

Business Shopfront Revitalisation

Form Preview

Overview of Program and Preliminary Steps

* indicates a required field

Overview of Grant Program

Please refer to the [Business Shopfront Revitalisation Grant Guidelines](#) and the [Community Grants Policy](#) prior to completing this application form.

For further information or assistance, please phone Council on **1300 696 272** to speak to the Community Development Team or email communities@northburnett.qld.gov.au

Information Privacy Statement

North Burnett Regional Council is committed to handling your personal information in accordance with the *Information Privacy Act 2009 (QLD)*.

The information collected on this form and supporting documentation will be used to process your Community Grants Program application. Your personal information will be accessed by persons who have been authorised to do so including the grant selection panel which may include parties external to Council.

The information will not be disclosed to any other person or agency external to council without your consent, unless required by or authorised by law.

By submitting an application, you consent to Council publishing your name, project and funding information on our website and in Council publications. This information may also be used by Council for advertising and promotional purposes and statistical reporting.

I have read and understood the Information Privacy and Right to Information Statement and agree to the use and disclosure of information as outlined in the Statement *

☐ I agree

Important information

- It is recommended that you save this document every 10-15 minutes to avoid losing your work.
- You can 'Save Progress' of your application and come back to it at a later time without losing your information.
- Once you submit your application you will receive a confirmation email and a PDF copy of your submission, for your records.
- You will be unable to make amendments to your application once submitted.

Organisation Details

* indicates a required field

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Business Details

Name of Business *

Organisation Name

Must be an incorporated, not for profit, community organisation.

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.

Physical Address of Business *

Address

Registered address of organisation for incorporation purposes.

Postal Address *

Address

Website

Website (preferred) or Facebook address

Organisation Email Address *

Must be an email address.

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Applicant

Contact details *

First Name

Last Name

Position in Organisation *

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Public Liability Insurance

Upload Certificate of Currency *

Attach a file:

Minimum of 20 Million Public Liability Insurance

Suppliers Details Form

In order to process your application faster, should you be successful, you are required to download and complete a Suppliers Details Form.

You can download the Supplier Details form [here](#)

Please upload your completed Suppliers Details Confirmation Form here. *

Attach a file:

Details of proposed works

* indicates a required field

Building Details

Which town will the works be undertaken? *

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- ☐ Biggenden
- ☐ Eidsvold
- ☐ Gayndah

- ☐ Monto
- ☐ Mundubbera
- ☐ Mt Perry

Name of Business Occupying the Building

Building Address

Address

Name of Building Owner

Property Owner Consent

Are you the Building Owner or Tenant?

- ☐ Building Owner
- ☐ Tenant
- ☐ Legal Representative of the Owner

Tenant

Without the property owner's consent, we are unable to accept the application. Please provide evidence the landowner has consented to the works being undertaken on their property.

Please upload building/landowners consent *

Attach a file:

e.g signed letter of support

Legal Representative of the Owner

If you are signing on the owners behalf as the owners legal representative, you must state the nature of your legal authorisation and attach documentary evidence of your status (e.g. Power of Attorney, Executor, Trustee, Company Director, etc).

Are you a

- ☐ Company Director
- ☐ Trustee
- ☐ Power of Attorney
- ☐ Executor

Please upload evidence of status

Attach a file:

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Details of Improvement Works

Type of improvement works *

- ☐ Upgrading maintenance to Shop Fronts, including painting
- ☐ Upgrading maintenance to Awnings, including painting
- ☐ Footpath Enhancement
- ☐ Landscaping
- ☐ Installing Noticeboard on shop front
- ☐ Advertising Signage
- ☐ Other:

At least 1 choice must be selected.

Brief summary of proposed works

Word count:

Must be no more than 25 words.

Proposed start date of works? *

Must be a date.

Events commencing prior to funding approval are ineligible.

Proposed finish date of works? *

Must be a date.

Please attach a photo of the proposed improvement area

Attach a file:

Are local contractors being used for the project?

- ☐ Yes
- ☐ No
- ☐ Both
- ☐ No - I will be completing the work

Are local suppliers being used to source for material and resource purchases? e.g. paint.

- ☐ Yes
- ☐ No
- ☐ Both

If you are partly or not engaging local contractors/suppliers please detail why

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Benefits and outcomes

Describe how the proposed works will contribute to improving the vibrancy and activation of the street frontage, leading to increased foot traffic and visitation

Discuss how your projects will deliver some or all of the following benefits: Attracting new customers and improving sales; attracting new tenants (or retaining existing tenant); stimulating new investment/business opportunities; improving property values and/or increasing rental incomes; supporting local construction businesses and suppliers; choosing sustainable and energy efficient options/products where possible and practical and/or; contributing to community safety and/or accessibility.

Budget

* indicates a required field

GST registration

Is your organisation registered for GST *

- ☐ Yes
☐ No

If your organisation is registered for GST

- Do NOT include GST in the income and expense sections below.

If your organisation is not registered for GST

- Include GST in the in the income and expense sections below.

Budget - Income

Income	\$ Total (excluding GST)
Include description of requested funding and contribution sources on separate lines for. Additional lines may be added.	Must be a dollar amount.
Organisations Financial Contribution	\$
Funds Requested from Council (maximum of \$1000)	\$

Budget - Expenditure

- In the table, include the quote/s from the supplier/s that you would like to proceed with.
- List each item you are planning to upgrade.

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- Examples of Expenditure: painting, landscaping, footpath enhancement, advertising signage.

Expenditure	\$ Total (excluding GST)	Supplier	Upload Quote
		Please list the supplier name	
	\$		
	\$		

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.

Declaration

* indicates a required field

Declaration

By submitting this application I confirm that:

- I am legally authorised to make this application on behalf of the named business for which this application is being made.
- I agree to undertake the proposed works as outlined in this application.
- The details in this application and any attachments are lawfully true and correct.
- I consent for authorised Council Officers to enter the property to carry out inspections relating to this Application.
- The entity named in this application accepts all legal and financial responsibility associated with this application and any funds granted should this application be successful
- There will be appropriate and adequate insurance covering maintenance works.
- All necessary permits/approvals will be obtained prior to the beginning of the project
- All relevant health and safety standards will be met.
- Council does not accept any liability or responsibility for the project.
- My organisation has met all previous acquittal conditions and has no debt to council
- I acknowledge that if approved funding it does not exempt the applicant from building/town planning or

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any other permits required from Council and other regulatory bodies, for which separate approval must be granted (if required) prior to commencement of work.

Declaration *

☐ I agree

☐ I Disagree

Name of authorised person submitting this application *

Position in Business *

What Happens Next

1. **Assessment by council** - all valid applications will be assessed by Council
2. **Applicant** is advised of outcome of their application and any special conditions.
3. **Release of grant funds** to the applicant.
4. Applicant undertakes improvement works.
5. Works are completed within timeframe.
6. **Applicant submits acquittal** form via Smartygrants. The report is to include: high resolution images showcasing the completed works and receipts.