Latrobe City Supply Chain Resilience and Readiness Program - Application 1

Form Preview

Important Information

* indicates a required field

Latrobe City Supply Chain Resilience and Readiness Program

Please read the following before proceeding with your application.

Program Overview

The Latrobe City Supply Chain Resilience and Readiness Program (the Program) was established to support businesses to identify opportunities to transition their business activity into new and emerging sectors in response to industry transition across Latrobe City.

The Program aims to help Latrobe City businesses, particularly small and medium enterprises (SMEs) affected by industry change, adapt and diversify their operations and pursue opportunities in the industry transition sector. This will strengthen business resilience and adaptability, prepare businesses for emerging regional demand and help retain regional jobs. This program aligns with the Latrobe City Council Plan 2025-29 to support the growth and prosperity of our local community.

****Please ensure that you have read the GUIDELINES before starting your application. Applicants must meet ALL eligibility criteria to apply for this grant.****

Funding

Eligible businesses may receive up to $10,000 (excluding GST) to engage a Qualified Service Provider (QSP) to develop a Business Resilience Plan.

Partial funding may be awarded.

Have a question or need more information?

If you have any questions, please don't hesitate to contact Sarah Flores, Industry Development Officer on 1300 367 700 or email industrydevelopment@latrobe.vic.gov.au

Eligibility Checklist

*indicates a required field

We assess your application based solely on the information you provide and its alignment with the eligibility criteria. Applications that do not meet the eligibility criteria will not be evaluated further.

Confirming your eligibility

To apply for the Latrobe City Supply Chain Resilience and Readiness Program, you must meet all of the following eligibility criteria:

- Be a legally structured small to medium sized business with an active Australian Business Number (ABN) and have held that ABN on and from 1 July 2021.
- Be an employing business registered for Goods Services Tax (GST) and with WorkSafe Victoria.
- Are able to provide a current Certificate of Currency for Public Liability insurance and a current Certificate of Currency for your WorkCover insurance.

- The business must have its main business location, as registered on its ABN, within Latrobe City and provide a product or service to the industry located in the municipality.
- Demonstrate the business has been affected by the industry transition in Latrobe City through its supply of products or services to businesses within that sector.

* As defined by The Australian Bureau of Statistics businesses employing 0-19 people are classified as small businesses, whereas a medium sized business employs 20-199 people.

** This program measures 'people' per full time equivalent (FTE). FTE is calculated based on total hours worked, where 38 hours per week = 1.0 FTE. This includes sole traders and part-time operators.

Ineligibility

Your business is ineligible for funding if any of the following apply:

- Has an overdue debt with Latrobe City Council or that have failed to comply with the terms and conditions of any previous Latrobe City Council funding agreement.
- Is a Commonwealth, state and local government agency or body.
- Is a publicly funded research institution.
- Is an industry association.
- Is a franchisees, subsidiaries of larger companies and unincorporated entity.
- Does not operate in a sector affected by industry change within Latrobe City and is not seeking to access opportunities associated with the industry transition sector.
- Has previously received funding through the Gippsland Supply Chain Resilience Program. Preference will be given to businesses that have not previously received funding under this program.
- Is a political organisation or an organisation with a political purpose.
- Denigrates, excludes or offends parts of the community.
- Is a current employee of Latrobe City Council or the Victorian Government, or an immediate family member of a current employee.

Please ensure that none of the above statements apply to you. Businesses that meet any of the above criteria will be deemed ineligible.

Do you confirm that your business meets all of the eligibility criteria and none of the ineligibility criteria listed above? *
○ Yes
○ No

Please answer the following questions accurately and truthfully, providing the appropriate evidence, as requested.

Does your business employ less than 199 full-time or equivalent (FTE) staff? *
○ Yes, we have less than 199 FTE
○ No, we have more than 199 FTE

Number of current employees

Please provide the number of staff your small or medium business currently employs.

Full-time

Must be a number and between 1 and 199.

Part-time

Must be a number and between 0 and 199.

Casual

Must be a number and between 0 and 199.

