



Victorian Bushfire Business Investment Fund

Application form

1. Details

1.1 Details of Organisation Making Application

Applicant Name:		
Address:		
Postcode:		
Name of Project Manager/Contact Person:		
Position/Title:		
Telephone:	Fax:	Email:
ABN NO.:		

1.2 Project Details

Project Name:	
Local Government Areas:	
Project Address/Location:	
Has a previous application been submitted or will an application be submitted to any other Government agency for this project?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give details for each application.	

NOTE:

- Applicants should refer to the VBBIF Guidelines to assist in responding to the information required below.
- Applicants are particularly referred to the advice contained in the VBBIF Guidelines that they consult with their accountant or financial adviser in relation to their application.





Victorian Bushfire Business Investment Fund

Application form continued

2. Overview of Investment Proposal

3. Evaluation Criteria

Investment Proposals will be assessed individually against the following Evaluation Criteria:

You may either respond within this template or attach a separate statement addressing these items.

3.1 The level of net economic benefit the investment proposal will bring to the bushfire affected areas, including:

a. **Its contribution towards the regeneration and diversification of bushfire affected regional economies:**

- Does the investment proposal introduce a genuinely new economic activity?
- Will the investment proposal create opportunities for existing businesses?
- Will the investment proposal introduce new technology or skills? Will these technologies or skills have additional benefits for the bushfire affected regional economies?
- Outline whether the investment proposal will generate further investment, for example through future expansion, and explain when this would occur.

b. **The degree to which it generates economic activity through innovative projects in the bushfire affected regions:**

- Where will the project be located? Provide address details if known.
- Does the investment proposal involve the application of innovative ideas or technology that have the potential to increase efficiencies or productivity?
- Will the investment proposal create sustainable new jobs in the bushfire affected areas?



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Victorian Bushfire
Reconstruction and
Recovery Authority



Victorian Bushfire Business Investment Fund

Application form continued

3.2 The number of sustainable new full time equivalent jobs created.

- What is the number and type of jobs likely to be created by the investment proposal?
- What is the timeline for the creation of the new jobs relating to the investment proposal? Does the creation of the new jobs align with the timelines for the investment and growth of the business?
- Where will the workforce relating to the investment proposal be sourced? Can the required employment numbers and skill needs be met from the existing local workforce, or will there be a need to recruit employees from the rest of Victoria or interstate?

3.3 The demonstrable capacity of the applicant(s) to successfully undertake the investment proposal outlining the skills, experience and resources to which they will have access.

- Details of management experience particularly in relation to the nature of the investment proposal.
- Details of the applicant's access to customers, distributors or relevant supply chains relating to the investment proposal.

3.4 The extent to which the investment proposal creates new business activity.

- Will the investment proposal replace any existing capacity in the Bushfire affected regions?
- Does the applicant currently operate elsewhere in Victoria, or in another Australian State or Territory?
- Does the investment proposal include the relocation of an existing business premises from within Victoria, or from another State or Territory, and if so what is the net benefit of the move to the new location, in terms of economic benefits and jobs.

3.5 The sustainability of the investment proposal over the longer term without the need for ongoing government support.

- An explanation of how the investment proposal will be funded, and an indication of the level of funds likely to be generated from each source, and the type of funding (e.g. debt and/or equity) must be provided.



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Reconstruction and
Recovery Authority



Victorian Bushfire Business Investment Fund

Application form continued

- Applicants are expected to have sought private sector funding for the investment proposal. An indication of whether funding has been secured, or evidence of significant progress in negotiations for funding should be provided. Details of any special conditions applying to the provision of funding should also be provided.
- Details of all other applications for Government funding (including successful, unsuccessful and pending applications) in respect of the investment proposal.

3.6 The extent to which the investment proposal would be unlikely to proceed without funding from the VBBIF.

- Why would the investment proposal not proceed without the grant?
- How would the incentive of the grant impact favourably on the scale or timing of the investment proposal?

3.7 Victorian Industry Participation Policy (VIPP)

Applicants applying for a grant greater than \$1 million will be required to complete a Victorian Industry Participation Policy (VIPP) statement. This statement includes three reporting requirements: the level of local content; the number of new jobs created; and possible skills and technology transfer generated by the project. A standard clause will be contained within the legal agreement requiring grant recipients to meet the level of local content, as outlined in the VIPP statement.

