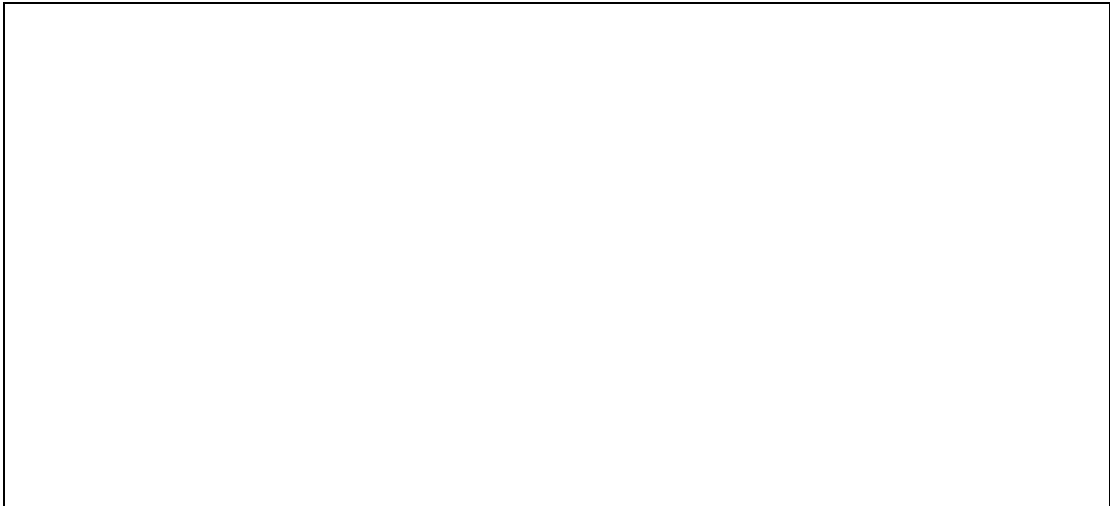
- An operational arm of the business is currently located within the Shire of Northam
 - The business does not currently have an operational presence within the Shire of Northam
 - Type of organisation
 - For profit
 - Not for profit
 - What industry sectors does your business operate in?
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- Company Overview [Guide: This could include a summary of the company's Business Plan, the core business undertaken, business goals for next five years and high-level strategies to achieve these.]

- Organisational Chart [Guide: Explain the structure of the organisation, relationships, job titles and reporting hierarchy.]

- List of Board Members – include names and positions/titles of each board member (if applicable)

- Management Capability [Guide: Include a capability statement on the senior management including name, role, area of expertise, length of service with company and their key skills/strengths]



2.3 Project Details

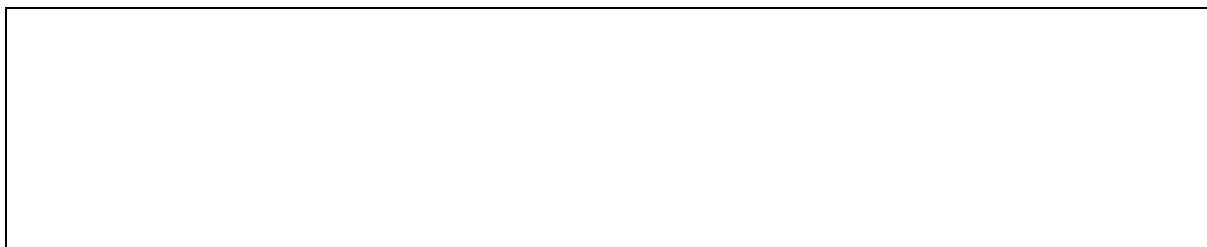
2.3.1 Project Overview

Provide an overview of the project [Guide: Include what the proposed project/development is, what its aims are, how it will be funded, when the company expects to make a return from the project, highlight timeline for construction and commissioning]



2.3.2 Suitability of Location

Outline the rationale for establishing this development within the Shire of Northam.



2.3.3 Research and planning

Outline the research and planning undertaken to determine the viability of this development. Where relevant, attach any feasibility studies, business cases, due diligence reports or other material to support the decision making.

2.3.4 Activity Details

Provide a detailed description of the activities planned and how the grant funding will be used. Attach any supporting documents.

2.3.5 Project Timeline

Estimated construction start date: _____

Estimated construction completion date: _____

Estimated operational commissioning date: _____

2.4 Project Benefits

2.4.1 Contribution to Local Economy

Outline how the project will benefit the local economy. This should include reference to the impact on existing businesses where competitors are based within Shire of Northam and outline how this project will be managed to minimise the risk of a negative impact on these local competitors. Consideration should also be given to how this project can work in collaboration with existing businesses, including through Buy Local Policy.

2.4.2 Job Creation

How many jobs will be created during the construction phase?

What percentage of construction jobs will be based in Northam?

How many new FTE will be created during the first year of operation?

How many new FTE will be created during the second year of operation?

How many new FTE will be created during the third year of operation?

What percentage of the operational workforce will reside within the Shire of Northam?

