

NEIS APPLICATION

The following lists criteria used to assess applications. Attach photocopies of any supporting documentation to this application and submit using one of the following methods to apply:



Email to bec@kangan.edu.au



Mail to BEC Office, 38 Buckley Street, ESSENDON VIC 3040

If you require further assistance please contact the office on 9094 3008.

- ☐ Evidence of satisfaction of the legal requirements (licences, council permits, etc.) for your business;
- ☐ Evidence of the availability of any funds you might need to start the business (eg. bank statement, loan statement, letter from investor);
- ☐ Evidence of experience (e.g. qualifications, resume, references, photographs of products);
- ☐ Evidence of existing customers or demand for your product or service (e.g. testimonials from customers, paid invoices, pending jobs).

Note: attach extra pages to application form where there is insufficient space to answer the questions.

Name of Applicant(s):

(Note: where there are a number of applicants, each applicant is required to complete the last page of this application form – titled 'Personal Information')

Proposed Business Address:

Suburb:

Postcode:

Preferred Training Locations (Please mark preference 1 or 2).

Essendon ☐

Richmond ☐

Melton ☐

Ballarat ☐

Bendigo ☐

Have you attended an interview at an information session?

Yes ☐

No ☐

Have you received NEIS allowance previously?

Yes ☐

No ☐

If YES How long ago?

What was the nature of the business?

Business Details

Briefly define the nature of the business you propose to start.

List the products/services you will offer for sale.

What legal requirements relate to your business operation? List these requirements and state whether you currently meet these requirements.

What stage of development is your intended business at currently? Is your product or service ready for sale now? Explain your answer.

***If your intended business is web based, is it dependent on the development of a website before it can trade? If so explain what stage of the process this is at.
If other sites will be used state which ones.***

Who do you anticipate will be the main customer purchasing your product/service?

Who if anyone supplies this product/service now?

Where will you buy your product/raw materials? Please supply names and addresses of suppliers.

What price will you charge for your product/service/how have you calculated this?

What price is normally charged by others for the product/service?

Financing Your Business

Describe the equipment that you will need for the business: Already owned by you

Need to buy or lease

What start-up funds do you estimate will be needed? List items you will need and their associated cost (ensure insurance costs are incorporated in your start-up costs).

How much of the start-up costs are you able to fund?

If you need additional funds, where do you expect to obtain these funds? Attach supporting documentation to demonstrate your ability to fund your proposal

Potential Demand

The following questions are vital.

(Provide detail on any market testing conducted and why you consider your business idea is potentially viable. Attach evidence of work paid for, products sold, bookings made, etc.)

Detail any research conducted?(e.g. questionnaires, online information, discussions with industry etc.)

***Market testing - paid and unpaid (eg sales, orders, bookings, market stalls, online sales, sales to family and friends, consignment, freelancing, etc.)
Attach a detailed list of all activities.***

Your Skills, Abilities and Ambitions

What are the main skills and attributes that you will bring to your business?

Do you have any previous experience of starting up a business venture? Please give details

Do you require individualized assistance to complete the course e.g. reading, writing, , or any other form of assistance

Yes ☐ No ☐

Please outline your needs:

Digital Capabilities

Do you use digital technologies?

Yes ☐ No ☐

Do you have access to a desktop/laptop/notebook outside BKI ?

Yes ☐ No ☐

Have you used the following?

Internet

Yes ☐ No ☐

Microsoft Office

Yes ☐ No ☐

Insurance:

There is a requirement that at the commencement date of the NEIS business, appropriate insurance cover for your business is undertaken. If you think there may be a reason why you could have difficulty in securing Insurance, please respond and we can contact you to discuss.

I may have difficulty in securing appropriate insurance

Yes ☐ No ☐

INDEMNITY STATEMENT

Kangan Institute makes available its consulting and advisory services on the understanding that neither Kangan Institute, its Executive Office, staff or volunteers, nor any of the members of Kangan Institute are responsible for any liability or loss resulting from any of their actions, recommendations or advice, or any failure to take action, make recommendations or give advice. Kangan Institute, its Executive Office, staff and volunteers and the members of Kangan Institute hereby expressly disclaim all and any liability whatsoever, to the full extent allowed by law to any person arising out of or connected in any way to the services provided by each or any of them, including any liability for negligence.

I/we have read, understand and agree to be bound by this disclaimer.

Signed: _____ Date: _____

PERSONAL INFORMATION

(please print)

To be completed by applicant

1. What is your title and name?

Title Surname (family name)

--	--

First given name Other given names

--	--

2. What is your date of birth?

--

3. What is your home address? (not a P.O. Box)

Number and street

--

Suburb or town State Postcode

--	--	--

Home telephone Mobile telephone

()	
-----	--

Email

--

4. What is your postal address for correspondence?
-
- If the same as question 3 write 'as above'*

Number and street or P.O. Box

--

Suburb or town State Postcode

--	--	--

5. Are you an undischarged bankrupt?

No ☐ Yes ☐

6. Have you previously received NEIS Allowance?

No ☐ go to **8**Yes ☐ Was it within the last twelve months?No ☐ go to **7**Yes ☐

7. Was it for a same/similar business as the proposed business in this application?

No ☐ Yes ☐

8. Will you be available to work full time in the business?

No ☐ Yes ☐

9. Provide full names of NEIS business partners other than yourself (including your spouse) applying for NEIS assistance.

--

10. Your
- JobSeeker ID number**
- if registered with Centrelink.

--	--	--	--	--	--	--	--	--	--

11. Type of Centrelink Allowance (if applicable?)

--

12. Centrelink office you are registered with (if applicable?)

--

- 13.
- Details of your Jobactive Provider if registered**

NAME:

ADDRESS:

PH:

Signature of applicant

Date

--

OFFICE USE ONLY

1. Does ESS confirm basic Job Seeker eligibility?

No ☐ Yes ☐

2. Does the Job Seeker meet participant and business eligibility criteria (listed on page 1)?

No ☐ Yes ☐

GRAMETS

Main Office – 38 Buckley Street, Essendon 3040

Name:

--

Signature

Date

--

Stream/Category:

--