**BUSINESS DEVELOPMENT BOARD**

**APPLICANT REGISTER**

Register No _____
Region/Date/Client

Applicant _____ Position _____

Organisation _____ Work Ph _____

Address _____ Home Ph _____

_____ Fax _____

_____ First contact date _____

Visit ☐ Phone ☐ Letter ☐

| Programme | Date | | | | |
|---|---|---|---|---|---|
| | Advice Given | Letter of intent received | Letter of Intent Acknowledged | Application Received | Application Acknowledged |
| BDIG | _____ | _____ | _____ | _____ | _____ |
| EAGS | _____ | _____ | _____ | _____ | _____ |
| EGDS | _____ | _____ | _____ | _____ | _____ |

| | Checklist completed | Date of Decision | Date of Decision to applicant | Dates of contact post-approval |
|---|---|---|---|---|
| BDIG | _____ | _____ | _____ | _____ |
| EAGS | _____ | _____ | _____ | _____ |
| EGDS | _____ | _____ | _____ | _____ |

Outcome of contact with the applicant post-approval.

First Contact _____

Action taken _____

_____

Second Contact _____

Action taken _____

**BUSINESS DEVELOPMENT INVESTIGATION GRANT : LETTER OF INTENT FORM**

**NB: This form is to be used in all cases where an applicant wishes to lodge a letter of intent. Any such letters of intent are valid for 90 days - the validity takes effect from the date the letter is received by the Business Development Board.**

**The purpose of a letter of intent is to allow applicants sufficient time to gather the necessary information to complete their applications. Costs incurred after the date on which this letter is received by the Business Development Board (point 7 below) will not be considered as retrospective; however, lodging a letter of intent is no guarantee that such costs will be approved.**

1 Applicants Name:

_____

2 Applicant's Address:

_____

_____

3 Value of grant which applicant intends to apply for
$_____

4 Brief details of grant which applicant intends to apply for (ie what is to be investigated and over what time frame).

_____

_____

_____

_____

5 Date _____

6 Signature of Applicant:_____

Designation: _____

7 Date Received by Business Development Board:_____

8 Signature & Designation of Business Development Board Receiving Officer.

_____