

EDDF: Business Development Grant 2026/27- Application Form Preview

Information for Applicants

Before you begin

Thank you for your interest in applying for an EDDF: Business Development Grant.

This area of the application form is designed to help you – and us – confirm if you are eligible for this grant.

It is crucial you take the time to read it thoroughly and complete all sections. This is to ensure you do not spend unnecessary time applying for a grant which may be unsuitable for you.

If you have any questions about the EDDF: Business Development Grant including eligibility or the application process, please contact the Planning and Economic Development Team on (08) 9158 9300 or ecodev@porthedland.wa.gov.au.

Overview of the EDDF: Business Development Grant

The Town of Port Hedland has established the Economic Development and Diversification Fund (EDDF) to encourage sustainable economic growth, local job creation and improved liveability across Port Hedland. The EDDF aims to support new and existing business initiatives that contribute to the overall economic prosperity and vitality of the Hedland community.

The EDDF: Business Development Grant is designed to support local businesses and organisations generate new revenue opportunities through the development of feasibility studies and businesses cases and seeks to:

- **Assist local businesses and non-profit organisations deliver new services that enhance livability and quality of place.**
- **Support local businesses and non-profit organisations access funding opportunities through Western Australia and Commonwealth Government programs.**

The EDDF: Business Development Grant has a maximum of 50% of the project costs, up to a limit of \$15,000 per application.

Note: For the purpose of this application and as required:

- **Project** will have the same meaning as activity, program or similar.

Prior to moving to the next section, please ensure you review the following and understand their relevance to this grant:

- [Town of Port Hedland Grants Program Overview](#)
- [EDDF: Business Development Grant guidelines](#)
- [Town of Port Hedland Economic Development and Tourism Strategy 2021](#)
- [Town of Port Hedland Strategic Community Plan 2022 - 2032](#)

Important Points

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Interested applicants are required to meet with the Town of Port Hedland's Planning and Economic Development Team to discuss their project prior to lodging their application.

- Applicants will **not** be able to submit their application if the project has not been discussed with the Town.

Documents and information you will require for this application

Questions in this application will request the following:

- Contact details for the Applicant including authorised person.
- ABN.
- Business information.
- Detailed business plan.
- Project details including budget and timeline.
- Alignment with the Economic Development and Tourism Strategy 2021.
- Details and supporting information regarding the project's:
 - Capital investment.
 - Strategic alignment.
 - Project risks.
- Previous support from the Town of Port Hedland.
- Quotes or evidence of cost for items over \$500.00.
- Bank details (including proof).
- How you plan to recognise and acknowledge the Town for any grant funds received.

Note: Attachments must be 25MB or less per file however files up to a maximum of 5MB are recommended - the larger the file, the longer it takes to attach.

Privacy Notice

The Town of Port Hedland pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy policy, go to the [Town of Port Hedland Privacy Policy](#).

Eligibility

* indicates a required field

Applicant Eligibility

For the applicant to be considered **eligible** for funding, they should:

- Have a new project or idea which may require funding for a feasibility study or business plan to progress.
- Have evidence that other funding avenues have been explored.

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- Have evidence that the business/organisation does not have sufficient capital to proceed with the project without grant support.
- Be able to contribute up to 50% of the project's capital.
- Be able to declare any conflicts of interest.
- Be able to demonstrate compliance to relevant laws, trading requirements and standards.
- Not have received Economic Development and Diversification funding within the preceding 24 month period.

The Town of Port Hedland will **not** consider applications from:

- Applicants with business plans which are incomplete or lacking in detail.
- Commonwealth or State Government Departments.
- A political party.
- An employee or elected member of the Town of Port Hedland, or their immediate family, however this does not include an application from an organisation that an employee, elected member or their immediate family member may be apart of.
- An application with overdue or outstanding debts to the Town of Port Hedland.
- An applicant who is in legal conflict with the Town.
- An applicant who has failed to finalise acquittal requirements from previous Town of Port Hedland funding.
- An applicant auspicing the grant on behalf of another body or entity.
- An applicant that has already received Town of Port Hedland funding for the same project within the preceding 24 month period.
- An applicant that has already applied for Town of Port Hedland funding for the same project within the preceding 24 month period and has been refused.

