

Competitive Business Fund

Client Report and Evaluation

For your information

Your business agreed to complete and submit a report and evaluation at the completion of the project for which financial support was provided through the Competitive Business Fund. All information provided will be treated as strictly confidential and will be handled in accordance with the Department of Business and Innovation's privacy policy.

A copy of this policy is available on the Department's website: dbi.vic.gov.au. Results will only be reported in aggregate format. Please take a few moments to complete this evaluation form and return to the Client Manager listed below.

Client Manager return details

Client Manager:	
Location:	
Client File Number:	GEMS Number:

Business details

Incorporated Name:			
Trading Name:			
Salutation:	First Name:	Surname:	
Position:		Email:	
Phone:	Fax:	Mobile:	
Address:			
Suburb:		State:	Postcode:

General evaluation

Please rate how satisfied you were with the program

	Very Good	Good	Undecided	Poor	Very Poor
Overall Program					
Relevance to your business needs					
Promotion					
Application process					
Reporting requirements					
Quality of service from departmental staff					
Responsiveness and timeliness of service from departmental staff					

Reporting against key performance indicators

	Base Year Data 20__	Outcomes 20__ post program participation
Annual turnover of business		
Annual operating expenditure		
Full time employees (FTEs)		
Export sales (if applicable)		

Number of staff that have been up-skilled (have received training, acquired new skills), directly attributable to the program:

Description of how up-skilling of each staff member has occurred:

Number of staff that have been transitioned to a more valuable role, directly attributable to the program:

Description of staff that have been transitioned to a more valuable role:

General comments