

SINGLETON COUNCIL APPLICATION BUSINESS RELIEF AND REBUILD GRANT FUND

1. Information

Singleton Council have developed a Business Relief and Rebuild fund for local businesses who are not eligible for other government funding sources, which is kindly supported by BHP Vital Resources Funding. Relief and Rebuild funding will be considered from \$2,000 - \$10,000 for projects that provide support and relief during the recovery period for businesses who have been unable to secure other stimulus packages or Government funding.

Completed applications must be returned by 31 July 2020, as specified in the guidelines.

Applications can be send via email to council@singleton.nsw.gov.au or by post to Singleton Council Business Relief and Rebuild Grant Fund, PO Box 314, Singleton NSW 2330 or deliver to the Singleton Council Administration building, Cnr Queen Street and Civic Avenue, Singleton. Late applications will not be considered.

2. Business Details

Name of Business			ABN/ACN		
Contact Name			Position		
Address					
Suburb			State		Post code
Contact number			Email address		
Business Headquarters or Location					
<input type="checkbox"/> Singleton LGA <input type="checkbox"/> Other, but project delivered in Singleton					
Describe the Business (services and activities)					
How many staff do you employ?					
<input type="checkbox"/> Self Employed <input type="checkbox"/> 1-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 100 or more					

3. How Has COVID-19 Impacted your Business?

Decrease in sales	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease in productivity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of business / customer accounts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of staff	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Challenges to distribution and supply chain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reduced operational capability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Forced to close down permanently	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Forced to close down temporarily	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Changing processes and procedures – E.G. HR, Hygiene, Safety, Remote Working.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other, please provide further detail below	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Further Details:		

4. Project Details

Describe why you require this business relief and rebuild funding and the project/s it will be used for to aid in the recovery of your business. (Please use second sheet if necessary).

What specific outcomes will the funding help you achieve?

How will the project support the wider community in recovery from COVID-19?

5. Project Financial Details

Funding requests should be between \$2,000 - \$10,000

Total Cost of Project (ex GST)	\$	Funding Requested (ex GST)	\$
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Is your business not eligible for other government grants? Please describe why your business is not able to achieve other government funding streams.

Expenditure Table: Please outline the key expenditure you will use the relief and rebuild funding for. If any expenditure is procedure outside of the Singleton LGA, please provide reason why.

Expenditure item	Amount (\$)



Financial Statements – applicants will be required to demonstrate their business is still trading, and will be requested to provide their Financial Statements up to 30th April 2020.	
Can you confirm that your business still has the capacity to trade for the rest of 2020.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you confirm that you are willing to supply Financial Statements up to 31st May 2020 if requested to support this application if requested.	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Project Delivery

Project Start Date		Project Completion Date	
Describe the capacity of your business to deliver the project			

4. Acknowledgment

I declare that I have read the grant guidelines and all information given in the application is true and correct, and that I am authorised to submit this application on behalf of the business.

Name of Applicant	Position	Signature	Date

PRIVACY NOTIFICATION
 Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's [Privacy Management Plan](#). The supply of information on this form is voluntary but it is required to process your application/request. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.