Project Eligibility

For a project to be considered **eligible** for funding, it should:

- Require a feasibility study, business case or project brief in order to progress.
- Be located in the Town of Port Hedland's boundaries.
- Demonstrate a market need/gap.
- Demonstrate alignment with the Town of Port Hedland's strategic priorities and objectives.
- Represent value for money, demonstrated through the sourcing of two or more quotations.

The following projects or costs are **ineligible** for funding under the Economic Development and Diversification Fund:

- Projects that do not demonstrate a potential to make a meaningful contribution to local employment, economic output and/or enhanced liveability within the Town of Port Hedland.
- Projects that do not meet a demonstrated market gap with the Town of Port Hedland.
- Projects that do not align with the objectives of the Town of Port Hedland's Economic Development and Tourism Strategy.
- Projects directly related to the resource industry or service the resource industry (unless substantial local benefits can be demonstrated).
- Projects inconsistent with the values of the Town of Port Hedland.
- Projects are covered by other grants offered by the Town of Port Hedland.

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- Costs already incurred (retrospective funding).
- Costs associated with project administration and employee salaries.
- Costs associated with operational expenses.

Project and cost eligibility is at the sole discretion of the Town of Port Hedland.

Lodgement Eligibility

I confirm: *

- ☐ This application has been discussed with the Town's Planning and Economic Development Team.
- ☐ The application has not yet been discussed with the Town's Planning and Economic Development Team.

Choose only one answer

Name of Town's Planning and Economic Development Team person/s with whom you discussed your project. *

Confirmation of Eligibility

I confirm I have read the EDDF: Business Development Grant guidelines and meet the eligibility requirements. *

- ☐ Yes
- ☐ No

Guidelines and eligibility requirements can be found [here](#).

Assessing your application

The Town of Port Hedland will assess your application to the extent you address the following criteria:

- Capital investment:
 - Amount of funding requested.
 - Amount of capital contributed by the Applicant.
 - Amount of third-party investment received.
 - Evidence that capital has been sourced from alternate sources.
 - Evidence of insufficient capital for the project without Economic Development and Diversification Fund.
- Strategic alignment:
 - Demonstrated need for the project.
 - Alignment to the Town's strategic priorities and objectives.
 - Community support for the project.
- Project risks:
 - Capacity for the Applicant to deliver the project.
 - Current or future risks to sustainability of the Applicant and/or the project.

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- Risks to the Towns reputation for supporting the project.
- Application:
- Completeness and comprehensiveness of the application.

Applicant Details

* indicates a required field

Contact Information

Business Name *

Organisation Name

This is the name listed in official documentation.

Primary address

Address

Postal address

Address

Phone number *

Must be an Australian phone number.

Email address *

This will be used for all correspondence.

Website

Must be a URL. Can be your website or Social Media page.

Contact Person *

First Name

Last Name

Position held in Organisation *

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Phone number (if different to Organisation phone number)

Must be an Australian phone number.

Email address (if different to Organisation email address)

Must be an email address.

Do you have any conflict of interest to declare? If so, please outline below.

Are you an employee or elected member of the Town, or their immediate family? (This does not include an application from an organisation that an employee, elected member or their immediate family member may be apart of.)

Organisation Details

* indicates a required field

ABN Confirmation

Does your organisation have an ABN? *

☐ Yes

☐ No

ABN Details

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	

Organisation Description

Please provide a brief description of your organisation *

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Word count:

Must be at least 50 words.

This could include: services offered, when did it start, what does it do, how many members, employees, etc.

Legal Structure

What is your Organisation's legal structure? *

- ☐ Unincorporated association
- ☐ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Indigenous corporation, association or cooperative
- ☐ Organisation established through specific legislation
- ☐ Trust
- ☐ Unknown
- ☐ Other:

If your organisation is unincorporated. it must have an auspice organisation.

Legal Status

Please provide evidence of your legal status

Attach a file:

Business Plan

Please attach a copy of your organisation's detailed business plan. *

Attach a file:

The business plan should detail how this project fits with the long-term objectives of your organisation.

