

SECTION 1: Apply to be a recognised association

* indicates a required field

Association's details

Association name *

Organisation Name

Trading name (if different to 'association name')

Geographic area of the association

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

Incorporated association registration number *

Visit [Consumer Affairs Victoria](#) if you're unsure of your association's registration number.

Postal address / Street *

Address

Suburb State Postcode

Must be an Australian post code

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Association website

Must be a URL

Association general email address

Must be an email address

Executive officer | Coordinator

Please note, as per the [Business Precinct Program 2021-25 Guidelines](#), the engaged Executive Officer or Coordinator remunerated by the Recognised Association must be independent of the precinct trader association and member businesses.

Name *

Title

First Name

Last Name

Contact phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

SECTION 2: Association committee of management

* indicates a required field

Committee of management

As per the [Guidelines](#), residents or property owners who are not commercially engaged within the nominated precinct area will not be recognised as an elected member on the association's committee of management.

Membership of the committee of management must reflect and represent the sector-wide interests of the precinct constituency.

President

Name *

Title

First Name

Last Name

Business trading name *

Business position *

Business address *

Address

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Suburb State Postcode

Must be an Australian post code

Mobile phone *

Must be an Australian phone number

Email address *

Must be an email address

Business website

Must be a URL

Vice President

Name *

Title First Name Last Name

Business trading name *

Business position *

Business address *

Address

Suburb State Postcode

Must be an Australian post code

Mobile phone *

Must be an Australian phone number

Email address *

Must be an email address

Business website

Must be a URL

Secretary

Name *

Title First Name Last Name

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Business trading name *

Business position *

Business address *

Address

Suburb State Postcode

Must be an Australian post code

Mobile phone *

Must be an Australian phone number

Email address *

Must be an email address

Business website

Must be a URL

Treasurer

Treasurer *

Title First Name Last Name

Business trading name *

Business position *

Business address *

Address

Suburb State Postcode

Must be an Australian post code

Mobile phone *

Must be an Australian phone number

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Email address *

Must be an email address

Business website

Must be a URL

Ordinary members, if applicable

The committee may have other members who are not office bearers. Often called *ordinary committee members*, these members must also meet the duties that apply to members of the committee.

Member's name

Member's business trading name

Member's name			Member's business trading name
Select Add More to list additional ordinary members.			
Title	First Name	Last Name	Organisation Name
Title	First Name	Last Name	Organisation Name

SECTION 3: Documentation

* indicates a required field

Legal documentation

Please note, your meeting minutes must include details of the election of office bearers and comply with the requirements of the [Associations Incorporation Reform Act 2012 \(PDF 1 MB\)](#).

Association secretaries or their authorised delegates can download free additional copies of the certificate of incorporation and copies of their association's rules through their [myCAV accounts](#). For more information visit [Consumer Affairs Victoria](#).

ABN certificates may be re-issued by contacting the [Australian Business Register](#) (ABR). The certificate will be sent to the postal address listed on the ABR within 14 days.

Provide the following documentation

Upload the document

Or link to the document in a Google Drive or other cloud service that allows sharing or synchronising of files

Password, if applicable

Provide the following documentation	Upload the document	Or link to the document in a Google Drive or other cloud service that allows sharing or synchronising of files	Password, if applicable
	Microsoft Word or PDF documents are preferred	Such as Hightail or Dropbox etc. Must be a URL.	
Attach your association's certificate of incorporation			
Attach your association's Australian business			

number (ABN) certificate.			
Attach the minutes from your most recent Annual General Meeting (AGM)			
Attach the minutes from your most recent General Meeting			
Attach a copy of your incorporated association rules			
Attach your association's statement of purposes, if not included in the incorporated association rules			

Financial statements

Upload a copy of the association's financial statements from the preceding financial year as per the requirements of the [Associations Incorporation Reform Act 2012 \(PDF 1 MB\)](#). The financial statements must contain income and expenditure for your association's financial year, the balance sheet (assets and liabilities) and **must be signed** by two members of your association's executive.

If you require an Excel template for your financial statements visit Business Victoria's [managing business finances](#) webpage.

