

Commercial Distributions

Application Form



APPLICATION FOR ASSISTANCE

APPLICANT

Business Name	
Trade Name: <i>(if different)</i>	
Business Form:	Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Company* <input type="checkbox"/> Other** <input type="checkbox"/>
Address:	
City/Town:	
Mailing Address: <i>(if different from above)</i>	
Telephone:	
Email Address:	
Facsimile:	
Business Established:	
Number of Employees (current):	
*Company Registration Number:	
**Business Form <i>(Please describe):</i>	

PRINCIPALS

<i>Tick one</i> Proprietor <input type="checkbox"/> Partners <input type="checkbox"/> Shareholders <input type="checkbox"/> Other <input type="checkbox"/> <i>(please describe)</i>				
First Names	Last Name	Address	% of Ownership	Telephone

NATURE OF BUSINESS

Please describe the nature of the existing or intended business, including location:

ASSISTANCE REQUESTED

(Please describe in detail the nature of the assistance required from Development West Coast)

PROFESSIONAL SERVICES CONTACTS

Please provide names, addresses and telephone contacts

	Name/s	Address	Telephone
Bankers			
Chartered Accountant			
Insurers			
Solicitor			
Business Advisors			

GUARANTORS

(Please provide names, addresses and telephone contacts of any persons/organisations prepared to guarantee any loans requested)

	Name/s	Address	Telephone

OTHER INFORMATION

- 1 What are the estimated direct and indirect jobs on the West Coast created by the proposal and what is the projected time profile of the creation of these jobs?

2 What are the potential negative effects for existing West Coast businesses?

3 Describe any other economic benefits for the West Coast?

4 Please comment on any social or environmental implications.

ACKNOWLEDGEMENTS

I/we acknowledge the Trust Deed obligations imposed on the Trustees to publicly report annually in respect of each Recipient.

- (i) the name of the actual recipient;
- (ii) the amount of the distribution;
- (iii) the type of distribution.

I/we acknowledge that an administration fee of 0.5% of the distribution value is payable by recommended recipients.

I/we acknowledge that recommended recipients are liable for all legal costs in relation to any distribution.

Applicants Name <i>(please print)</i>	Signature	Date

DISCLAIMER

No promise or expectation of approval can be made to, or assumed by applicants in advance of a full Development West Coast decision.

The approval process is comprehensive and involves applicant interaction with management and expert advisors, recommendation by the Advisory Body, and final decision making by Development West Coast.

The processing of applications and enquiries, by its very nature, requires ongoing communication and dialogue with applicants.

The engagement of applicants in discussion, correspondence, site visits and procurement of additional information, or provision of advice in relation to structure, content of application, planning or operations **must not be construed as indicating that any form of positive recommendation, approval or consent of an application will be granted.**

CHECK LIST FOR PRE-CONDITIONS

(Clause Numbers refer to Information for Applicants)

YES **NO**

		YES	NO
1	Is the business activity to be domiciled in the West Coast?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the owner's equity at least 10% of the project cost?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you supplied all the information requested in Sections 3, 5 and 6 of DWC's document entitled "Information for Applicants"?:		
	a) the number of direct jobs anticipated, and whether they are full-time or part-time? (clause.3.4)	<input type="checkbox"/>	<input type="checkbox"/>
	b) the work force category? (clause 3.4)	<input type="checkbox"/>	<input type="checkbox"/>
	c) demonstration that other forms of funding have been canvassed? (clause 5.1)	<input type="checkbox"/>	<input type="checkbox"/>
	d) explained the reason for not using traditional financial sources? (clause 5.1)	<input type="checkbox"/>	<input type="checkbox"/>
	e) demonstrated that project can achieve self-sufficiency and sustainability? (clauses 5.3, 5.4)	<input type="checkbox"/>	<input type="checkbox"/>
	f) completed a Business Plan? (clause 6.2.1)	<input type="checkbox"/>	<input type="checkbox"/>
	g) provided formal integrated financial forecasts? (clause 6.2.2)	<input type="checkbox"/>	<input type="checkbox"/>
	h) demonstrated the ability to meet interest and principal repayment obligations? (clause 6.2.2)	<input type="checkbox"/>	<input type="checkbox"/>
	i) provided sufficient notes and explanations? (clause 6.2.3)	<input type="checkbox"/>	<input type="checkbox"/>
	j) for existing business, provided a three year history? (clause 6.2.4)	<input type="checkbox"/>	<input type="checkbox"/>
	k) provided evidence of appropriate business, management and technical skills and experience? (clause 6.2.5)	<input type="checkbox"/>	<input type="checkbox"/>
	l) provided details of security offered, including personal guarantors and their assets? (clause 6.2.6)	<input type="checkbox"/>	<input type="checkbox"/>
	m) supplied details of insurance covers available to protect the assets offered as security? (clause 6.2.7)	<input type="checkbox"/>	<input type="checkbox"/>
	n) suggested an exit strategy for Development West Coast if it is requested that an equity investment be made by Development West Coast? (clause 6.2.8)	<input type="checkbox"/>	<input type="checkbox"/>
	o) provided a copy of the constitution where an equity investment is sought (clause 6.2.9)	<input type="checkbox"/>	<input type="checkbox"/>
p) discussed relevant legislative compliance issues? (clause 6.2.10)	<input type="checkbox"/>	<input type="checkbox"/>	

AUTHORITY FOR REFEREES / REFERENCES

To : _____

I, _____

Full Name

_____ *Street Address*

_____ *Address*

_____ *Town / City*

hereby authorise Development West Coast to contact you as the writer of a reference on my behalf, or as a referee on my behalf, to discuss matters which Development West Coast considers relevant to my suitability as an applicant for funds from Development West Coast.

Signature

Date

