

# DE-02 BUSINESS SUPPORT GRANTS SCHEME 2016 APPLICATION FORM

**PLEASE read the Business Support Grant Scheme Guidelines *before* completing this application.**

It is recommended that you contact the Economic Development Advisor on 9186 8526 or  
Email: [economic@karratha.wa.gov.au](mailto:economic@karratha.wa.gov.au)

Guidelines can be downloaded from the Council's website at [www.karratha.wa.gov.au](http://www.karratha.wa.gov.au)

Postal: PO Box 219, KARRATHA WA 6714

## SECTION 1: APPLICANT DETAILS

Business Name: Karratha and Districts Chamber of Commerce & Industry	
Year of establishment: 1977	
Type of Org e.g. NFP, For Profit: Not for Profit	
Title of initiative/project: "The New Pilbara"	
Contact person for project: Mr John Lally	
Position held: Chief Executive Officer	
Postal address: PO Box 10 Karratha WA 6714	
Office hours telephone: 9144 1999	Mobile: 0418 938 268
Email address: <a href="mailto:ceo@kdcci.asn.au">ceo@kdcci.asn.au</a>	
Website Address: <a href="http://www.kdcci.asn.au">www.kdcci.asn.au</a>	
Australian Business Number: 69518576024	
Total Project Budget:	\$ 180,930
Amount requested (Up to 50% of total project budget not exceeding \$30,000):	\$ 11,000
Economic Development Advisor Date Contacted:	8 <sup>th</sup> September 2016

## SECTION 2: ABOUT YOUR ORGANISATION

Please describe here the business support operations of your business i.e. what services you provide to support business in the region - advisory services, advocacy, training, workshops etc

The KDCCI is a not-for-profit organisation that represents the unique needs and aspirations of the local business community and provides a strong, active and independent voice for its growing membership base.

It provides high-quality support and advocacy services to its 400 strong members who include multi-national mining and resource companies, government and community service organisations and small-to-medium sized enterprise.

The KDCCI believes a robust local economy that provides outstanding education and training, employment and investment opportunities builds better communities with a brighter future.

Focused on delivering sustainable economic growth and diversification throughout the region, the KDCCI delivers a diverse range of projects, events and services to the benefit of its members.

The KDCCI is a proven and experienced event manager. It works in partnership with professional and well-regarded service providers including catering, venue hire, web developers, audio visual specialists to ensure it delivers an exceptional event.

All KDCCI events are meticulously planned and executed with a detailed plan/management strategy

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guiding the staged process.

We also conduct extensive post event feedback and consultation to identify areas for improvement etc. The KDCCI has a proven history for managing professional, high-quality and well executed events to the benefit of its members.

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### SECTION 3: PROJECT/ACTIVITY DETAILS

3.1 Please describe the business support activity/project that you are planning to undertake.

The Pilbara Development Commission will present The New Pilbara Economic Development Conference on Monday 21<sup>st</sup> November, 2016. The New Pilbara Economic and Development Conference will highlight the region's main drivers of productivity; innovation and technological change.

It will excite lively discussion about the investment and economic opportunities that are currently thriving in the region. The Pilbara accounts for 36% of Australia's exports, boasts a powerhouse combination of location, access to markets, a world class customer base and unique natural assets that position the region for long-term, future growth and prosperity.

It will also explore the emerging industries that have the potential to drive sustained economic growth and diversification across the Pilbara region including tourism, agriculture, renewable energy and education.

But most importantly it will put our region, its people and possibilities, at the forefront of some of Australia's leading political, business and strategic minds.

The forum is expected to attract decision makers/influencers investors, and entrepreneurs from WA and abroad.

The New Pilbara is an initiative of:

- Karratha and Districts Chamber of Commerce & Industry
  - Port Hedland Chamber of Commerce Inc.
  - Pilbara Inland Chamber of Commerce & Industry
  - Onslow Chamber of Commerce & Industry
  - Newman Chamber of Commerce & Industry
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3.2 How will the monies requested assist your planned activity/project, i.e. that is what will the requested grant monies be spent on, if approved?

Funding provided will provide financial support to the overall management of the Event, being held 21<sup>st</sup> November 2016.

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3.3 When are you proposing to undertake this activity/project?

Start Date: 1<sup>st</sup> August 2016 End Date: 10<sup>th</sup> December 2016

Please provide a timeline/schedule of the activity/project.