Upload your financial statements *

Attach a file:

PDF documents or multi-worksheet Excel spreadsheets are preferred.

Precinct association membership

Recognised Associations are required to provide evidence of a minimum of 25 individual members who have paid a membership in full at a minimum of \$50 per annum. These members must be physically located (via a retail, trades or professional services shop/ business) within the area represented by the recognised precinct association.

At the time of completing this application, how many precinct association members have paid a membership in full (or have fees waived in 2021?) *

Must be a number and at least 25.

What is the minimum cost of membership per member for your association? *

\$

Must be a dollar amount at a minimum of \$50 per member per annum.

Attach a copy of your association's membership fee structure

Attach a file:

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Attach a copy of your association's register of members *

Attach a file:

Must be an Excel spreadsheet, or PDF document of an Excel spreadsheet.

The register must include:

- *each individual member's name*
- *business name*
- *business address*
- *telephone number*
- *membership fee and date paid.*

Bulk memberships must have individual trader details (member's name, business name and address, telephone, fee paid and date).

A template may be provided upon request. Email chez.asch@melbourne.vic.gov.au

Alternatively, list your members' details in the table below.

Member's name	Business trading name	Business address	Phone Number	Fee paid	Date paid
Select 'Add More' to add a new line of information for each member.		Must be an Australian post code	Must be an Australian phone number	Must be a dollar amount	Must be a date
Title First Last Name	Organisation Name	Suburb State Postcode		\$	

Membership verification

To allow the verification of association memberships, the following documentation must be provided by the annual application for funding due date:

- Membership Register as per the requirement stated above.
- Completed and signed membership form for each member that clearly shows:
 - Member business' contact person
 - business name
 - contact details
 - amount and date in which membership was paid
- Payment of membership verification, either
 - tax invoices (receipts) for all current members; or
 - ii. membership register that includes a column noting membership renewal payment date, signature from the member and a copy of the payment receipt clearly identifying the member; or

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

- iii. Copy of bank statement entry clearly identifying payment of member dues (such as member's business name entered on bank statement).
- For fees waived or reduced in 2021, please provide signed membership forms for individual business members. If waived membership is part for a bulk subscription please include, verification (such as email from Centre management).

Select the type of verification document	Attach the verification document	How many members does this document verify?
Attach as many documents as necessary by selecting 'Add More'.	PDF documents and Excel spreadsheets are preferred.	Must be a number.

Industries represented by your membership

Please indicate the number of your association members represented by each industry. If there are no members for a particular industry indicate 0.

Business / professional services *

Must be a number.

Knowledge sector *

Must be a number.

Creative industries *

Must be a number.

Retail *

Must be a number.

Hospitality *

Must be a number.

Tourism *

Must be a number.

Information Communication Technology *

Must be a number.

If there are other industries represented by your membership, please provide details **Indicate the number of association members represented by the other industries**

Select 'Add More' to add new lines and as many additional industries as required.	Must be a number.

Percentage snapshot | industries represented by your membership

These percentages are calculated based on your answers to *how many precinct association members have paid a membership in full* and the *number of association members represented by each industry*.

Business / professional services %

Knowledge sector %

This percentage is calculated.

Creative industries %

This percentage is calculated.

Hospitality %

This percentage is calculated.

Information Communication Technology %

This percentage is calculated.

This percentage is calculated.

Retail %

This percentage is calculated.

Tourism %

This percentage is calculated.

Other %

This percentage is calculated.

SECTION 4: Funding request

* indicates a required field

Recognised Associations are eligible to apply for funding annually in two categories:

1. **Administrative funding**
2. **Business development and marketing funding**

For the purpose of calculating your maximum eligible funding, select the applicable number of members in your precinct association *

If your association has 100 or more members, select 100.

1. Administrative funding

Administrative funding is available on a financial year basis to assist Recognised Associations with administration costs and the employment of an Executive Officer or Coordinator to deliver services to members such as membership development in the trader area and active communication with all members.

The City of Melbourne can assist associations with drawing up an Association Executive Officer / Coordinator Job Description template.

