

# APPLICATION FORM

Investment Attraction Incentives Fund 2018-2021  
Email your completed application form to [loed@logan.qld.gov.au](mailto:loed@logan.qld.gov.au)

1 Company Registration Name   
Trading Name (if different)

## 2 Company

Website  ABN   
Email  ABN Registration Date   
Phone  Registered for GST YES  NO   
Address   
Suburb  State  Postcode   
Legal Structure   
Is the company currently based in the City of Logan? YES  NO   
Parent Company (if applicable) Name   
Address   
Suburb  State  Postcode

## 3 Applicant Contact Details

Name   
Position   
Email  Phone

## 4 Is there a co-applicant?\*

Name  ABN   
Address   
Suburb  State  Postcode

\* Please refer to the Guidelines for definitions of a co-applicant. A co-applicant is required to complete their own form if they complete part of the capital works or employment targets

## 5 Overview of the company

Please provide a Business Summary for your company, ensuring you answer the questions outlined below: [Please attach Word or PDF file with application.](#)

- What does your company do?
- What are your main products/services?
- Where are you based and where are your current markets?
- What is the 5yr vision for the company - include vision statement, business goals and key milestones?
- Do you currently export?

Please attach your organisational chart and list of board members (if applicable)

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6 **Project Overview** - Please provide an Executive Summary or Project Plan for the project with reference to the questions outlined below. **Please attach Word or PDF file with application.**

- Overview the project
- What are your reasons for undertaking this project?
- What markets will this allow you to access?
- Will this project enable you to, or further increase your exporting capabilities?
- Description of products or services to be offered as part of the project
- What is the 5 year vision for this project and when do you expect to make a return on it?
- Why is the City of Logan a desirable location for this project?

Project Location Address

Project Industry

Is the project:

Business expansion

Relocation

Estimated project construction commencement date

Estimated project construction completion date

Estimated project operation commencement date

7 **Summary of Estimated Capital Expenditure - (Eligibility Criteria 1)**

Please provide a summary of the estimated project capital expenditure breaking expenses down into the following categories in the attached excel table: (Council will require proof of invoices for capital costs to effect payment of funds).

- Land
- Building, including Construction costs (site preparation, labour and materials)
- Plant & Equipment
- Other

8 **Summary of Employment Categories Summary Sheet - (Eligibility Criteria 2)**

Please provide a summary of the current workforce and total estimated workforce after the completion of the project in the attached excel table. This will provide a breakdown of the staff structure for the new project and existing staff.

9 **Please list other sites been investigated outside of the City of Logan (Eligibility Criteria 3)**

Attach evidence detailing investigation of other sites. This can include correspondence with commercial real estate agents and other trade and investment groups such as Local or State Governments and International Investment Boards.

10 **Is the project commercially viable without the assistance of the Investment Attraction Incentive? (Eligibility Criteria 4)**

YES  NO

Please attach at least two (2) of the following:

- Your financial plan
- Profit & Loss Statements for the past two (2) financial years
- Proof of funding for the project
- Statement from your financial institution guarantying finance

Does the company have any current outstanding financial liabilities to Council? YES  NO   
(if Yes, please attach details)



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- 11 Attach a capability statement on the senior management of the company which includes, their name, their role, area of expertise, length of service with the company and their key skills or strengths.

*(Eligibility Criteria 5)*

Have any of the company's executives or board members ever been convicted of criminal charges?

(if Yes, please attach details)

YES

NO

- 12 Who are your major competitors and are you aware of them operating in the City of Logan?

*(Eligibility Criteria 6)*

- 13 Please provide a detailed explanation of how the project will benefit the region. This can include supply chain and procurement opportunities for both the construction and operation phase, equal employment opportunities, community group support, philanthropy etc.

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- 14 Please list any previous applications for financial support and/or assistance with either State or Federal governments that the company or associated entities has been successful with:

In submitting this application I declare that:

1. To the best of my knowledge the information provided is true and correct.
2. I have read the associated funding guidelines detailed in the 'Investment Attraction Incentives Fund 2018-2021 – Guidelines and Application Requirements' documents.
3. I understand that if successful, I am required to accept the conditions of the funding in accordance with Council's accountability and reporting principles.
4. I have read and agreed to the Terms and Conditions outlined below.

Name

Signature

Date

### Terms and Conditions

1. These Terms and Conditions apply to an application for the Investment Attraction Incentive Fund.
2. The Investment Attraction Incentive Fund is a discretionary fund which seeks to attract and support projects that will deliver the greatest economic benefits to the City of Logan.
3. The Investment Attraction Incentive Fund initiative has been established by the Logan City Council.
4. As a discretionary scheme, Logan City Council has the right to approve or refuse applications made under the Investment Attraction Incentive Fund at Logan City Council's sole discretion. Logan City Council's decision on applications for the Investment Attraction Incentive Funds is final.
5. To be eligible to receive the Investment Attraction Incentive Fund:
  - a. the applicant must make an application in accordance with the Application Form, which includes all the supporting documents and information as set out in the Application Package [www.logan.qld.gov.au/developmentincentives](http://www.logan.qld.gov.au/developmentincentives);
  - b. the identified project, the subject of the application, must meet the minimum eligibility criteria as set out in the Investment Attraction Incentives Guidelines and Requirements [www.logan.qld.gov.au/developmentincentives](http://www.logan.qld.gov.au/developmentincentives);
  - c. the identified project, the subject of the application, must be located within the boundaries of the Local Government Area of Logan City Council. Please see [here](#) for a map of the boundaries of the Local Government Area of Logan City Council; and
  - d. the person making the application for and on behalf of the applicant must be a duly authorised representative of the applicant and over the age of 18. Logan City Council may require applicants to provide proof of identity and authority.
6. Any collusion between applicants or reasonable apprehension of collusion sufficient to bring the application process into disrepute may lead to the exclusion of one or all of the applicants from being eligible to receive the Investment Attraction Incentive Fund.

