

Terms and Conditions for Nominating for CCIQ Flood Relief Fund Support

A claimant will be eligible for nomination for Flood Relief Funding where:

- a. The business is operational in a flood declared area and has suffered direct damage as a result of the prescribed December 2010/ January 2011 flood event; and
 - b. Is the owner or authorised representative of a small to medium sized business (sole owner, partnership, private company); and
 - c. Provides proof that their insurance company will not cover damages or cleanup costs (by letter); and
 - d. Is ineligible to apply for any government financial support; or
 - e. Has made application for any available government financial support to cover the damage or cleanup costs and is ineligible; and
 - f. Provides proof of where the financial support will be used for repairs and/or replacement items as a result of the floods(e.g. quotes from a tradesperson, repairer, cleaning company); and
 - g. Intends to re-establish their business enterprise and/or continue operations; and
 - h. Is responsible for meeting the costs they are claiming; and
 - i. Has been nominated by the Executive of their local Chamber of Commerce or Chamber of Commerce & Industry Queensland (CCIQ) representative.
1. Applicants must provide proof of the following:
 - a. Their insurance does not provide cover or a claim was rejected;
 - b. For primary producers and small business owners with less than 20 employees only, their application for government financial support has been rejected;
 - c. Any quotes/estimates for emergency repairs/replacement items.
 2. Applications must be made by the business owner or a suitably authorised representative.

Definitions

Small to medium sized business means a business that:

- a. A small business is defined as a business employing 1 or more people, but less than 20 people; and
- b. A medium business is defined as a business employing 20 or more people, but less than 200 people.

Authorised representative means the person authorised by the business to act on its behalf and to provide all necessary documentation as may be required and capable of executing documents on behalf of the business.

Ineligibility

Businesses which are ineligible for assistance include:

- a. Public companies;
- b. Businesses which have not incurred any damage or clean-up costs associated with the removal of debris or restoration costs incurred as a result of the December 2010/January 2011 flood event;
- c. Businesses outside of the flood affected areas in Queensland.

Return completed form to: relieffund@cciq.com.au or fax: 07 3013 3417

If you have any queries, please contact 0407 765 061 or 07 3842 2240.

Nomination Form for Flood Relief Funding

Assistance provided to small and medium sized businesses under this fund is to be used to pay for costs which arise out of direct damage caused by the December 2010/January 2011 flood event in Queensland. This nomination form must be completed for all claims for funding assistance from Chamber of Commerce and Industry Queensland (CCIQ).

SECTION 1 - NOMINATING CHAMBER DETAILS

Name of Nominating Chamber:	
Name of Nominating Chamber Representative and Position:	

Contact details

Postal Address:	
Shire:	
Telephone:	
Mobile:	
Fax:	
Email:	

SECTION 2 - BUSINESS DETAILS

Trading Name:	
Business/Company Name (legal name):	
ABN:	
Industry type (e.g. hairdresser, café, bakery):	

Contact details

Authorised Representative:	
Position/Title:	
Telephone :	
Mobile:	
Fax:	
Email:	
Business Address:	
Postal Address:	
Shire:	

Payment details

Please provide Bank Account Details for payment of Flood Relief Funds by Electronic Funds Transfer:

Bank:	
Branch:	
BSB:	
Account Name:	
Account No.:	

If the bank account name varies from the legal or trading name, please provide evidence that this is the Trade Account for the business.

- Please provide details of your annual turnover in the last financial year: \$ _____
- Please advise the number of employees in your business:
Full Time Employees:
Part Time/Casual:
Total Employees:
- Are you a financial member of the Nominating Chamber?
 Yes
 No
If No, are you a financial member of another Chamber? If so, specify which one:

- Required attachments as proof of eligibility – refer to c, e, and f in the Terms and Conditions (tick if attached)
 (c) Insurance – attach insurance if not covered or a claim was rejected
 (e) Application for government financial support rejected (for primary producers and small businesses owners with less than 20 employees)
 (f) Quotes estimates for emergency repairs/replacement items.

SECTION 3 – IMPACT OF FLOOD EVENT

1. Please provide a brief description of the direct damage your business sustained as a result of the December 2010/ January 2011 flood event (please attach additional information and/or photos if required).

2. Do you intend to continue business operations after restoration/clean-up of the premises?
 Yes
 No
3. You are mainly responsible for the costs which are detailed in this application?
 Yes
 No
4. Was your business operating in the flood affected areas prior to and during the period of the December 2010/ January 2011 flood event in Queensland?
 Yes
 No

SECTION 4 – PAYMENTS UP TO \$4,000 PER BUSINESS

How much are you applying for to get your business operational? This will enable us to distribute financial support to as many businesses as possible.

Please provide a detailed cost breakdown of known emergency repairs and/or replacement items as a result of the floods (e.g. damage to desk and chair, replacement of laptop).

Expense details	Total payments
Total: \$	

Any payment made is an 'ex Gratia' payment at the sole discretion of CCIQ Relief Fund Charitable Trust and no discussion will be entered into as to the amount payable to any one claimant.

SECTION 5 – NOMINATING CHAMBERS ENDORSEMENTS

Tell us why this business above other businesses in your community should receive this financial support (please attach additional information if required).

BUSINESS DECLARATION

I/We declare that:

- The information in this application is true and correct.

I/WE understand that:

- Deliberately providing false or misleading information is a serious offence and a full refund will be payable to CCIQ.
- CCIQ may request my/our tax invoices, official receipts and or bank statements to verify information provided is correct.
- The receipt of funds may result in financial, taxation or legal implications. Applicants are advised to seek independent professional advice.

Applicant:

Signature:

Print Name:

Date: _____

Declaration Nominating Chamber Representative on behalf of the Chamber Executive

I declare:

- I am making this nomination on behalf of the Executive of the [insert shire] Chamber of Commerce
- To the best of my knowledge that the information provided in this application is true and correct
- I, nor any members of the Executive, do not hold any interests in the business nominated e.g. family member, owner, hold financial shares or official position such as a Director, business partner
- The nominated business was in a declared flood affected area in Queensland and the damage incurred was a direct result of the flood event.

Please ensure that you sign below.

Signed on behalf of the Executive
Chamber Representative

Signature:

Print Name:

Date: _____

Privacy Statement

We appreciate the concerns applicants may have regarding the confidentiality and security of information that will be provided to CCIQ.

While CCIQ may provide information to relevant Commonwealth, State and Local Government authorities for the purpose of administering this fund and gathering statistical data, it will not release any financial information provided by applicants in a manner that can identify them.