Chamber Business Boost Fund Application 2026 / 2027
Form Preview

Eligibility

* indicates a required field

Chamber Business Boost Funding Program

Before completing this application form, you should read the program guidelines on our website: https://www.tweed.nsw.gov.au/development-business/business/chamber-business-boost-fund

To qualify for the Chamber Business Boost Fund, **applicants must be a registered business chamber located within the Tweed Shire.**

Please note:

Multiple applications can be received per financial year, with funding not to exceed a total of $15,000 (including GST).

Requests for the full funding amount of $15,000 will only be considered for events that demonstrate substantial public significance and broad community benefit. Council will not support applications seeking the total funding amount where the event is primarily limited to business attendees or closed-audience functions. Applicants must clearly demonstrate how their event will engage the wider public, contribute to the cultural and economic vibrancy of the Tweed, and deliver outcomes beyond internal business networks.

If you have any questions, please email business@tweed.nsw.gov.au

If you do contact us throughout the application process, please quote the application number.

Acknowledgement of Eligibility

Before proceeding, please acknowledge the following:

- You have read and understood the program guidelines
- You are able to demonstrate alignment between your project and the aims of this program
- Your organisation is a registered Business Chamber in the Tweed Shire
- Your organisation is located in the Tweed Shire Council area
- Your organisation is able to demonstrate financial viability
- Your organisation does not owe any reports or money to Tweed Shire Council as a result of previous funding or grants
- Your organisation has the appropriate type and level of insurance for the activities that are the subject of this grant

I acknowledge all statements above *
☐ Yes

Contact Details

* indicates a required field

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Privacy Notice

We pledge 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 statement, go to **Privacy | Tweed Shire Council**

Business Chamber Information

Chamber applicant *
Organisation Name

Make sure you provide the same name that is listed in official documentation.

Applicant postal address
Address

Applicant email address *

Must be an email address.

Applicant website

Must be a URL.

Applicant 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	

Primary Contact Details

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Primary contact *
Title First Name Last Name

This is the person we will correspond with about this grant.

Position held in organisation *

e.g., Manager, Director or Fundraising Coordinator.

Primary contact primary phone number *

Must be an Australian phone number.

Primary contact email address *

This is the address we will use to correspond with you about this grant.

Project Details

* indicates a required field

Project title *

Word count:
Must be no more than 25 words.
Provide a name for your initiative. Your title should be short but descriptive

Anticipated start date

If exact date not known, provide an estimated date

Anticipated end date

If exact date not known, provide an estimated date

Select which category(s) best describes your initiative: *
☐ Skills/Capacity Building
☐ CBD event and/or precinct activation
☐ Marketing or Promotional Campaign
☐ Networking
Refer to Chamber Business Boost Program Guidelines for description of eligible activities.

Will this application involve collaboaration with another Tweed Shire Chamber? *
○ Yes
○ No

Applicants are reminded that preference may be given to initiatives that demonstrate long term impact or are designed to be sustainable beyond the initial funding period.

Projects that have sustainability, circular economy, or social justice benefits are also encouraged.

Please provide a short summary, or attach a proposal outlining your initiative *

Be descriptive, but succinct. Include a brief summary of who this initiative is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Refer Chamber Business Boost Program Guidelines.

Supporting information
Attach a file:

Which of the core pillars of the Succeed in the Tweed initiative does your project align with?
☐ Capacity Building: Strengthening the skills, resilience, and operational capabilities of local businesses.
☐ CBD Placemaking and Activations: Creating vibrant, engaging public spaces through events, art, and community-driven initiatives that enhance the character and economic vitality of central business districts.
☐ Networking: Encouraging collaboration and connection among businesses to foster innovation and growth.
☐ Celebrating Business Success: Recognising and showcasing the achievements of businesses within the Tweed Shire.

Please provide a detailed overview of your project and how it aligns with the core pillar/s *

Please provide some information about how your organisation will complete the work or deliver the initiative oultined in this application *

Include in this section information about your strategies for providing the inputs (money, staff/ volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant. Go to the SmartyGrants Answers Bank if you need some ideas about how to frame your response.

