BUSINESS START-UP ASSISTANCE PROGRAM INFORMATION SHEET

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# ABOUT THE BUSINESS START-UP ASSISTANCE PROGRAM

Setting up your own business is exciting, but challenging if you’re not prepared. The good news is, Singleton Council is here to help and you’re already off to a great start. The purpose of this program is to assist people to take their business idea from conception to a successful operating business.

Singleton Council residents are welcome to book a time to talk to our Economic Planner or take away our Business Start-up Assistance Pack so you can read some information in your own time. At that point if you would like to receive some profession business advisor support we recommend you contact the Futurepreneurs Program <https://www.hunterfuturepreneurs.com.au/> or the Business Centre <http://www.businesscentre.com.au/> located in Singleton or the Hunter Valley Hub <https://www.huntervalleyhub.com.au/> located in Kurri Kurri. Once you have used the free support services available from these programs you can request additional paid support from Singleton Council by submitting the application form located on page 3.

# ELIGIBILITY CRITERIA

Any resident from the Singleton Council Local Government Area is eligible for this program.

# ASSISTANCE DURATION

This is no limit to the duration of assistance provided by Singleton Council, however the support provided by the Business Centre, the Hunter Valley Hub and the Hunter Futurepreneurs Program may have restrictions in accordance with individual program guidelines.

# FUNDING AVAILABLE

Individual business start-up assistance will be directly invoiced to Singleton Council by program partners (the Business Centre, the Hunter Valley Hub and Hunter Futurepreneurs Program). Each applicant can received up to $300 paid assistance from Singleton Council to assist with starting a small business. Additional free services may be available from program partners as advertised through their programs.

# PROCESS FOR ASSISTANCE

Page 2 shows a basic process flow for the Business Start-up Assistance Program. Formal financial assistance requested in accordance with this program will be via the page 3 request form. Once assistance approval is granted Singleton Council will provide the selected program partner with a Purchase Order to complete business start-up assistance.

# BUSINESS START-UP ASSISTANCE PACK

The Business Start-up Assistance Pack contains:

* Starting your business checklist
* Business plan guide
* Business plan template
* Business checklist companion
* Program partner information sheets

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# BUSINESS START-UP SUPPORT PROCESS

Complete Singleton Council application for additional assistance (Page 3)

Hunter Futurepreneurs Program Assistance

Hunter Valley Hub Assistance

Business Centre Advisor Assistance

Meeting not required

Business Start-up Assistance Pack

Meeting with Economic Planner

Council Customer Service Staff

Council Website

Front Counter Customer

Website Customer

# APPLICANT DETAILS

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| --- |
| Business/Organisation (if applicable): |
| Name: |
| Address: |
| Phone: |
| Email: |
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# BASIC BUSINESS IDEA DESCRIPTION

(This information will be used to inform Council management of the types of support this program has provided)

# SINGLETON COUNCIL POINT OF CONTACT

Please email any proposals to the e-mail addresses below. If you would like further information regarding this program or guidance on completing this form please contact the Senior Economic Development Officer. Singleton Council would like to make this program a successful ongoing program that benefits any potential business owner, therefore we would appreciate any proposals and feedback.

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| Position: Senior Economic Development Officer |
| E-mail: [ssc@singleton.nsw.gov.au](mailto:ssc@singleton.nsw.gov.au) |
| Phone: 02 6578 7290 |
| CM9 Reference: 18/51943 |
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