

EXPRESSIONS OF INTEREST APPLICATION FORM

Business Mentoring – Resiliency & Recovery - 2023

The purpose of this program is to assist Balonne based businesses – agribusinesses and small-medium and tourism businesses to identify and implement ideas/projects with the assistance of a qualified business mentor/advisor to improve resiliency and recovery. Eligible businesses will be able to apply for professional advisory assistance to assist their businesses in various areas such as, but not limited to:

- Resilience and Business Continuity Plans (BCP)
- Financial management and business planning
- Succession Planning
- Online presence, e-commerce and social media
- Business expansion and/or diversification
- Capital projects (replacement of lost assets and/or new works)

Applications that meet the eligibility criteria and can clearly outline how their idea/project meets the objectives of the program will be evaluated and assessed by an independent panel (3 panellists) against three key selection criteria as detailed below.

PROGRAM OVERVIEW

There are twenty-five (25) “mentee” spots available with these spots being selected by the program’s steering committee based on the assessment from the panel. All applicants will be notified of the outcome and those twenty-five will then work with the project officer to be introduced to a short-list of business mentors with the applicant selecting their mentor/advisor.

A maximum of thirty (30) advisory hours will be allocated to each mentee. In addition to the mentor and project officer, in addition to their projects and ideas on how a mentor will assist, mentees will also potentially be working with a highly-secured software system to help business and mentors address business gaps, monitor and support engagement between the mentor and mentee as well as providing real time reporting on the progress of the program.

In addition to the mentoring/advisory services, there will also be the opportunity for the mentees to participate in relevant workshops and also access project funding up to

\$2,000 ex GST that will assist. A further application will be required to access this funding and available only to those selected to participate in the program.

By the conclusion of the mentoring program, a mandatory requirement for each of the mentees, through the assistance of their mentor, will be the completion a Business Continuity Plan (template provided) or review and update if a plan is currently in place.

ELIGIBILITY CRITERIA

- A small business or agribusiness with a registered ABN based in the Balonne Shire Council Local Government Area.
- Those businesses that have participated in past Balonne Shire Council mentoring programs are eligible to apply.
- Not for profit organisations are eligible to apply.
- Completion of an Expression of Interest by the due date highlighting how a business advisor/mentor can assist their business and the potential longer-term impacts that could be realised on their business and community.
- Strong consideration will be given to those businesses and agribusinesses that can provide demonstrable evidence of being impacted/affected by flooding events that occurred in the Balonne Shire in 2021 and 2022. Impacts such as:
 - Loss of revenue;
 - Increase in unanticipated expenses;
 - Loss of staff;
 - Environmental and social impacts;
 - Other.
- Project funding – only those selected on the program will be invited to submit applications.
- The program concludes on 31 May 2024.

EXPRESSIONS OF INTEREST/APPLICATION

Key Dates	Actions
Monday 10 July 2023	Applications open
<i>Extended to 1 September 2023 (5pm AEST)</i>	Applications close
<i>Revised Thursday 14 September 2023</i>	Applications assessed and notification of outcomes
<i>Revised 15-29 September 2023</i>	Selection and appointment of mentors
31 May 2024	Program concludes

All applications to be submitted electronically to council@balonne.qld.gov.au

SELECTION CRITERIA

Selection Criteria	Outcome	Examples	Relative Weighting
<i>Selection Criteria 1: Building resilience - Economic Benefits</i>	<ul style="list-style-type: none"> Increased investment; Increased local employment; Increased business turnover; Improved efficiencies and productivity; and Improved business profitability. 	<ul style="list-style-type: none"> Business expansion/diversification; Employment of additional staff; Provide additional employment for supplier businesses in the Balonne Shire 	40%
<i>Selection Criteria 2: Building resilience - Diversification/Risk Management</i>	<ul style="list-style-type: none"> Improved business resilience in the face of climate variability; Develop a Business Continuity Plan (BCP) in place to address future risks and disasters. 	<ul style="list-style-type: none"> Value-added production (processing); supply-chain/ vertical integration; change management and business succession planning, contingency plans 	40%
<i>Selection Criteria 3: Community Benefit</i>	<ul style="list-style-type: none"> Enhanced skills of individuals in the community; New employment opportunities for residents and future residents, Building community resilience 	<ul style="list-style-type: none"> Employment; Training opportunities; Community projects arising from this project potential flow on impacts to the towns in the Balonne Shire. 	20%

APPLICANT DETAILS

Applicant Name (s) Click or tap here to enter text.

Business Name (if applicable) Click or tap here to enter text.

Address Click or tap here to enter text.

Phone/Mobile Click or tap here to enter text.

Website (if available) Click or tap here to enter text.

Email Click or tap here to enter text.

Is your business registered for GST ? **Yes** **No**

If yes, ABN number: Click or tap here to enter text.

Industry

Which sector best describes your business (tick one)?

Agriculture Horticulture Small Business

Business Structure:

What is the current business structure (tick one)?

Sole Trader, Company, Partnership, Trust, Co-operative, Joint Venture

Please describe the nature of your business.

(e.g., enterprise/s, industry sector, scale, number of staff employed, marketing, business plans etc)

Click or tap here to enter text.

What areas do you believe you need assistance with from an advisor/mentor? Please tick all that are applicable. What assistance are you looking for?

(Please choose up to three main areas of interest from the program)

- | | | |
|----------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Business Planning | <input type="checkbox"/> Cash Flow/Finance | <input type="checkbox"/> Decision Making |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> e-commerce/online | <input type="checkbox"/> Environmental management |
| <input type="checkbox"/> Precision Farming/AgTech | <input type="checkbox"/> Risk Management | <input type="checkbox"/> Succession Planning |
| <input type="checkbox"/> Value-add/Diversification | <input type="checkbox"/> Other Click or tap here to enter text. | |

Please expand further what you hope to achieve from participating in the program (maximum 250 words)

Click or tap here to enter text.

Please provide an overview what potential benefits/impacts/outcomes you may realise with the assistance of a mentor/advisor? These should include economic (investment, job creation), operational and/or environmental benefits with a focus on building resilience in your operations. **(maximum 200 words)**

Click or tap here to enter text.

Please outline the potential (if any) for this assistance to benefit your town and the wider Balonne community?

Click or tap here to enter text.

A requirement for all participants of the advisory/mentoring program is to discuss opportunities/area the program that may benefit you with the Resilience Recovery Officer and utilising business assistance software for both business diagnostics and mentor engagement. Are you happy to undergo this as to establish the current status of your operations and how and what advisory/mentoring services that may assist? Yes No

Signature _____ **Date** _____

This project was funded by the Queensland Government Disaster Recovery Funding Arrangements (DRFA)