

Form Submission

Form:

Business Competitiveness Program Application - sample

Form Type:

Grant Application

Introduction

Confirmation

I confirm that I have read and understood the [Program Guidelines](#).

I meet and can provide evidence as to my eligibility to the program.

I confirm that I have read and understood the BCP funding agreement template and understand that successful grant recipients will be accountable for the estimated capital expenditure and estimated number of FTEs to be created in the funding agreement.

Are you eligible to apply?

1. Be a legally structured business registered in Victoria with an Australian Business Number (ABN)

Yes

2. Have an operating presence in Victoria.

Yes

3. Have a trading history longer than three years at the time of application.

Yes

4. Employ at least 20 FTE (full-time equivalent) staff and has an annual turnover of greater than \$1.5 million.

Yes

Note: Companies with less than 20 FTE maybe considered but will need to provide a compelling argument demonstrating why their project should be funded and how it will stimulate job creation.

5. Be currently engaged in manufacturing or the manufacturing supply chain or can demonstrate a genuine commercial connection to the manufacturing supply chain.

Yes

6. Agree to meet the cash co-contribution requirement (\$2 for every \$1 granted) with eligible project expenditure.

Yes

7. Agree to meet all industrial relations obligations as an employer in accordance with the National Employment Standards.

Yes

8. Agree to conduct the majority of proposed activities in Victoria.

Yes

9. Agree to participate in future program evaluation activity.

Yes

10. Provide financial reports for the last three financial years to enable the Department of Jobs, Precincts and Region (the Department) to conduct a financial risk assessment (FRA).

Yes

11. Do you employ any persons who are not Australian citizens or permanent residents?

Yes

Are those persons eligible to work in Australia under the terms of any visa issued under the Migration Act 1958(Cth) or legally able to work in Australia under any other arrangement?

Yes

12. I am not applying on behalf of:

- an individual,
- a government agency or body
- a publicly funded research institution
- a not-for-profit organisation
- a community-based organisation
- a trust (not including incorporated trustees)

Yes

13. My project will commence within 90 days of and be completed within 18 months of signing a grant agreement (note: Businesses should expect to learn the outcome of their application within approximately sixteen (16) weeks of submission).

Yes

14. My project is yet to commence and will not commence until a grant agreement has been fully

executed. (Note: in special circumstances and at the Department's discretion, projects may commence after a Letter of Offer has been issued by the Department and accepted by the Applicant)	Yes
<u>Joint Applications</u>	
15. Each applicant business agrees to the eligibility criteria above.	N/A
<u>Trusts</u>	
16. My business is an incorporated trustee applying on behalf of a trust.	N/A
17. My business will remain sufficiently liable for the performance of any agreement signed on behalf of a trust.	N/A
<u>Partnerships</u>	
18. I am a Partner for my business	N/A
19. I will remain sufficiently liable for the performance of any agreement signed on behalf of the partnership	N/A

Applicant details

Company Name	
Registered Business/Trading Name	
Australian Business Number (ABN):	
Check the ABN at ABN Lookup	
Australian Company Number (ACN) (if applicable only):	
Company Website Address:	
Is the company acting as a trustee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Trust	
ABN of Trust	
Contact Details of Person Responsible for Managing this Application	
Title:	<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms
Surname	

Given Name

Role within Business:

Business phone

(Please prefix e.g. + 61 3)

Mobile:

(Please prefix e.g. + 61)

Email

Are you an Authorised business representative (e.g. Accountant, Tax Agent, Lawyer etc) representing the business?

Yes

No

By checking this box, I attest that I am acting on behalf of my client and have written instruction from my client to prepare this application on their behalf.

Business Address

Street Address

Suburb/Town

State:

Postcode

Country

AU

Postal address same as street address

Yes

No

Postal address

Postal Address

Suburb/Town

State:

Postcode

Country

Address of project location (if different from Business Address)

Same as business address

Yes

No

Project Location Address:

Other Company Information

Type of Organisation: Commercial
 Education
 Government
 Industry Development
 Research
 Other

Other (Type of Organisation)

Industry Type:

Ownership: Not Applicable
 Private
 Public
 Government

Are you currently, or have you in the past five years, been involved in any litigation against the State of Victoria or received any fines from the State of Victoria(e.g. EPA, WorkSafe Victoria) Yes
 No

Note: Probity checks on applicants will be undertaken.

Please provide details

Principal Activities:

Not more than 100 words, describe your current business operations, products , services and markets.:

Total Annual Sales Revenue - Last Financial Year:
(Please do not enter \$ or comma. Enter only numbers)

Export revenue - Last Financial Year:
(Please do not enter \$ or comma. Enter only numbers)

Current Number of full-time equivalent employees (FTEs):

Victorian:

Australian:

International:

(If across multiple sites, please specify how many at each site):

Previous Grants and Supporting Documents

How many other forms of Government assistance has your business previously applied for?

