

Welcome to Ipswich Central - Business Incentive Program

Form Preview

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* indicates a required field

Before you continue:

You will need to fully understand the [guidelines for the Welcome to Ipswich Central - Business Incentive Program](#) to make sure your application has the best chance of getting a reimbursement.

The **Welcome to Ipswich Central - Business Incentive Program** is designed to financially support retail, arts, creative or hospitality ventures to set up a bricks and mortar business in Ipswich Central.

Who can apply?

- Be a business who has moved into the eligible pilot area AFTER 1 July 2024
- Have commenced a 12-month lease after 1 July 2024
- Have an appropriate business registration (ABN)

Please review the [Welcome to Ipswich - Business Incentive Program Guidelines](#) before commencing your application. You may also like to look at the resources [Grant Writing Tips](#) and [Sample Budget Fact Sheet](#) available on Council's Funding and Support webpage.

Applicant Details

Business Name *

Organisation Name

Contact Person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position held in Business

Contact Phone Number *

Must be an Australian phone number.
If not a mobile number, you must include the area code.

Contact Email Address *

Must be an email address.

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Business Postal Address *

Address

Click on Cannot Find My Address if your address does not come up in the list.

Business Email Address *

Must be an email address.

Business Website *

Must be a URL.

This can be a website or your social media site, such as Facebook or Instagram page.

Business Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Are any of your business's Board / Management Committee members Ipswich City Council staff? *

- ☐ Yes
☐ No

Council collects this information in accordance with its Related Party Disclosure Policy

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List of Board / Management Committee members who are Ipswich City Council staff

Name	Position on your business' Board / Management Committee (eg. Secretary, Committee Member, etc)

Does your business adhere to sound Workplace Health & Safety practices? *

- ☐ Yes
☐ No

Does your business comply with all other Australian and Queensland Legislation including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration and accreditation of professional employees, and preparation and dissemination of annual reports? *

- ☐ Yes
☐ No

Business Details

* indicates a required field

When did your business first open? *

Must be a date.

Was your business operating elsewhere before moving into Ipswich Central? *

- ☐ Yes
☐ No

When did you move into Ipswich Central? *

Must be a date.

Must have commenced a lease after 1 July 2024.

What is the physical address of your business within Ipswich Central? *

Address

Click on Cannot Find My Address if your address does not come up in the list.

Division where your business is located *

- ☐ Division 1
☐ Division 2
☐ Division 3
☐ Division 4

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Not sure which division your business is located in?

Find out on the [Electoral Commission of Queensland website](#) (go to the webpage and type in your address).

Please upload a copy of your lease or evidence of 12 month lease *

Attach a file:

What are the trading or proposed trading hours of your business? *

Please attach a photo of your business *

Attach a file:

What industry is your business in? *

- ☐ Retail
- ☐ Hospitality or Food Services
- ☐ Arts and Creative Services
- ☐ Other:

How does your business support the vision 'Ipswich Central is the Cultural Hub and Beating Heart of the Ipswich Community' *

Why did you choose to move or set up in Ipswich Central? *

Funding Requested

* indicates a required field

Applicants can apply for funding up to \$4,000.

Please include GST in all amounts listed below. We will not add the GST to the amount allocated if you are registered for GST. It must be included in the total amount requested.

In order to be reimbursed for eligible costs, you must provide Receipt/s or Paid Invoice/s dated no earlier than 3 months prior to your Lease Commencement Date.

Eligible funding may include:

- Physical changes to the premises (e.g. shop fit out, painting, lighting, fixtures)

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- Furniture and Equipment (e.g. tables and chairs, furniture, visual merchandising)
- Point of Sales systems (e.g. Square, Lightspeed, Revel)

This funding is available once per business, per premises, per annum through the program, which will be a reimbursement.

Please contact the Community Funding and Support Team at communityfunding@ipswich.qld.gov.au if you require assistance.

Budget

Date Paid	Expenditure - list eligible items	Total Cost (\$)
Must be a date.		

Budget Totals

Total Expenditure Amount

This number/amount is calculated.

Total Amount Requested *

This amount needs to be equal to or less than your receipts / paid invoices attached below to a maximum amount of \$4,000.

Receipts or Paid Invoices

Funding is a reimbursement so proof / evidence of payment (e.g. receipt, paid invoice, or invoice + bank statement) will be required. These must be dated no earlier than 3 months prior to your Lease Commencement Date.

Please attach **RECEIPT/S** or **PAID INVOICE/S** to show how costs have been spent.

Please upload receipts or paid invoices *

Attach a file:

These must be dated no earlier than 3 months prior to your Lease Commencement Date.

Certification

* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant / business.

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If the application is not being submitted by the business owner, a letter from the owner confirming their support for the application must be attached.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant business is approved for this program, we will be required to accept the terms and conditions of the program outlined in the approval notification.

I agree *

☐ Yes

Name of Authorised Person *

First Name

Last Name

Position *

Contact Phone Number *

Must be an Australian phone number.

Contact Email *

Must be an email address.

Date *

Must be a date.

Letter from Business Owner (if applicable)

Attach a file:

Privacy Statement

Ipswich City Council is collecting your personal information so that we can process your request for the Welcome to Ipswich Central - Business Incentive Program. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees, which may be recorded in meeting agendas and formal minutes, which are accessible to the public. Further, your personal information, such as your name, may be discussed at the meetings of Council and its committees which are open to the public. Please also note that, as per the [Community Funding and Support Policy](#), applicants are required to give permission for Council to publish the name of the recipient and the funding amount in accordance with Council's requirements under the Local Government Act 2009 and the Local Government Regulation 2012. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in [Council's Privacy Statement](#), [Personal Information Digest](#) and this collection notice.

Checklist and Feedback

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* indicates a required field

Checklist - these documents are required

Have you attached copies of the following documents

Incomplete applications will not be considered.

Checklist - these documents are required *

- ☐ Copy of lease showing min. 12 months duration
- ☐ Photo of your new business
- ☐ Receipts or Paid Invoices for expenses requiring reimbursement (dated no earlier than 3 months prior to your Lease Commencement Date)

Have you signed up to our database to keep up to date with business related information? *

- ☐ ipswichcentral.com.au
- ☐ businessipswich.com.au
- ☐ No, I haven't signed up to these databases

At least 1 choice must be selected.

Applicant Feedback

Council invites feedback from applicants to improve future community funding programs and processes. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback.

Out of 5, how would you rate the complexity of this application form?

1 = Very Difficult, 5 = Very Easy

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Would you like to provide feedback about the application process to assist us improve the application process and to inform future funding and support programs?

We thank you for your feedback.