Total number of Staff *

Must be a number.

Business Registration

Does your business have a valid Australian Business Number (ABN) *

- ○ Yes
- ○ No

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	

Please upload your Certificate of Incorporation or your Registration of business name document. *

Attach a file:

Company Structure *

- ○ Company
- ○ Cooperative
- ○ Not-for-profit organisation
- ○ Partnership
- ○ Sole trader

Date of establishment / incorporation *

Must be a date.

Australian Company Number

Must be a number.
Must be For more information about registering as a company visit www.business.gov.au

Cooperative Number

If you are unsure of your cooperative number, visit https://www.consumer.vic.gov.au/licensing-and-registration/co-operatives

Does your business have the appropriate Public Liability and WorkCover insurances? *

- ○ Yes
- ○ No

Upload a copy of your Certificates of Currency for both your public liability and WorkCover insurance *

Attach a file:

Attach a file:

Attach a file:

Demonstrate the business has been or will be affected by the industry transition

Demonstrate the business has been or will be affected by the industry transition in Latrobe City through its supply of products or services to businesses within that sector in Latrobe City. *

Attach a file:

Attach a file:

Attach a file:

Sorry, your business is ineligible to apply for this round

Based on your response(s) your business is not eligible to apply for this round of the Latrobe City Supply Chain Resilience and Readiness Program. Please refer to the program guidelines.

Do you agree that your business is not eligible to apply for the grant this round?
○ Yes
If you do not agree, plesae review your responses to the questions above.

Contact Details

* indicates a required field

Registered business name *
Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR or ATO.

Applicant *
Title First Name Last Name

Applicant's Position Title *

Applicant's Primary Email *

Must be an email address.

Applicant Office Phone Number *

Must be an Australian phone number.

Applicant Mobile Phone Number

Must be an Australian phone number.

Business (pyhsical) address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Business Main Address Location as reflected on the business' current Australian Business Number (ABN) registration *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Business Website

Must be a URL.

Alternative Contact Details

Alternative Applicant Contact *
Title First Name Last Name

Alternative Applicant Contact Position *

Alternative Applicant Contact Phone *

Must be an Australian phone number.
Include area code, no spaces.

Alternative Applicant Contact Email *

Must be an email address.

Funding Details

* indicates a required field

Qualified Service Provider

The nominated Qualified Service Provider must:

- Be a professional business advisor that can demonstrate relevant experience and qualifications in business resilience, continuity planning, industry transition, strategic planning, economic development, business advisory, or a related discipline.
- Operate as a business and be registered for tax purposes in Australia with an active ABN
- Not be an employee or director of the recipient business, or an associated entity or related entity of the recipient business.
- The applicant and the Qualified Service Provider must both be satisfied that the Qualified Service Provider has the necessary capacity, capability and expertise to deliver all components of the Business Resilience Plan, as specified in the Funding Agreement Conditions section of the Latrobe City Supply Chain Resilience and Readiness Program Guidelines.

Business name of your Qualified Service Provider *

Detail the business name and contact person of the professional business advisor

Qualified Service Provider contact name

Provide evidence to demonstrates the Qualified Service Provider's relevant experience and qualifications in business resilience, continuity planning, industry transition, strategic planning, economic development, business advisory, or a related discipline

Attach a file:

Attach a file:

Attach a file:

Attach a file:

Does your Qualified Service Provider operate as a business with a valid Australian Business Number (ABN) and is registered for tax purposes in Australia? *

☐ Yes
☐ No

Qualified Service Provider 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.

Is your Qualified Service Provider an employee or director of the recipient business, or an associated entity or related entity of the recipient business?

☐ Yes
☐ No

Anticipated start date *

Must be a date and no earlier than 18/12/2026.
Must be a date. If unknown, provide your best estimate.

Anticipated end date

Must be a date.
Must be a date. If unknown, provide your best estimate or leave blank.

Grant request (up to $10,000)

Provide a breakdown of how the funding will be spent to deliver on your proposed activity.