***High level overview of timeline:***

**1s August 2016 – 30<sup>th</sup> September 2016**

- Formalise Event
- Obtain sponsorship
- Confirm & Book Guest Speakers
- Confirm Venue
- Commence ticket sales

**30<sup>th</sup> September 2016 – 1<sup>st</sup> November 2016**

- Finalise Event Program

**21<sup>st</sup> November 2016**

- The New Pilbara Event Held

**21<sup>st</sup> November - 10<sup>th</sup> December 2016**

- Event Evaluation
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3.4 Please demonstrate the need for the activity/project (Provide any economic impact data to support your case)

The objective is to convene a one day conference in Perth with a view to showcase to the Perth market place the investment and economic opportunities that still thrive in the Pilbara.

The Event will be held at the Hyatt and aim to attract key State and Federal Government Ministers, agency heads and proponents of large scale projects as well as various media to promote the Pilbara and the significance of the region to the economic prosperity of the State. Positioned just 4 months ahead of the State election, it's the perfect time to remind our State political aspirants just how important the Pilbara is to the Western Australian business community.

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#### SECTION 4: ACKNOWLEDGEMENT OF FUNDING

If your application was successful, please outline all methods you would use to acknowledge the support you have received from the City.

This sponsorship package guarantees the Local Government Partner acknowledgement on all event communications and promotional material.

It creates great exposure and informs the target market of your involvement in the region.

The Local Government Partner is offered the following benefits:

- Key positioning of name and logo on all promotional material and correspondence.
  - Promotional material will include event registration brochure, advertising and signage, as well as digital projection of the sponsor logo at appropriate times throughout the event.
  - Key positioning of name and logo on the event website including hyperlink to your website
  - Two (2) delegate passes to the forum
  - Acknowledgements by Master of Ceremonies of your sponsorship at the forum
  - Opportunity to erect display material at the forum and the sundowner
  - Exhibition boot at the forum (2m x 2m)
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## SECTION 5: BUDGET DETAILS

List all the expenditure and income details relating specifically to your activity/project that you are seeking assistance for. **Please attach your budget, if this space does not allow.**

**Note:** Any profit from the Event will be evenly distributed to 5 Regional Chamber of Commerce & Industries.

### 2016 "The New Pilbara" DRAFT BUDGET

All figures GST inclusive

Budget Figures

Logistics				
Conference Organiser - Fees	1	\$	80,850	\$ 80,850
Conference organiser - Disbursements	1	\$	6,600	\$ 6,600
Catering Day including all day coffee service	180	\$	87	\$ 15,660
Catering: Cocktail Sundowner	180	\$	24	\$ 4,320
Catering: Cocktail Cellar Reserve package x 2 hours	180	\$	40	\$ 7,200
Venue Hire	1	\$	7,400	\$ 7,400
AV hire	1	\$	5,500	\$ 5,500
Exhibition Booth set-up/take down	1	\$	8,500	\$ 8,500
Speaker Fees /Accommodation / travel	1	\$	11,000	\$ 11,000
Online transaction fees	1	\$	4,400	\$ 4,400
Delegate Satchels	200	\$	25	\$ 5,000
Advertising	1	\$	11,000	\$ 11,000
Delegate Lanyards and Sleeves	200	\$	5	\$ 1,000
Delegate Notepads	200	\$	8	\$ 1,500
Delegate Travel Mugs	200	\$	15	\$ 3,000
Signage / Banners / Posters	1	\$	2,500	\$ 2,500
Reimbursable / Contingencies	1	\$	5,500	\$ 5,500
<b>Total Costs</b>				<b>\$ 180,930</b>

All figures GST inclusive

Budget Figures

Delegates	Number	Unit cost	Total
Delegate Fees - KDCCI Member with cocktail sundowner	100	\$ 220	\$ 22,000
Delegate Fees - Non Member with cocktail sundowner	50	\$ 330	\$ 16,500
Delegate Fees - Exhibitor Only	5	\$ 55	\$ 275
<b>TOTAL PAID DELEGATES</b>			

Delegates & Exhibitors - FOC	50
Media Pass - FOC	5

**Delegates 210 \$ 38,775**

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## 2 Sponsorship Revenue Versions

