



Tune Up Canberra

Application Form Stage 1

To complete this application form, refer to the Tune Up Canberra Program and Application Guideline.

Details of premises for which funding is sought

Name of building (if applicable)

Street address

Suburb Post code

Block Section

Building description

i.e. number of floors, basement car parking, approximate age, if it is currently tenanted, how it is serviced (i.e. heating cooling, lifts, hot water systems), building grade, how much of the building is used for Class 5 purposes, other uses in the building etc.

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Applicant details

Company or organisation name (if applicable)

Individual applicant/contact person

If there is more than one applicant, provide additional applicant details on an attachment to this form.

Title..... First name

Last name

Contact phone number

Mobile phone number

Email address

Building owner's consent

If the owner is a company, s127 of the Corporations Act 2001 (C'wealth) details how a company may sign as owner.

If there is more than one owner, provide additional applicant details on an attachment to this form.

Note: the building owner/s will be the recipients and signatories for the Deed of Grant if successful.

Name/s

Postal address

Details of premises

Block Section

Owner/s signature*

Date of consent

Project details

Is this the only Stage 1 application which has been submitted for this building?

Yes/No

Is the subject building a commercial office building Class 5 as defined by the Building Code of Australia?

Yes/No

What is the building's (Class 5 and related components) gross floor area?

Is this application for works to be undertaken solely in the ACT?

Yes/No

Is this application for retrospective costs?

Yes/No

(Please note expenditure for projects or purchases which have already taken place will not be funded)

What amount of funding is sought (GST inclusive)?

What is the total cost of works to be completed (GST inclusive)?

What do you hope to achieve with your Tune Up report? What is your vision for the building (short to medium term)? What improvements do you hope to make?

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Do you agree to provide the ACT Government with the details of all outcomes pertaining to the project for internal reporting processes?

Yes/No

Previous ACT Government funding

Has the owner/s of the building received funding from the ACT Government previously?

Yes/No

If no, please go to next section. If yes, please continue.

Name of the funding program:

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Department/agency that provided funds:

Amount received:

Details of how funding was spent:

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Were all funding requirements met; for example, completed evaluation forms, acquittal reports and audited financial statements?

Yes/No

Attachments

Attached to this application form are:

Insurance details for Stage 1 in accordance with the Program and Application Guidelines.

A rationale for the proposed funding amount i.e. a quote from a consultant, and

A detailed written response to each assessment criteria outlined in the Program and Application Guideline for Stage 1 and any attachments necessary to respond completely to the assessment criteria (see a Word document of the assessment criteria on the Tune Up Canberra webpage.)