All expenditure must be directly related to the proposal. Please be specific, listing individual items and their associated costs.

Please note the following activities and costs will not be eligible for funding:

- Requests for the purpose of raising funds for other groups or charities. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Investments that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs or political message, irrespective of what those beliefs or positions might be;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being submitted to Council;
- Payment of debts or loans;
- Applicant's general operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries or project management costs that are ongoing organisational expenses.
- The purchase of land and non-commercial vehicles. Note that a commercial vehicle is a type of vehicle used for moving goods, freight or paying passengers. A bus, truck, tractor, or van are all types of commercial vehicles;

- The purchase of second hand items, unless clear evidence is provided including an image of the listed item with all specifications and email correspondence between the business and seller referencing the specific item, confirming the item is still available and an agreed sale price, pending the outcome of the grant;
- Repair of facilities damaged by vandalism, fire, or other natural disasters where the incident should reasonably be expected to be covered by insurance;
- Applications for projects that involve activities promoting discrimination, violence, or anti-social behaviour.

Expenditure Item breakdown

If your project costs exceed the maximum available grant funding and you are co-funding the project, please provide a detailed breakdown of all expenditure and clearly indicate which costs will be covered by the grant.

Expenditure Items	**$ amount**
	Must be a dollar amount.

Total grant request (up to $10,000)

Total Expenditure Amount

This number/amount is calculated.

Other funding sources

Provide details and sources of financial support other than the grant, for all or part of this project.

Quotes and Evidence

Latrobe City Council requires at least:

- One written quote from the Qualified Service Provider, submitted by the business

We only accept written quotes that include:

- The date
- The registered business name
- A detailed cost breakdown

The quote must also match the expenditure listed in the table above.

Attach your quote here: *
Attach a file:

If we allocate part funding, will this project go ahead? *
○ Yes ○ No

If yes, what is the minimum amount you would require? *

Must be a dollar amount and no more than 10000.

Financial information

Your business's financial viability forms a key element of your application; therefore, applicants **must** provide sufficient and accurate financial documentation and information to validate your business's financial viability.

Evidence includes previous and projected financial statements, profit and loss, financial guarantee or financial reserve.

Business Victoria provides guidance on creating financial statements, along with templates that can support the process.

Make sure your financial information is accurate, and any projections are reasonable. The projected figures should balance and reflect financial results and cash flow forecasts.

PLEASE NOTE: We are unable to accept PDF format for your financial documentation.

File format must be readable by our assessors. Microsoft Excel is preferred.

Financial Documentation *
Attach a file:

Financial Documentation
Attach a file:

Financial Documentation
Attach a file:

Approximate turnover

In the last financial year, what was your approximate turnover? *

Must be a dollar amount.

Indicate your projected turnover and investment between July 2026 and June 2027. *

Must be a dollar amount.

Benefits & Impacts

This section is an opportunity to describe how your business aligns to the Latrobe City Supply Chain Resilience and Readiness Program, as detailed in the Program's Guidelines.

If your application is successful, your funding agreement term with the Latrobe City Council for Stage 1: Business Resilience Plan, will conclude on 24 March 2027. Please consider this timeframe when outlining the benefits and impacts.

Briefly describe how your business is or will be impacted by industry transition within Latrobe City, and if successful in obtaining grant funding, detail the benefits and impact this may have on your business and local economy *

Supporting information

You may include up to 3 additional supporting documents to substantiate your application.

Attach a file:

Attach a file:

Attach a file:

Important additional information

* indicates a required field

Outstanding acquittal or debts

Does your business have any outstanding acquittals or debts with Latrobe City Council? *

- ○ Yes
- ○ No

Details of outstanding acquittals or debts

Please note that if any outstanding payments or grant acquittals are not finalised by 10 December 2026, your application will be ineligible.

Please provide the details including the activity and your point of contact at Latrobe City Council for the outstanding acquittal or debt. *

Other current funding applications or agreements

Do you have any current funding applications or agreements in place with State or Federal Government *

☐ Yes
☐ No

Details of current funding applications or agreements with State or Federal Government

Please provide the details of any current funding applications or agreements you have in place with State or Federal Government

Aboriginal or Torres Strait Islander Business

For the purpose of answering yes to the question below:

- An Aboriginal and/or Torres Strait Islander business must be at least 50% Indigenous Owned and Managed;

And the owner / manager:

- Is of Aboriginal or Torres Strait Islander descent or both;
- Identifies as an Aboriginal person or Torres Strait Islander, or both; and
- Is recognised as such by their community

Does your business identify as an Aboriginal and/or Torres Strait Islander owner business?

○ Yes
○ No

Your response to this question will not influence the assessment of the grant application.

Have you registered with Supply Nation? If not we recommend reaching out to them to register your business today to connect motivated buyers from across Australia.

Declaration by applicant

* indicates a required field

Privacy Notice

Latrobe City Council is committed to protecting your privacy. The personal information requested on this form is collected by Latrobe City Council for the purpose of receiving, assessing and administering grant applications.

To assist in assessing applications, relevant personal information contained in your application may be disclosed to members of a grant assessment panel, including independent external assessors engaged by Council. If your application is successful, the applicant's name, organisation or business name (where applicable), project details and funding amount may be made publicly available, including publication on Council's website, in Council media releases and reporting to the Victorian Government or other funding partners. Council will not disclose your personal information to any other external party without your consent, unless required or authorised by law.

If you do not provide the requested information, Council may be unable to assess or process your grant application.

You may request access to, or correction of, your personal information held by Council.

For further information about how Council handles personal information, or to request access to or correction of your personal information, please contact Council's Privacy Officer on 1300 367 700.

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I confirm that both the applicant and the Qualified Service Provider are satisfied that the Qualified Service Provider has the necessary capacity, capability and expertise to deliver all components of the Business Resilience Plan, as specified in the Funding Agreement Conditions section of the Latrobe City Supply Chain Resilience and Readiness Program Guidelines

○ Yes

I confirm that the information contained in this application is to the best of my

○ Yes

knowlege true and accurate. I understand that providing false or misleading information is a serious offence *

Name of authorised person *

Title | First Name | Last Name

Must be a senior staff member or board member

Position *

Position held in applicant organisation (e.g. CEO, Managing Director)

Contact phone number *

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Date *

Must be a date and between 13/6/2025 and 17/12/2027.

Do you give permission for your project details to be used by Council for grant promotion purposes? *

○ Yes ○ No

This may include photos provided in your acquittal form for grant promotions, presentations or events.

Feedback

* indicates a required field

We would appreciate your feedback on the online application system and the Latrobe City Supply Chain Resilience and Readiness Program. Suggestions will be considered for improving future Industry grant programs.

How did you find the application process? *

○ Very Easy
○ Easy
○ Neither Easy nor Difficult
○ Difficult
○ Very Difficult

Please tell us how you heard about the Latrobe City Supply Chain Resilience and Readiness Program? *

☐ Latrobe City Council Website
☐ Latrobe City Council Facebook
☐ Latrobe City Council Instagram
☐ Latrobe City Council LinkedIn
☐ Social Media (other than Latrobe City Council)
☐ Email
☐ Radio
☐ Word of mouth
☐ Other:

Do you wish to receive updates on grants and other business support? *

○ Yes ○ No

By selecting yes you are consenting to be signed up to the Latrobe City Business Development Newsletter via email.

Please provide any other feedback you may have about the online application process or the Latrobe City Supply Chain Resilience and Readiness Program:

E.g. ways it could be more accessible, documents that would support making an application, or another aspect of the process. Were there any questions that needed to be clearer? Were there any questions you felt you were repeating information? Were there any questions you felt were hard to answer within the word limit?

Thank you for taking the time to complete your application.

Once your application is submitted, you will receive an email with your application number and a copy of your application. Please check your application carefully to ensure that all information is correct. Please advise us immediately if there are any errors at industrydevelopment@latrobe.vic.gov.au.