Administration funding

\$
This amount is a flat funding amount of \$30,000

2. Business development and marketing funding

Marketing funding is available on a financial year basis to assist Recognised Associations with:

- Business development initiatives such as networking functions and business events and seminars;

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

- Consumer advertising of the trader;
- Marketing and promotion campaigns to benefit their members;
- Localised events that promote the trader area to visitors and consumers.

Applications for business development and marketing activity funding must include:

- Activities that leverage City of Melbourne business activities, marketing campaigns and consumer events;
- Events including business-to-business, stand-alone events for the public or forming part of a broader event (e.g. Moomba, Chinese New Year, and Christmas etc.) as well as activities such as advertising, website, newsletters, brochures, social media i.e. Twitter.

Get a snapshot of the many ways the City of Melbourne assists businesses through our [marketing, event and business calendar](#). The calendar also provides an overview of events owned and supported through the City of Melbourne grants programs.

Business development and marketing funding

\$

This amount is calculated based on the number of eligible financial members multiplied by \$600

The Council-approved formula for marketing funding for Recognised Associations is based on \$600 per eligible member for a minimum of 25 members and up to a maximum of \$60,000 for Recognised Associations with 100 or more members. All memberships must be paid in full at a minimum of \$50 per annum.

Proposed schedule of business development and marketing funding activities

How many activities are you seeking funding for?

Proposed activity one

Name of activity *

Total cost of activity *

\$

Must be a dollar amount.

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity? *

\$

Must be a dollar amount.

Who is your audience for the proposed activity? *

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

How will the activity deliver benefits to the association members and broader precinct area? *

What is the expected number of visitors/reach the proposed activity will attract?

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events? *

- Yes
 To be confirmed
 No

If yes or to be confirmed please provide details

Proposed activity two

Name of activity

Total cost of activity

\$
Must be a dollar amount.

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity?

\$
Must be a dollar amount.

Who is your audience for the proposed activity?

How will the activity deliver benefits to the association members and broader precinct area?

What is the expected number of visitors/reach the proposed activity will attract?

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events?

- Yes
 To be confirmed
 No

If yes or to be confirmed please provide details

Proposed activity three

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Name of activity

Total cost of activity

Must be a dollar amount.

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity?

Must be a dollar amount.

Who is your audience for the proposed activity?

How will the activity deliver benefits to the association members and broader precinct area?

What is the expected number of visitors/reach the proposed activity will attract?

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events?

- Yes
 To be confirmed
 No

If yes or to be confirmed please provide details

Proposed activity four

Name of activity

Total cost of activity

Must be a dollar amount.

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity?

Must be a dollar amount.

Who is your audience for the proposed activity?

How will the activity deliver benefits to the association members and broader precinct area?

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

What is the expected number of visitors/reach the proposed activity will attract?

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events?

- Yes
- To be confirmed
- No

If yes or to be confirmed please provide details

Proposed activity five

Name of activity

Total cost of activity

Must be a dollar amount.

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity?

Must be a dollar amount.

Who is your audience for the proposed activity?

How will the activity deliver benefits to the association members and broader precinct area?

What is the expected number of visitors/reach the proposed activity will attract?

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events?

- Yes
- To be confirmed
- No

If yes or to be confirmed please provide details

Proposed activity six

Name of activity

Total cost of activity

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Must be a dollar amount.

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity?

\$

Must be a dollar amount.

Who is your audience for the proposed activity?

How will the activity deliver benefits to the association members and broader precinct area?

What is the expected number of visitors/reach the proposed activity will attract?

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events?

- Yes
 To be confirmed
 No

If yes or to be confirmed please provide details

Proposed activity seven

Name of activity

Total cost of activity

\$

Must be a dollar amount.

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity?

\$

Must be a dollar amount.

Who is your audience for the proposed activity?

How will the activity deliver benefits to the association members and broader precinct area?

What is the expected number of visitors/reach the proposed activity will attract?

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events? Yes
 To be confirmed
 No

If yes or to be confirmed please provide details

Proposed activity eight

Name of activity

Total cost of activity

\$
Must be a dollar amount.

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity?

\$
Must be a dollar amount.

Who is your audience for the proposed activity?

How will the activity deliver benefits to the association members and broader precinct area?