Include grants:

- * received by your company and related parties in the past three years
- * from Commonwealth, State and Local bodies including the Department of Jobs, Precincts and Regions (DJPR)
- * that are being negotiated and
- * that you have applied for

If this list includes more than four grants, please provide the required details and attach at the end in the Supporting Documents Section: 0
 1

- 2
- 3
- 4
- More than 4

Grant or Program 1

Government Agency:

Funding Status - The business has:

- Successful
- Unsuccessful
- In Progress

Amount (\$AUD):
(Please do not enter \$ or comma. Enter only numbers)

Grant or Program 2:

Government Agency:

Funding Status - The business has:

- Successful
- Unsuccessful
- In Progress

Amount (\$AUD):
(Please do not enter \$ or comma. Enter only numbers)

Grant or Program 3:

Government Agency:

Funding Status - the business has:

- Successful
- Unsuccessful
- In Progress

Amount (\$AUD):
(Please do not enter \$ or comma. Enter only numbers)

Grant or Program 4

Government Agency:

Funding Status - the business has:

- Successful
- Unsuccessful
- In Progress

Amount (\$AUD):
(Please do not enter \$ or comma. Enter only numbers)

Project Details

Project Title:

Summary of project:

Insert a brief description of the Project including activity, objectives and anticipated outcomes (Max 250 words)

Project Background:

Explain why the project is necessary, including details of all involved parties, current business operations, gaps in the market the project will potentially address, etc (Max 250 words)

Estimated Total Project Value:(AU\$)
(Total project value including the grant request
(excluding GST))

Estimated Grant Request:
(Estimated grant amount requested from BCP)

Employment and export outcomes:
Anticipated employment and export outcomes that are directly attributable to the project

New full-time equivalent employees (FTEs)

Transitioned Jobs/Upskilled positions:

Increase in Exports:
(Please do not enter \$ or comma. Enter only
numbers)

Duration of the Project (maximum 18 months from execution of the Grant Agreement to completion):

Estimated start date

Estimated completion date

Location where project will be carried out:
Suburb, Postcode

Have you completed any previous research
regarding the viability of this project?

Yes
 No

Please provide details:

Does your project require any approvals?

Yes
 No

If Yes, please outline the required approvals you need to obtain and their status (if already in process) below.

Assessment Criteria

1. Need for Government Support (max 250 words)

- Demonstrate why Government support is necessary for stated outcomes being realised, including outlining other funding options that have been pursued.

(If the applicant's annual turnover is more than \$100 million, the applicant will need to demonstrate a compelling argument as to why government support is needed)

2. Job Creation (max 250 words):

- Outline the number of sustainable, new local FTE jobs generated (including high value jobs) by the project and the timeline for job creation.as the project is implemented.
- Number of existing employees to be transitioned into higher value, higher skilled roles and the timeline for this to be achieved. Please specify the roles, average wage and number of each.

3. Other Benefits (max 250 words)

- Demonstrate how the activity will enhance the competitiveness of your business and/or,
- How the activity will enhance the competitiveness of the manufacturing sector or supply chain and/or
- How the activity will contribute to broader social and environmental objectives.

4. Capacity and capability to successfully implement the project (max 250 words)

- Outline the track record of the company in delivering grant projects (if applicable) and the resources to be allocated to the project.
- Outline how the project will be implemented to meet the project deliverables and milestones.
- Outline any history of delivering and reporting on similar projects to a third party.

Supporting Documents

All applications must be accompanied by a Project Plan (including quotations from providers), which you will be asked to provide when you submit this form online. A template providing guidance about what information the Project Plan should include, as well as a template for the Profit and Loss and Cash Flow projections, is available at www.business.vic.gov.au/bcp.

Project Plan (attachment)

Audited Financial Accounts (Last 3 financial years)

FY 1 (attachment)

FY 2 (attachment)

FY 3 (attachment)

Management Interim Accounts (only required if the most recent Financial Report is more than six months old): (attachment)

Financial projections (Profit and Loss and Cash Flow projections): (attachment)

*Evidence of co-contribution:

• evidence, in writing, of support from the Board (or business owner, CEO or Partner) that the business can undertake the project and meet its co-contribution costs; and (attachment)

- an approved loan facility (loan agreement); or
- cash at bank (current bank statement); or
- management accounts demonstrating satisfactory cashflow or liquid assets.

Other (attachment)

Other (attachment)

Other (attachment)

Other (attachment)

Other (attachment)

Acknowledgement and Lodgement

Agree []

Name:

Position/Role:

