

Request for Business Development Support from Northcliffe Community Resource Centre

We have a limited number of business development support packages to offer businesses and community enterprises in Northcliffe, with new packages on offer every three months:

- staff time for developing and designing posters and other visual marketing materials
- assistance with business plans, grant applications, or other activities to develop your business, or business activities as a community enterprise.
- development of logos, scanning images, help with mail-outs, and general assistance with developing printed and online marketing material
- Unlimited access for your organisation to our computers and software for the purposes of marketing your project
- one-on-one assistance for you to use Publisher, Word, GIMP or any other software package, so that you can develop and refine your marketing materials

Total staff time we can offer you, free of charge, per application: 4 hours

All types of projects and events are eligible. You can apply for just one event or a series of events.

There is no limit to the number of support requests your organisation can lodge however approval of your request is at the discretion of the NCRC Manager, working under the Committee, and will be considered within a quota of marketing support packages offered within each six month period.

In return organisations are required to fill in a feedback form after their project is completed and are also asked to acknowledge the assistance they have received. The means of acknowledgment is negotiable.

Organisations need to nominate one or two people to be the primary contact to work with the NCRC to develop marketing materials, preferably the person/s filling in this request form.

You need to provide us content for marketing materials (eg event details and text, photos and logos to use) and as much assistance, input and feedback as you can offer during the design process. NCRC can also take photographs or source images for you which are public domain or similar. You can be as involved as you like in developing marketing designs and materials!

Nominated contact persons will be responsible for organising proof reading, change requests and final approval for marketing materials developed.

Marketing support does not include any costs for printing proofs, finished posters, pamphlets etc. Ask us for a quote if you require us to print your marketing materials.

Staff support time, in addition to your 4 hours free, will be charged at member's rate of \$30 per hour. We will let you know if the staff time allowance has been exceeded, before your organisation incurs financial costs.

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Name of your organisation:

Name of contact person/s (who is filling in this form):

Preferred contact details:

Describe the project you are marketing (this might be a single event, a series of events or some other project):

When is the project happening?

Approximately how many people are involved in organising your project?

This question is important for our statistics reporting!

I hereby agree that my organisation will:

- *delegate someone to complete the project feedback form and return it to the NCRC*
- *acknowledge the assistance of the NCRC in a way agreeable to both parties*

Your signature:

Today's Date:

Request approved by Manager of NCRC:

Manager signature

Date:

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