

Grant-Readiness Checklist

What most Australian business grant applications ask for. Tick it off before the deadline rush. · fundingradar.com.au

1. Check you're eligible (read the guidelines first)

- ☐ Downloaded and read the official program guidelines and FAQs, including any eligibility checklist or quiz.
- ☐ Your business type fits (e.g. company, sole trader, partnership, trust, not-for-profit) and is the entity that will sign the agreement.
- ☐ Location rules met: where you're registered, where you operate, and where the project happens.
- ☐ Size limits met, e.g. turnover, employee numbers or years trading, if the program sets them.
- ☐ Your project and costs are "eligible activities" and "eligible expenditure" under the guidelines.
- ☐ You haven't started or committed to the project if the program forbids that before approval.
- ☐ You can fund any required co-contribution (e.g. matching dollar-for-dollar) and pay costs before reimbursement.

2. Business details

- ☐ Active ABN, with details correct on ABN Lookup (abr.business.gov.au). ACN too, if a company.
- ☐ GST registration status known, if the program asks.
- ☐ Exact legal entity name, trading name, registered and postal address.
- ☐ Authorised contact person and someone with authority to sign.
- ☐ Business bank account in the applicant's legal name.
- ☐ Login to the grant portal set up early (e.g. business.gov.au portal, SmartyGrants or the state portal). Some need a myID / digital identity, which can take time.

3. Your project

- ☐ A short, plain-English project summary: the problem, what you'll do, and who benefits.
- ☐ Clear, measurable outcomes linked to the program's stated objectives and assessment criteria.
- ☐ Timeline with milestones and start/end dates that fit the program's project period.
- ☐ Who will deliver it: key staff, contractors, and their relevant experience.
- ☐ Risks and how you'll manage them.

4. Budget and quotes

- ☐ Itemised budget, split into eligible and ineligible costs, showing GST treatment as the guidelines require.
- ☐ Supplier quotes on letterhead for major items (check how many quotes are required, often one to three).
- ☐ Evidence of your co-contribution (e.g. bank statement, accountant or lender letter) if needed.
- ☐ Budget totals match everywhere in the form, attachments and quotes.

5. Financials

- ☐ Recent financial statements (profit & loss and balance sheet), usually the last one to two years.
- ☐ Tax returns and/or BAS if requested, and current cash-flow forecast.
- ☐ Accountant's letter or declaration if the program asks for one.

6. Supporting documents

- ☐ Business plan or capability statement (often optional, but strengthens most applications).
- ☐ Letters of support from customers, partners, councils or industry bodies.
- ☐ Certificates of currency for insurance (e.g. public liability, workers' compensation).
- ☐ Licences, permits, landlord consent or development approvals the project needs.
- ☐ Photos, plans, CVs or evidence of past results, if allowed.

7. Before you hit submit

- ☐ Every question answered against the assessment criteria, within word limits.
- ☐ All information is true and complete. Declarations, conflicts of interest and other funding disclosed.
- ☐ Files in the required formats and size limits, named clearly.
- ☐ Closing date, time and time zone confirmed (many close at 5:00 pm local time; some close early when funds run out).
- ☐ Submitted with time to spare. Save the confirmation email/receipt and a PDF copy of the application.

8. If you're successful

- ☐ Read the grant agreement carefully before signing. Note reporting, milestone and acquittal obligations.
- ☐ Keep receipts and records for the period the agreement requires. Ask your accountant how the grant is taxed.

Tip: start at least 2–3 weeks before the closing date. Quotes, letters of support and accountant letters usually take longest.