

Business Development Fund Application Form

2018-2019



BEFORE YOU START...

Please read the *Business Development Fund Application Guide* before submitting an application.

Applications for investment are **made by the co-investor** (or lead co-investor/deal lead in the case of an investment syndicate), and are made online.

As part of the application process, you will need to:

- **Confirm that the investment proposal meets the following investment criteria:**
 - You are an eligible co-investor.
 - The business has the majority of its assets and employees located in Queensland.
 - The business does not have property development, land ownership, finance, or construction as its predominant activity.
 - The business is not an investment fund.
 - The funding sought from the Business Development Fund is between \$125,000 and \$2.5 million.
 - The co-investor will provide at least matching investment to any investment provided by the Business Development Fund.

- **Upload the following documents:**
 - Business Development Fund Application Form (this document)**
 - Capital structure and financial information (see Section E of this document)**
 - Any other information to support your application (optional)

** You are encouraged to complete the application form with capital structure and financial information as described in Section E of this document. However, if you have alternative documentation satisfying the information requirements outlined in this document, you may upload those materials instead. If there is missing information from your alternative documentation, please answer the relevant questions from this document and attach a partially-completed application form along with your alternative documentation.

- **Provide relevant declarations and acknowledgements.**

SECTION A: APPLICANT (CO-INVESTOR) DETAILS				
Business Type (e.g., individual investor, syndicate, company)				
Business Name				
ABN (if applicable)				
ACN (if applicable)				
Trading Name (if different from Business Name)				
Principal Place of Business (must not be a PO Box)				
State				
Postcode				
Country				
Telephone				
Email Address				
CONTACT PERSON / LEAD INVESTOR (if syndicate)				
Name				
Position Title				
Telephone				
Email Address				
ADDITIONAL INVESTORS (if applicable)				
Name of Investor	Contact Person	Position Title	Telephone	Email

SECTION B: INVESTEE BUSINESS DETAILS	
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Trading Name	
ABN (if applicable)	
ACN (if applicable)	
Principal Place of Business (must not be a PO Box)	
Suburb	
State	
Postcode	
Country	

CONTACT PERSON	
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Name	
Position Title	
Telephone	
Email Address	

The business does not have to be a company at the time of application. However, if the Investment Panel approves an investment in your business, the business will need to form a proprietary/public company limited by shares prior to any investment by the Business Development Fund. Please complete the following list of directors and officers of the investee company (actual and/or proposed).

DIRECTORS AND OFFICERS			
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Name	Position	Telephone	Email
	Chairperson		
	Executive Director		
	Non-Executive Director		
	CEO		

SECTION C: BUSINESS SUMMARY

Please provide a brief description of the business (in 50 words or less).

Total number of employees (FTEs)	
Number of Queensland-based employees (FTEs)	
Total assets (\$A)	
Total assets based in Queensland (\$A)	
Current business valuation (\$A)	
Amount to be invested by co-investor (\$A)	
Amount to be invested by the Business Development Fund (\$A)	

SECTION D: DETAILED INFORMATION**INVESTMENT PITCH**

1. Please provide brief statements for each of the following:

- Unique business value proposition
- Product definition including key features
- Market opportunity
- Path to commercialisation
- Key competitors
- Business's point of differentiation
- Revenue model

2. Briefly describe the strengths, weaknesses, opportunities, and threats of the proposal.

3. Outline training opportunities to be provided to Queensland-based employees (and skills they will obtain).

CORPORATE STRUCTURE

4. Please provide a brief description of the legal structure of the business (including, if applicable, parent and subsidiaries, interstate and offshore entities).

INTELLECTUAL PROPERTY

5. Please describe intellectual property (IP) ownership, including:

- IP assets
- Who owns the IP
- How the IP is secured
- Any IP licensing arrangements

ACTION PLAN

6. Describe in detail the intended use of co-investor and Fund investment, and expected benefits to be derived from such investment.

SECTION E: FINANCIAL INFORMATION

7. When submitting your application online to the Business Development Fund, you are required to upload the following information (spreadsheet/s preferred).

– **A capitalisation table with:**

(a) Current shareholdings prior to Fund and co-investor investment.

(b) Proposed shareholdings on completion of any investment.

This information should include a detailed breakdown identifying all investors before and after Fund and co-investor investment (including the price per share paid at each stage, the class of shares held by each investor and the percentage share of the company that holding represents, as relevant).

– **A simple balance sheet prior to and following Fund and co-investor investment.**

This includes the current asset, debt, and equity structure of the business. Clearly and separately identify the value of intellectual property held by the business. In addition, separately identify who holds the debt and on what terms. Add any relevant notes or commentary.

– **If there are convertible notes or shareholder loans currently funding the business, separately outline what is being capitalised or repaid as part of your proposal.**

– **Any other financial instruments current to the business (e.g., employee-based options).**

– **A simple profit and loss statement for the previous year and current financial year-to-date (actual and forecast) [if applicable], and forecast financial performance over the next two financial years.**

At a minimum, please include total revenues; total expenses; earnings before interest, tax, depreciation, and amortisation (EBITDA); and net profit after tax (NPAT). Add any relevant notes or commentary.

All monetary amounts must be presented in Australian dollars (\$A).

SECTION F: CO-INVESTOR INFORMATION

CO-INVESTOR DUE DILIGENCE

- 8. Describe in detail the due diligence undertaken on the proposal and the results. Clearly identify any risks that you have identified and strategies to manage these risks. Please upload more detailed information (if appropriate).**

CO-INVESTOR STATEMENT

- 9. Please provide evidence of your:**
- **Demonstrated commitment to, and track record in, making investments in seed and early stage businesses**
 - **Experience in providing support, management and mentorship to seed and early stage businesses**
 - **Strong and established reputation**
 - **Ability to undertake Business Development Fund reporting**

10. The role of the co-investor is to assist the business through mentoring, expertise, networking, and providing accessing to later-stage finance and to markets. Please provide a statement outlining your ongoing contribution to the business.

EXPIRY DATE

11. Please advise of final date for which the proposal will remain valid (must be a minimum of four months).

[End of Application Form]