## **Terms and Conditions (Cont.)**

7. The invitation comprised by the Application Form and Application Package is not an offer. Logan City Council is not obliged to proceed further with any application for the Investment Attraction Incentive Fund or any other process, activity or thing referred to, or contemplated by the Application Process set out in the set out in the Investment Attraction Incentives Guidelines and Requirements.
8. Further, submission of an application for the Investment Attraction Incentive Fund does not guarantee consideration of or approval of all or any part of the Investment Attraction Incentive Funds being sought.
9. Applications for the Investment Attraction Incentive Fund made will be assessed and evaluated:
  - a. on the eligibility criteria as set out in the Investment Attraction Incentives Guidelines and Requirements;
  - b. on any other such criteria as Logan City Council determines to be relevant in its sole discretion; and
  - c. in accordance with the applications process set out in the Investment Attraction Incentives Guidelines and Requirements.
10. Applications must remain valid and may not be amended or withdrawn without the consent of Logan City Council for 12 months (or such other period as Logan City Council may agree) after submission.
11. Logan City Council will use all reasonable endeavours to assess applications for the Investment Attraction Incentive Fund on a quarterly basis and within the timeframes outlined in the Guidelines and Requirements document. Applicants will be notified by Logan City Council in writing as to whether they are successful in their application.
12. Logan City Council will enter into an agreement with a successful applicant for the receipt of the Investment Attraction Incentive Fund. No contract or agreement will come into existence until such time as both parties have signed an agreement.
13. The Investment Attraction Incentive Fund will be provided to a successful applicant in the instalments and manner specified in the agreement referred to in paragraph 12.
14. The terms and conditions of the agreement referred to in paragraph 12 must be strictly adhered to (which will include but is not limited to complying with all reporting requirements and demonstrating that capital investment and employment have substantially commenced by the agreed to milestones).
15. Failure to strictly adhere to the terms and conditions of the agreement referred to in paragraph 12 may result in, amongst other things, the agreement being terminated or funding being withheld until such times as the successful applicant performs all of its obligations under the agreement.
16. Logan City Council may at any time vary, amend, change, modify or cease any aspect or the whole of any application process for Investment Attraction Incentive Fund or the terms of the agreement.
17. In relation to all applications for the Investment Attraction Incentive Fund, the Logan City Council is not responsible or liable for late, lost, incomplete, incorrectly submitted, delayed, illegible, corrupted or misdirected applications or correspondence due to error, omission, tampering, deletion, theft, and communications failure or otherwise.
18. Each application is made on the basis that the applicant represents and warrants to Logan City Council that:
  - a. no information or records provided by or on behalf of the applicant to Logan City Council at any time is or will be false or misleading and all such information and records are and will be true and accurate in all material respects;
  - b. the applicant is satisfied as to the correctness, accuracy, adequacy and sufficiency of their application; and
  - c. the applicant has conducted its own inquiries and does not rely on any representation or warranty made or information given by or on behalf of Logan City Council in making its application.
19. Any and all costs and expenses incurred by an applicant in any way associated with the development, preparation and submission of an application for the Investment Attraction Incentive Fund must be entirely borne by the applicant.
20. Applicants must form independent judgments about any information provided by Logan City Council prior to or during the Application Process and make their own enquiries.
21. Logan City Council and its employees and agents will have no liability (including liability by reason of negligence) for any loss, damage, cost or expense or arising directly or indirectly out of or in connection with any person using or relying on information provided by Logan City Council prior to or during the Application Process and whether by reason of any error, omission or misrepresentation in the information or otherwise.
22. Logan City Council is not liable for any tax implications arising from receiving the Investment Attraction Incentive Funds. Independent financial advice should be sought by each applicant.

## **Privacy Collection Notice**

Logan City Council may collect your personal information (e.g. name, residential address, phone number etc), in order to conduct its business and/or meet its statutory obligations. The information may be accessed by and/or transferred to business partners, contractors, employees and/or Councillors of Logan City Council and other government agencies for Council business related activities. Your information will be handled in accordance with the Information Privacy Act 2009 (Qld) and may be released to other parties where we are required or authorised by law to do so.

By completing this form (and other online Council services) you are agreeing to allow your personal information to be transferred overseas. While Council adheres to the Information Privacy Act and endeavours to control the use and disclosure of your personal information, Council does not offer any guarantee that unauthorised use and/or release will not occur and cannot be held liable for any privacy breaches.