Outline the business' strategy to encourage and support the workforce to reside within the Shire of Northam, including consideration of how Aboriginal people would be supported to join the workforce.

2.4.3 Other Benefits

Outline other benefits that the project offers to the Shire of Northam. This could include business, community and environmental benefits.

2.5 Financial Viability and Risk

The purpose of this section is to demonstrate the applicant's financial viability and assist minimise the Shire of Northam's risk.

- Has the business or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) been involved with a business failure (liquidation, voluntary administration or receivership)?

Yes No

- Have any of the senior officer bearers in the business been declared bankrupt?

Yes No

- Has the business or any of its senior office bearers been the subject of a legal investigation?

Yes No

- Has there been any past, current, pending or finalised litigation against the business or any of its senior office bearers during the last three years?

Yes No

- Has there been any collections by debt collection agencies on behalf of creditors of the business?

Yes No

- If you answered yes to any of the above questions, please provide an explanation.

- Please attach declaration of solvency signed by the Director(s) of the business. A template declaration can be downloaded here [link to Word document with template provided at end of this document].

I confirm I have attached a declaration of solvency

- Provide a Financial Plan demonstrating the project is financially viable.

I confirm I have attached a Financial Plan

- Provide statement guaranteeing finance from a financial institution (if finances is required) and/or statement from other funding body confirming grant funds (if other grant funding is being leveraged).

I confirm I have attached a statement guaranteeing finance

- Provide a summary of your business' financial results for the last three financial years:

Financial Year	Turnover	Net Profit before tax	Equity
2017/2018			
2018/2019			
2019/2020			

- Attach a copy of the latest financial statements (balance sheet and profit & loss statement).
 - I confirm I have attached a copy of the latest financial statements
- Explain any significant variations in the financial statements.

- List all successful applications to State or Federal grants, a brief overview of the grant purpose and the value of the grant. Applicants may also list any successful international grants received or business/industry awards won.

2.6 Stakeholder Consultation

List the stakeholders consulted and their position in relation to the development.

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3 Project Budget

Provide a budget for the project outlining total budget and high-level costings, along with a breakdown of the contribution requested from the IAF.

I confirm I have attached a budget for the project

4 Declaration and Submission

4.1 Privacy and Confidentiality Statement

Shire of Northam collects the information sought in this application so that it can check the applicant's suitability for funding under the IAF and for the purpose of verifying the applicant's ability to meet its obligations under the fund. Shire of Northam will treat all information as confidential.

However, Shire of Northam operates within a public accountability framework and applicants are informed that Shire of Northam is subject to the Freedom of Information Act 1992 which provides a general right of access to records held by Western Australian State and Local Government agencies.

Applicants should be aware that information pertaining to the receipt of Shire of Northam financial support may be tabled in Council Meetings of the Shire of Northam.

This information could include names of recipients, the amounts of financial support, the name of the initiative/activity and details about the initiative/activity. This could result in requests for more detail to be released publicly.

I understand and agree to the above statement.

Yes No

4.2 Declaration

I declare that I am authorised to complete and submit this application on behalf of the applicant and declare I have read and understood the IAF Guidelines.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this application and that Shire of Northam may, during the application process, consult with other agencies about the applicant's claims and may also enlist external technical or financial advisers to advise on information provided in the application.

I also understand that Shire of Northam may obtain a credit report on the applicant through a credit information bureau.

I confirm that, where the services of consultants will be used for the delivery of the activity, the consultant(s) will be independent and are not in a business relationship or association with the applicant.

I understand that if the application is approved, the applicant must enter into an agreement with Shire of Northam before financial assistance is provided and acknowledge that no legal obligations will arise between the parties until such time as an agreement is formally executed.

I understand that payment of the Shire of Northam's contribution under the IAF will only be made to the applicant following the submission to Shire of Northam of written evidence that the activity has been completed and paid for.

I declare that the applicant has not received funding for the activities specified in this application under any other Local, State or Australian Government program.

I declare that the information contained in this application together with any information attached is, to the best of my knowledge and belief, true, accurate and complete in all material particulars.

I also understand that the provision of false or misleading information or the making of a false or misleading statement in this application is a disqualification of this application.

I understand that the applicant has and will, while undertaking the activities specified in this application, maintain records that substantiate the applicant's undertaking of the activities.

I understand that the granting of assistance under the IAF is subject to the availability of funds at the time the applications are assessed.

I understand and agree to the above declaration. Yes No

Applicant Details

Title: _____ First Name: _____ Last Name: _____

Position: _____ Date: _____

Declaration of Solvency (to be signed by the Directors/Owners of the business).

I/We the undersigned Directors/Owners declare that we have reasonable grounds to believe that the company/business is solvent and will be able to pay its debts when they become due and payable.

Name: _____ Sign: _____ Date: _____

Name: _____ Sign: _____ Date: _____

Name: _____ Sign: _____ Date: _____

Please submit completed applications to Ms Alysha McCall at ceosec@northam.wa.gov.au.