Project Details

* indicates a required field

Project Overview

Project Title *

Provide a name for your project - keep it short but descriptive

Please provide the address or location where your project will be conducted or operating from. *

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Must be within the Town of Port Hedland local government area.

Please provide a detailed overview of your project. Include your plan for delivery of the project (including dates and timelines), who will be involved and the need for funding from an EDDF: Business Development Grant. *

Please attach your project plan and timeline documents which support the information outlined in the above point. *

Attach a file:

Other Funding

The Town requires you to clearly justify as to why funding is required from the EDDF: Business Development Grant.

Please demonstrate which other funding options have been explored, detailing the outcomes and/or why it is not an option for this project.

Funding from Personal/Company savings: *

☐ Yes ☐ No

Please explain your response to 'Funding from Personal/Company Savings'. *

Loan/Financing *

☐ Yes ☐ No

Please explain your response to 'Loan/Financing'.

Grant Funding (other than this grant application) *

☐ Yes ☐ No

Please explain your response to 'Grant Funding'. *

Optional: Please attach your document detailing the above if you have insufficient space.

Attach a file:

Risk Assessment

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Please describe your capacity to deliver the project, including any potential risks and how they will be managed. Please also include any current or future risks to the sustainability of this project. *

Please describe your risk management strategies or plan for the actual project. Please also include any current or future risks to the sustainability of this project. *

Optional: Please attach your risk assessment document if you have one already prepared or have insufficient space.

Attach a file:

General Criteria

* indicates a required field

Strategic Alignment

Please demonstrate how your project aligns with the Town of Port Hedland's strategic priorities and objectives? *

Click [here](#) for a link to the Town of Port Hedland's Economic Development and Tourism Strategy 2021 and [here](#) for the Strategic Community Plan 2022 - 2032.

Optional: Please attach your strategic alignment document if you have one already prepared or have insufficient space.

Attach a file:

Community Support

Please outline the demonstrated community support for this project. *

Optional: Please attach your community support document if you have one already prepared or have insufficient space. Please also include any letters of support received from the community.

Attach a file:

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Demonstrated Need

Please outline the demonstrated need for this project. *

Optional: Please attach your demonstrated need document if you have one already prepared or have insufficient space.

Attach a file:

Previous Town of Port Hedland Support

Have you previously applied for a grant from the Town of Port Hedland? *

☐ Yes

☐ No

Have you previously received a grant from the Town of Port Hedland? *

☐ Yes

☐ No

Details of previous support

Please describe the previous grant support you have received from the Town of Port Hedland. Include the project, the year and the amount received. Please advise if you have any outstanding acquittals and the reason/s why. *

Word count:

Must be at least 20 words.

Additional Supporting Documentation

If you have any further documentation to upload in relation to this grant application, please include it at this section.

Describe the relevance for each document and how it supports your application.

Please attach any additional documents here.

Attach a file:

Project Budget

* indicates a required field

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Budget Overview

Applicants are required to contribute at **least 50%** of the project's capital requirements.

- This can include contributions by third parties, such as other grant funding received. *(Note: If your Town of Port Hedland grant is awarded, payment will be conditional upon any other co-contribution being confirmed.)*
- The Town of Port Hedland will not recognise:
 - Any retrospective payments made towards the project as a contribution towards the required amount of capital. *(Retrospective payments include any payments/works commenced prior to the approval of the grant.)*
 - 'In Kind' contributions.

The Town of Port Hedland will favourably consider applications which demonstrate a capital contribution of more than 50%.

Total Amount Requested *

\$

What is the total financial support you are requesting in this application?

Total Project/Program Cost *

\$

What is the total budgeted cost (dollars) of your project?

Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding you may applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns and include as much detail as possible.

For expenditure items **over \$500.00**, written evidence is required to support these costs as below:

- \$500.00 - \$4,999.99: one piece of written evidence.
- \$5,000.00 and above - two pieces of written evidence or an explanation as to why two quotes can not be sourced (eg. one supplier of specialised goods, etc).

Written evidence includes:

- - A screenshot of a text or email.
 - An estimate.
 - Advertised price or formal quote.

To assist you with completing your budget, this section has a pre-filled line under Income - **'ToPH EDDF: Business Development Grant'** - please remember to include the grant amount for which you are applying.