4. Financial Information

Provide details of all confirmed and anticipated sources of finance for this project:

Source	Confirmed	Anticipated	Total \$
Applicant Contribution			
Other Contribution (please specify)			
Total			
Amount of assistance requested (exclusive of GST)			
Total Cost of Project			

- * Provide copies of documentation confirming availability of other funding.
- * **The project costs should be exclusive of GST.**



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Victorian Bushfire
Reconstruction and
Recovery Authority



Victorian Bushfire Business Investment Fund

Application form continued

Provide a breakdown of the capital expenditure required for project completion:

Details of Capital Expenditure	Amount for this stage of the project	Anticipated Completion Date
1.		
2.		
3.		
4.		
5.		
Total Project Cost		

All investment proposals must submit the following together with the application:

For applications from existing entities, the applicant's three most recent audited financial statements. These financial statements must include income statement, balance sheet, statement of equity, statement of cash flows, notes to financial statements, signed director's report, and signed report of the auditor. (Where the Financial Report is more than six months old, a copy of the latest interim/management accounts (*including Profit & Loss Statement and Balance Sheet*) for the current financial year).

In respect of applications for funding over \$500,000, please attach documented supporting evidence which should include:

- a comprehensive business plan for the investment proposal,
- evidence of financial contributions or investor support or interest in the proposal;
- details of construction arrangements, contracts and contractors (if applicable);
- evidence of the prospect of firm contracts for the sale of the goods or services, or documented evidence of an achievable marketing plan; and
- additional information that may be relevant such as economic studies or environmental impact statements.

Note: All investment proposals seeking funding in excess of \$500,000 must also complete the Five Year Financial Model Template attached.

In respect of applications for funding of up to \$500,000, please attach documented supporting evidence which should include:

- A concise business plan outlining the investment proposal (the Business Victoria business plan template may be a useful guide - www.business.vic.gov.au/BUSVIC/STANDARD/PC_62526.html)
- Evidence of financial contributions, investor support or interest in the project.
- Where possible a marketing plan, or evidence of sales contracts.
- Any additional information that will help an assessment of the viability of the proposal



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Victorian Bushfire
Reconstruction and
Recovery Authority



Victorian Bushfire Business Investment Fund

Application form continued

and also provide the following information, with projections for at least three years:

- Income statement (including breakdown of fixed and variable expenses)
- Assumptions used in deriving the revenue and expense projections
- Balance Sheet
- Statement of Cash Flows
- Capital expenditure schedule (both eligible and non-eligible capital costs)
- Depreciation rates and schedules

Applicants for funding up to \$500,000 need not complete the Financial Model Template.

5. Please provide any additional information or documentation in support of your application

6. Approval

This application is not approved until a letter of offer is signed and sent to the applicant. Proceeding with the project prior to approval is at the applicant's own risk.

7. Disclosure

All information from the applicant will be treated as commercial-in-confidence and will not be disclosed without express permission. The Department may include the name of the applicant and the amount of the grant in its annual report.

8. Declaration by Applicant

I warrant that all the information provided in this application and attachment is true and correct and that we have complied with all statutory obligations and reporting requirements. The Department of Innovation, Industry and Regional Development is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information..

Signature*:

Name:

Designation:

Date:

*To be signed by a person with delegated authority to apply, i.e. Chief Executive Officer, Director or Secretary.



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Victorian Bushfire Business Investment Fund

Application form continued

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

- Original completed Application Form.
- Certificate of Incorporation/Registration.
- All documentation required under section 4.

9. Sending Your Application

Completed applications should be forwarded by 30 June 2010 to:

Victorian Bushfire Business Investment Fund

Victorian Bushfire Reconstruction & Recovery Authority
6/55 Collins Street
MELBOURNE VIC 3000



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Reconstruction and
Recovery Authority



Victorian Bushfire Business Investment Fund

Application form continued

Victorian Bushfire Business Investment Fund: 5 Year Financial Model Template for Investment Proposal*

* Please note that the Financial Model Template is to be completed for the investment proposal only, not additional activities undertaken by the applicant

Name of project:						
Financial Year Ended (30 June)	2010	2011	2012	2013	2014	2015
	0	1	2	3	4	5
Expenditure by Period (Year)	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Project eligible capital cost						
Project non-eligible capital cost						
Total Project capital cost	0.0	0.0	0.0	0.0	0.0	0.0
Total Revenue						
Less: Variable expenses						
Less: Fixed expenses						
Less: Accounting Depreciation + Amortization						
Earnings Before Interest and Tax (EBIT)	0.0	0.0	0.0	0.0	0.0	0.0
Less: Interest expenses						
Earnings Before Tax (EBT)	0.0	0.0	0.0	0.0	0.0	0.0
Less: Equity/Project tax payable						
Net Income After Tax	0.0	0.0	0.0	0.0	0.0	0.0

Note: Information must be provided which details the assumptions behind the projections provided in the Financial Model Template.

This information is required for each year for which the Financial Model Template has been completed, and should include:

- (1) Income statement (including breakdown of fixed and variable expenses)
- (2) Assumptions used in deriving the revenue and expense projections
- (3) Balance Sheet
- (4) Statement of Cash Flows
- (5) Capital expenditure schedule (both eligible and non-eligible capital costs)
- (6) Depreciation rates and schedules



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