



BUSINESS GRANT READY CHECKLIST

The Grant Club has prepared a grant ready checklist to assist your business to gather data and information to take full advantage of funding opportunities as they arise. With most grant and funding programs open for only 4 weeks, this checklist can help you be prepared in advance reducing the time and stress involved during the application process.

Business Governance

An understanding of your business structure and status will allow for a quick analysis of grant and funding eligibility criteria.

- What is your legal entity?
- If you are a Company, is your constitution current (reviewed/updated in the past 5 years).
- Do you know your Company Number?
- Do you have an ABN?
- Do you have a TFN?
- Are you registered for GST?
- What is your Mission and Goals of the Business?
- Are financial records up to date?
- Are policies and plans current? E.g. Business Plan, Procurement Plan and Risk Management Plans.
- Check Current insurance policy – Public Liability coverage current and valid.
- Do you own the land? Do you need land holder permission for your project?
- Are written leases or agreements in place?

Business Information

Record some information about your organisation that is easily accessible for future reference.

- How many employees do you have?
- Do you have a wish list with priorities identified?
- How many years has the business been operating?
- Is the business growing or diversifying?
- What is your client base/target market? Demographic information about clients/customers.
- Has the organisation hosted events, completed infrastructure projects or implemented programs before? Document the project, who was involved and how successful it was, this can be used to demonstrate the businesses capacity to deliver and manage the project.
- What key events, high profile employees or success stories are associated to the business?
- Has the business been successful in previous funding applications? Do you have the funding log in details?
- Prepare a brief CV of key personal who will be involved with projects.

Project Information

Things to think about before applying for funding.

- Is a Development Application (DA) required?
- Do we need to arrange a Pre-Development Application meeting?
- What is our project budget?
- Who will manage the project?
- Source quotes and draft project costs.
- Are we providing a co-contribution? Cash or in-kind?
- Is the project part of a larger project?
- Are we collaborating with other businesses or organisations?
- Can the project be completed in stages?
- Can the project be completed within the specified funding timeframe?
- Do you have community/industry support?
- Does our insurance cover the project?
- Who will benefit from the project and how?
- Has management approved the funding application and contribution?
- Is the project shovel ready?

Supporting Documents

These supporting documents may be required as mandatory documents as part of your funding application.

- Business Plan – How is the organisation going to achieve its goals. Sets the vision and direction of your business, outline of marketing, competition, finances and overview of the business.
- Procurement Plan - How does your organisation approve purchases, contract services and fund projects. It is common for projects over \$150,000 to be put to tender.
- Project Plan – How will your organisation manage the project? Will contract professionals be sourced? Do you have qualification, insurance and licensing documentation?
- Risk Management Plan – How will you manage the risks of a construction site with the day to day needs of your business?
- Cost Benefit Analysis – Summary of the overall value for money of the project or proposal.
- Employment Outcomes – FTE equivalent before, during and after project.
- Letters of support from State Members and Federal Members.
- Written approval from land owner and lease if required.
- Photo evidence to demonstrate your project needs.
- Copy of your financials for at least the past 2 years including your balance sheet and profit and loss statements, these may need to be audited copies.
- A CV of projects your business or key employees have been involved with or completed.
- Industry and supporting data (surveys, feedback, research and/or public consultation) relevant to your project.