Use the 'Notes' column for any additional information of which you think we should be aware.

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Your below budget **must** balance (Total Income Amount = Total Expenditure Amount). Please **do not add commas** to figures – eg. type \$1000 not \$1,000 – as this will ensure your figures for each table total correctly.

Please contact the Economic Development Unit on (08) 9111 5000 or ecodev@porthedland.wa.gov.au if you are unsure of how to complete your budget.

Income Description	Confirmed Funding?	Income Amount	Notes
ToPH Business Development Grant	Confirmed Unconfirmed Not Applicable	\$	This grant application
		\$	

Expenditure Description	Expenditure Amount	Notes
	\$	
	\$	

Budget Totals

These figures are automatically calculated based on your Income and Expenditure listed above.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Please attach supporting evidence for expenditure amounts over \$500.00.

Attach a file:

Optional: Please attach a copy of your project's budget.

Attach a file:

If you are unable to complete the table or already have all your information in a document, attach it here and enter 'Budget Attached' with an amount of \$0.00 in the Income and Expenditure fields above.

Optional: Please provide any additional comments on the budget you have proposed.

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Bank Details

* indicates a required field

Bank Information

Please provide your bank details into which the funds will be deposited should your application be successful.

Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Bank Name *

Name of the bank (eg. CBA, NAB, ANZ).

Branch Address *

Suburb and state of the bank's branch.

Evidence of banking details *

Attach a file:

This can be a copy of a bank deposit slip, cheque or bank statement showing the bank logo, account name, BSB and account number – balances are not required. The Proof of Account (or similar) generated through online banking is not acceptable by the Town of Port Hedland for this purpose.

Acknowledgement of Funding

* indicates a required field

Applicants are required to publicly acknowledge funding received from the Town of Port Hedland through the EDDF: Business Development Grant – this can be advertising, promotion and/or any media publicity associated with the project.

Please note the Town of Port Hedland may request additional acknowledgement conditions together with those detailed below.

Should your application be successful, please outline how you intend to acknowledge the Town of Port Hedland's financial support for your project? *

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Word count:

Must be at least 30 words.

Please be as specific as possible.

Agreement to Funding Conditions

* indicates a required field

Funding Conditions

If approved for the EDDF: Business Development Grant, the Applicant agrees to **all** conditions as detailed in the **final executed funding agreement** *including, but not limited to*, the below:

- Use of funding amount and permitted purpose.
- Funding conditions.
- Delivery of the project.
- Evaluation and reporting requirements including reporting dates.
- Acknowledgement of the Town's funding.
- Term of agreement.
- Breach.
- Termination and repayment, specifically the Applicant must repay any Funding Amount should the Agreement be terminated.

I agree *

☐ Yes

☐ No

Certification and Feedback

* indicates a required field

Certification

This section must be completed by the Applicant, or an appropriately authorised person on behalf of the Applicant (may be different to the Contact Person listed earlier in this application form).

I certify, to the best of my knowledge, the statements made within this application are true and correct.

By submitting this application, I consent to the Town of Port Hedland publishing the Applicant's name, the project, event or activity description, and amount funded, in our publications as well as for use in promotion of the Town of Port Hedland's grant program.

I understand if the Applicant is approved for this grant, I/we will be required to accept the terms and conditions as outlined in the final executed funding agreement.

I agree *

☐ Yes

☐ No

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Name of authorised person *

First Name

Last Name

Must be a senior staff member, trustee or appropriately authorised volunteer.

Position held in Organisation *

Position held in organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Date *

Must be a date.

Applicant Feedback

Thank you for taking the time to submit your EDDF: Business Development Grant application.

You are nearing the end of the application process and, before you review your application and click the **SUBMIT** button, we would really appreciate you taking a few moments to provide us with feedback.

Please indicate how you found the EDDF: Business Development Grant application process:

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Approximately how long did it take you to complete this application? Include prep time as well as the online form.

Estimate only in minutes.

Please provide your suggestions for any improvements to this application process and/or the form you think we need to consider. If you have any additional feedback regarding the EDDF: Business Development Grant program, please include that in your response too.