SAYES Application Form

Your Details

Name:	
Email:	
Address:	
Phone (Mobile):	
Date of Birth:	
SA Resident:	☐ Yes ☐ No
What is your Council area?	
Where did you hear about SAYES?	
Why are you applying for SAYES?	

Employment History

Are you currently employed somewhere other than your business?	☐ Yes ☐ No
Employment Status.	☐ Full time ☐ Part time ☐ Casual

Business Details

What is your business name?	
Have you commenced trading?	☐ Yes ☐ No
If yes, when did you commence trading?	
Is your business name registered?	☐ Yes ☐ No
What is your ABN?	
Is your business registered for GST?	☐ Yes ☐ No
Briefly describe your business and the products/services you offer.	
Why did you create this business?	

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Where does your business operate?	☐ Home ☐ Business Premises
Do you currently employ any staff?	☐ Yes ☐ No
If yes, are your staff: (please also indicate the number of staff in each area)	☐ Full time ☐ Number of Staff ☐ Part time ☐ Number of Staff ☐ Casual ☐ Number of Staff ☐ Contractors ☐ Number of Staff
What action have you taken so far with your business?	
What are some of the challenges you are currently facing in your business?	
Identify key areas in which you are looking for assistance? (eg mentoring, legal, financial, office space)	
If your business has a website, please provide the address.	
If your business has an Instagram page, please enter the page name.	
If your business has a Facebook page, please enter the page name.	

Business Market

What research have you undertaken to determine your target market and size of your customer base.	
Who are your competitors and why?	
What makes your product/service unique from your competitors?	
How are you promoting/advertising your business?	

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Are there any seasonal variations which impact on your business?	

Business Finance

How much does your product/service cost to produce?	
How much do/will you expect to charge for your product/service?	

Business Budget

What is your current annual turnover? (Current financial year)	

Your business budget

Please detail your business finances over the last financial year. We recognise some applicants may not have commenced business operation. In this case, the budget template is to be used as a proposed forecast only.

Income

Business Income:	$
Other Income: (eg from other employment)	$
Total Income:	**$**

Expenses

Advertising Expenses:	$
Utilities Expenses:	$
Insurance Expenses:	$
Production Expenses:	$
Supplies Expenses:	$
Rent Expenses:	$
Salary Expenses:	$
Telephone Expenses:	$
Other Expenses:	$
Total Expenses:	**$**

Balance (surplus/deficit) (= total income – total expenses)	**$**

Please forward your completed SAYES Application form via email to sayes@business-sa.com

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