What is the expected number of visitors/reach the proposed activity will attract?

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events? Yes
 To be confirmed
 No

If yes or to be confirmed please provide details

Proposed activity nine

Name of activity

Total cost of activity

\$
Must be a dollar amount.

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity?

\$
Must be a dollar amount.

Who is your audience for the proposed activity?

How will the activity deliver benefits to the association members and broader precinct area?

What is the expected number of visitors/reach the proposed activity will attract?

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events?

- Yes
 To be confirmed
 No

If yes or to be confirmed please provide details

Proposed activity ten

Name of activity

Total cost of activity

\$
Must be a dollar amount.

Of this total cost, how much City of Melbourne precinct funding do you intend to allocate to this activity?

\$
Must be a dollar amount.

Who is your audience for the proposed activity?

How will the activity deliver benefits to the association members and broader precinct area?

What is the expected number of visitors/reach the proposed activity will attract?

Does the proposed activity align with City of Melbourne business activities, marketing campaigns or consumer events?

- Yes
 To be confirmed
 No

If yes or to be confirmed please provide details

Subtotal of business development and marketing funding anticipated costs

\$

This amount is calculated from the precinct funding you intend to allocate to each proposed activity, as outlined in the preceding sections. The subtotal should not exceed your request for 'business development and marketing funding'.

TOTAL FUNDING REQUESTED

Total precinct program funding requested (excluding GST) *

\$

This amount is calculated from the 'administrative funding' and 'business development and marketing funding' fields.

GST

Add 10% if your association is registered to collect GST. If you're unsure check the [ABN lookup tool](#).

TOTAL PRECINCT PROGRAM FUNDING REQUESTED (including GST) *

\$

This amount is calculated from the above 'subtotal' and 'GST' fields.

SECTION 5: Declaration

* indicates a required field

Summary

All activities listed in this application form must be reported against in an acquittal report once activities have been completed within the financial year.

Recognised Associations are required to meet City of Melbourne's reporting and eligibility requirements, including:

- Maintenance of
 - A formal register of the association's financial membership and membership development plan;
 - Annual financial statements in accordance with the requirements of the Associations Incorporation Reform Act 2012;
 - A schedule of communications with constituents and provision of evidence of communication undertaken with association members (for example, email, newsletters, brochures etc.);
 - Minutes of association's annual general meeting;
 - Minutes of the association's most recent general meeting;

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

- The appointment of an independent coordinator engaged throughout the year to undertake precinct association administration, promotional and membership development opportunities;
- Submission of a mid-year acquittal report and a finance report. The report must include evidence (via copies of correspondence) of information regarding City of Melbourne business, marketing and events opportunities to the membership base has been distributed. A template will be provided to Recognised Associations for this purpose;
- Undertaking governance training relating to the requirements of the Associations Incorporation Reform Act 2012;
- The association will ensure that the Council's funding of the Program is appropriately acknowledged in all media and promotional material and that approval is sought from the Precinct Program Manager prior to release of such material. This includes use of the City of Melbourne logo;
- The continued implementation of the precinct association business plan;
- Undertaking business development activities and events as well as localised marketing and promotional initiatives that are of benefit to the precinct wide geographic area;
- Where appropriate, leveraging City of Melbourne led business activities, marketing campaigns and events.
- In the case of more than one submission from associations in similar precincts or geographic locations applying for funding under the program, the City of Melbourne will only recognise one precinct trader association per consumer relevant precinct strip or geographic area.

Privacy

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by City of Melbourne for the purpose of assisting with the administration and reporting processes of the Precinct Program 2021-25. The personal information submitted will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to City of Melbourne, please send an email to chez.asch@melbourne.vic.gov.au

The names of funded precinct associations will be made publicly available, including via publication on Council's [website](#) and in Council media releases.

I confirm that the information contained in this application is to the best of my knowledge true and accurate. I understand that providing false or misleading information is a serious offence. * Yes

I confirm that the President of the Association has seen and approved this application for funding. * Yes

Business Precinct Program 2021_25 | YEAR 1 application form

Form Preview

Name of authorised person completing this application form *

Title

First Name

Last Name

Position of authorised person completing this application form *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.