

Application Checklist

Step 1

Meeting the criteria

To be eligible for an EDF grant, you must:

- Be a new or established business, company or not-for-profit that is/will be based in East Arnhem Land.
- Demonstrate sustainable business (ie you have identified demand and established supply).
- Have an idea that will create jobs and increase revenue for the region by:
 - Establishing a new business *or*
 - Expanding an existing business *or*
 - Conducting training to help employers build their business *or*
 - Leasing or purchasing new equipment, machinery or premises.
- Have developed a comprehensive Business/Project Plan.
- Need funding assistance from DEAL (ie you would not be able to implement your idea without the grant).
- Contribute to economic growth and/or economic diversification.



Step 2

Preparing an application

Now that you have determined your eligibility to apply for a DEAL EDF grant, you can start preparing an application by taking these actions:

- Read the Economic Development Fund Overview document along with the Fast Facts provided.
- Contact DEAL on (08) 8987 0558 or via industry@developingeastarnhem.com.au to set up a meeting. Prepare for the meeting by having responses to these potential questions:
 - What is your business idea/project?
 - When will it start?
 - What will the outcomes be?
 - What is your experience? (ie have you run a business before?)
 - Is this a new business or established and operating?
 - Tell us about your skills that will help you run the business
 - What other funding sources like loans or grants have you secured?
 - Does your idea have local competition?
 - Tell us about your customers or clients.
 - How much will you charge for your service or goods?
 - How many new jobs will be created?
 - How much increased revenue will be brought into the region?
 - What are the costs associated with running your business?
 - How much DEAL funding is required, and what will this fund?
 - Who is helping you with this project? (ie sub-contractors and employees)?
- After the meeting, DEAL will assess your project using an economic viability and impact matrix.
- DEAL will contact you regarding the next steps.

Step 3

Submitting your application

Now you are ready to submit an application. If you have any questions, DEAL is available to assist at any stage.

- Complete one of the application forms available – under \$50K or over \$50K. These are available online at www.developingeastarnhem.com.au under 'doing business' or contact DEAL for a hard copy.
- Draft a Business/Project Plan.
- Draft a Simple Cashflow Statement. If you do not have one, contact DEAL to receive a template.