Project Budget

* indicates a required field

Total Amount Requested *

Total Project/Program Cost *

What is the total financial support you are requesting in this application? (Reminder: amount must not exceed $15,000 incl. GST in a financial year)

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

Co-funding requirement

Chambers are required to contribute a minimum of 10% co-funding towards each funded activity. This contribution must be clearly outlined in the project budget.

For Chamber collaborations, each participating Chamber are required to contribute a minimum of 10% in co-funding.

Project Budget (Income)

Please outline your initiatives income in the budget table below, including details of other income or funding that you have applied for, whether it has been confirmed or not. Applicants need to be aware amount is to be inclusive of GST. In-kind support must also be reflected as a dollar amount. (eg. volunteer hours could be costed a@$25 per hour)

Income description	**Income type**	**Is this funding confirmed?**	**Income amount (budgeted)**	**Notes**
Provide a clear description for each budget item. Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'.	Please select the type of income		Enter the total amount expected to be received. Must be a dollar amount.	Add notes if you need to provide more context

Project Budget (Expenditure)

Please outline your project expenses in the expenditure table below. Applicants need to be aware amount is to be inclusive of GST.

Expenditure description	**Expenditure type**	**Expenditure amount (budgeted)**	**Notes**
Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 months',	Please select the type of expenditure.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Add notes if you need to provide more context.

'office supplies', 'part-time staffer x 40 hours'.			

Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

What other inputs will you need in order to successfully carry out this project?

Input	Confirmed?
Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.	

Project Outcomes

Defined Success Metrics

Please describe the number of businesses engaged, projected event attendance, or measurable improvements in business performance.

Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your initiative. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Your outcomes	Timeframe	Explanatory notes
What changes do you expect will occur as a result of your initiative (e.g. increased visitation to a precinct, or increase in number of businesses engaged, beautification or placemaking)? Please be brief. One per row.	When do you expect this outcome to emerge?	Add notes if you need to provide more context.

Please list any indirect beneficiaries you anticipate will or may be affected by your initiative.

Indirect beneficiaries

One per row. You may add extra rows if required. Indirect beneficiaries are those who may not be targeted by your initiative but are nonetheless expected to be affected by it. For example, a CBD placemaking event may directly engage local entrepreneurs and small businesses, while also indirectly benefiting nearby residents and visitors through enhanced public spaces, increased foot traffic, and a more vibrant community atmosphere.

Project Outputs

Your metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. You may add your own metrics here.

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit such as cm, metres, people, people-days, %, etc)
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to ""ask one good question and answer it reliably"" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	Target	Collection method	Explanatory notes
One per row. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/ estimation, government or public dataset (e.g. Census), other datasets.	Add notes if you need to provide more context.

Qualitative evidence

Qualitative evidence is a descriptive rather than numeric form of evidence designed to indicate whether or not progress towards an outcome is occurring.

Examples of qualitative data sources include interviews, testimonials, focus group transcripts/summaries, social media posts, media appearances/mentions, and artistic or multimedia depictions such as photographs, videos and audio/podcasts.

Qualitative evidence	Explanatory notes
Select the type of qualitative evidence you will use to help track your progress. One per row. Add more rows if you want to list additional types of qualitative evidence.	Add notes if you need to provide more context.

Privacy Statement and Declaration

* indicates a required field

Privacy Statement

Tweed Shire Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse.

Declaration *

☐ I have read the Chamber Business Boost Program Guidelines.
☐ I note unused funds cannot be carried forward to the next financial year.
☐ I note it is incumbent on the organisation to ensure that all laws are complied with, including obtaining any necessary approvals or permits from Tweed Shire Council.
☐ I declare that all the information supplied in this application form and any attachments are true and correct to the best of my knowledge and that the application has been submitted with the full knowledge and agreement of the management of the organisation.
☐ I will notify Council of any changes to the information supplied and any other information or circumstances arising that may affect this application.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

○ Yes

Authorised person's name *

Title | First Name | Last Name

Position held in the organisation *

Date of declaration *

Must be a date.