### Sponsorships - Version 1

Sponsorship - Event Partner (PDC )	1	\$	44,000	\$	44,000
Sponsorship - Event Partners (PRC / Local Governments in region)	4	\$	11,000	\$	44,000
Major Sponsor	2	\$	22,000	\$	44,000
Sponsorship - Session Sponsor	6	\$	8,800	\$	52,800
Sundowner Sponsor	1	\$	11,000	\$	11,000
Sponsorship - Exhibition Booths	6	\$	5,500	\$	33,000
Merchandise Sponsor - Lanyards	1	\$	2,000	\$	2,000
Merchandise Sponsor - Delegate Satchels	1	\$	4,000	\$	4,000
Merchandise Sponsor - Notepads	1	\$	1,500	\$	1,500
Merchandise Sponsor - Travel Mugs	1	\$	3,000	\$	3,000
<b>Sponsorship Revenue</b>				<b>\$</b>	<b>239,300</b>

OR

### Sponsorships – Version 2

Sponsorship - Event Partner (PDC )	1	\$	22,000	\$	22,000
Sponsorship - Event Partners (PRC / Local Governments in region)	2	\$	11,000	\$	22,000
Major Sponsor	1	\$	22,000	\$	22,000
Sponsorship - Session Sponsor	4	\$	8,800	\$	35,200
Sundowner Sponsor	1	\$	5,500	\$	5,500
Sponsorship - Exhibition Booths	4	\$	5,500	\$	22,000
Merchandise Sponsor - Lanyards	1	\$	2,000	\$	2,000
Merchandise Sponsor - Delegate Satchels	1	\$	4,000	\$	4,000
Merchandise Sponsor - Notepads	1	\$	1,500	\$	1,500
Merchandise Sponsor - Travel Mugs	1	\$	3,000	\$	3,000
<b>Sponsorship Revenue</b>				<b>\$</b>	<b>139,200</b>



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**TOTAL AMOUNT REQUESTED FROM COUNCIL (Maximum \$30,000 and not more than 50% of total project budget): \$ 11,000**

### SECTION 6: OTHER INFORMATION

We welcome any further information that may further assist us in the processing of your application. Please attach any relevant quotes, etc.

The New Pilbara Economic Development Conference sponsorship and exhibition packages have been designed to:

- Provide an excellent opportunity to promote your company among forum delegates high profile personnel and key policy makers
- Raise your company profile
- Allow for the opportunity to develop new strategic partnerships and strengthen existing partnerships.

An extensive marketing campaign including advertising, direct mail, email broadcasts and web coverage will be implemented in the lead up to the forum.

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### SECTION 7: DECLARATION

I hereby certify that I am the authorised person of:

Business Name: Karratha and Districts Chamber of Commerce & Industry

And that:

- The business has all the required insurances, permits and licences ☐
- We would be able to proceed with the project if we were not successful in the funding application ☐

The information contained herein, is to the best of my knowledge, true and correct.

**Name**

**Mr John Lally, Chief Executive Officer**

**Signature**



**Date Thursday 8<sup>th</sup> September 2016**

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**Date Thursday 8<sup>th</sup> September 2016**

## SECTION 8: FINAL CHECKLIST

**Before submitting the application** please ensure that the following has been completed. Please note that this Checklist is included to ensure that you provide all the required information for assessment of your application.

Please tick off each step once complete:

Provided your ABN and if you are registered for GST ☒

Clearly defined the purpose of the grant ☒

Shown other fundraising sources ☒

Included quotes for any requested expenditure items ☒

Provided other documents that support the application ☒

Had the application signed off by the authorised person of the business ☒

Submitted the application by 4pm on the closing date. ☒

### **Applications can be submitted to:**

Business Support Grant Scheme Coordinator  
City of Karratha  
PO Box 219  
KARRATHA WA 6714

OR

Hand delivered to  
Business Support Grant Scheme Coordinator  
City of Karratha Administration Office  
Welcome Road  
Karratha

OR

Via email  
[economy@karratha.wa.gov.au](mailto:economy@karratha.wa.gov.au)



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Please submit your completed application by 4pm Monday 11<sup>th</sup> July, 2016. Late applications will not be accepted.

<b><i>Office use only</i></b>	
<b><i>ACKNOWLEDGED (date)</i></b>	
<b><i>ACQUITTAL DUE DATE</i></b>	
<b><i>MONIES SENT</i></b>	