

## Business Development, Events & Marketing Quick Response Grant Application

The Economic Development and Marketing Stream supports and facilitates programs, services and projects that contribute to the City of Busselton's economic, social, environmental and cultural development. The program includes grant funding supporting economic development and marketing initiatives delivered by stakeholder groups.

### Grant Funding

- Economic Development Initiatives - supporting priorities identified in the City of Busselton's Economic Development Strategy 2022-27.
- Marketing Initiatives: Supporting initiatives that improve the visitor experience within the City of Busselton and strengthen the Busselton regional brand.
- Grants up to \$1,000 per application.

All projects and programs must demonstrate alignment with selected goals and strategies from the City of Busselton Economic Development Strategy 2022-26 as outlined in the program guidelines.

Please read the [Economic Development and Marketing Grant Guideline](#) documents before completing this application. It is recommended that you contact the City Economic Development team on 97810712 to discuss your initiative prior to its submission.

Section 1 - Applicant Details	
Organisation Name:	
Type of Organisation e.g. Sole Trader, Company:	
Title of Initiative/Project:	
Contact Person for Project:	
Position Held:	
Postal Address:	
Office Hrs Telephone:	Mobile:
Email Address:	Website Address:
ABN or ARBN:	Registered for GST:            Y            N
Total Project Budget:	
Amount requested \$	

## Section 2 - About Your Organisation

Please describe your organisation structure, and primary business objectives:

Do you have Public Liability Insurance?                      Yes                      No  
Please attach a copy (must be current and provide cover for proposed program/event)

## Section 3 - Project/Activity/Details

Please describe the project you are planning to undertake- a concise, clear summary of what the project will entail. (Who, what, when, where, how).

How does this align to the City of Busselton's Economic Development Strategy 2022-27 identified priorities as per the Grant Guidelines? (please be specific)

## Section 4 – Acknowledgement Of Funding

If your application is successful, please outline methods you would use to acknowledge the support you have received from the City.

### Section 5 – Budget Details

List main expenditure and income details relating specifically to your activity/project.

Please note: The City of Busselton does not provide grant funding for business operating costs (e.g. staff wages, rent, utilities and consumables)

Expenditure		Income	
Items	Total	Items	Total
<b>Total Expenditure</b>		<b>Total Income</b>	

Total amount requested from Council for this initiative \$ \_\_\_\_\_

### Section 6 – Other Information

We welcome further information or attachments that may assist us in the processing of your application.

### SECTION 7 – DECLARATION

I hereby certify that I am the authorised person of:

(business name)

And

- I have read and understood the guidelines;
- The organisation has all the required insurances, permits and licenses to operate

The information contained herein, is to the best of my knowledge, true and correct.

Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Helpful Hints

### Data and Statistics

The City of Busselton engages REMPLAN for up-to-date economic and demographic data and statistics. This information can be helpful when developing your business case, funding proposals and grant applications.

[City of Busselton Economic Report 2021](#)

[City of Busselton live REMPLAN DATA](#)

### In-kind contributions

An in-kind contribution is a contribution of a good or a service other than money. You do not need to submit written records of in-kind contributions received for your activity. However, it is your organisation's responsibility to keep written records (e.g. letter of donations or receipts) of the in-kind support committed or received.

How do you calculate your in-kind contribution?

The calculation of your in-kind contribution is based on your best estimates.

- calculate volunteer general labour at \$20 per hour
- calculate volunteer specialist labour (for example, engineer or architect) at \$45 per hour
- calculate donated goods at the price you would pay for them if they were not donated

### Contact

For further information or to discuss a potential application, please contact the Economic Development Team at [economicdevelopment@busselton.wa.gov.au](mailto:economicdevelopment@busselton.wa.gov.au) or (08) 9781 0712.

Applications can be submitted to:

[economicdevelopment@busselton.wa.gov.au](mailto:economicdevelopment@busselton.wa.gov.au)

Economic Development Team  
City of Busselton  
2 Southern Drive  
Busselton WA 6280