

Small Business Growth Grants

Application checklist

To support your Small Business Growth Grant application, you will need to provide the following documentation.

All supporting documents must be provided as unredacted (full and complete) PDF files. Documents supplied in PNG, JPEG, Word, Excel, etc. will not be accepted as valid evidence under this program.

Required documents

1 Financial documents

To prove your business turnover, you will need to supply one of the following:

- Profit and Loss statement for the previous 12 month period; or
- Four most recent BAS statements and the most recent Notice of Assessment.

2 Bank statement

To assist in validating the eligibility of your application and protect the program from fraud, it is important we receive a copy of your most recent business bank statement. The bank statement must be a full and complete copy of the business bank statement and clearly show the account name, BSB and account number.

Banks statements must be uploaded in a PDF format only.

It is important to ensure the **account name**, **BSB**, and **account number** provided are correct and identical to the information on the bank statement provided, otherwise the application may be rejected.

The '**account name**' is the name of the business account holder **NOT** the financial institution or the account type.

3 Service details

You will be required to provide an overview of your eligible activity including a project title, planned commencement and completion date and requested funding amount (excluding GST) and the co-funding amount being paid by you, as the grant applicant, to the service provider, and an application summary of no more than two pages that outlines:

- What your business does.
- The issue or challenge your business is facing.
- What you are hoping to achieve and the results you expect from the completed service.

Applications will be judged in part on the quality of the information provided.

Small Business Growth Grants

Application checklist

4 Quote from service provider

One quote from a service provider with the experience and expertise needed. The quote must include:

- A quote number and date.
- Your provider's ABN (Australian Business Number).
- Your provider's contact person and their details.
- Your business entity name.
- Your business address.
- Terms and conditions of payment to your provider.
- A description of the service that includes a detailed description and cost of each part of the services being proposed and details of any subcontractors and the percentage of the service they'll be doing.
- To confirm your service provider is an independent third party (ie. has no financial or other ties to your business entity), your service provider must **include and sign** the following statement in their quotation:
"This is to confirm that [Service Provider Business Entity Name] is an independent third party, and that [Service Provider Business Entity Name] has no direct connection or relationship with [Applicant Entity Name]."
- The estimated start and completion dates.
- A full cost breakdown including a separate subtotal (excluding GST), GST amount and total cost (including GST).

The quotation description should include things like itemised deliverables with associated costing, methodology, milestones to voucher redemption, time allocation of specified personnel, a payments schedule, etc.

Quotes that include evidence of key skills, knowledge and experience of the service providers will also be viewed favourably.

Ineligible items included in the quote (CapEx, license fees, printing costs, advertising costs and so on) will be deducted from the quote when the value of the voucher is considered.

TIP: When requesting a quote from a service provider, we recommend including a link to the [Information for service providers](#) page on our website, which explains the program requirements and how the provider will be paid.

Only one quote is required per application.

Ensure that you have accurately provided all the required information. Your application will not be considered unless you have provided all the above documentation. Additional requests for information may occur.

Please note:

Quotes will not be accepted after the closure date and applications without the required quotations will be considered ineligible.

Small Business Growth Grants

Application checklist

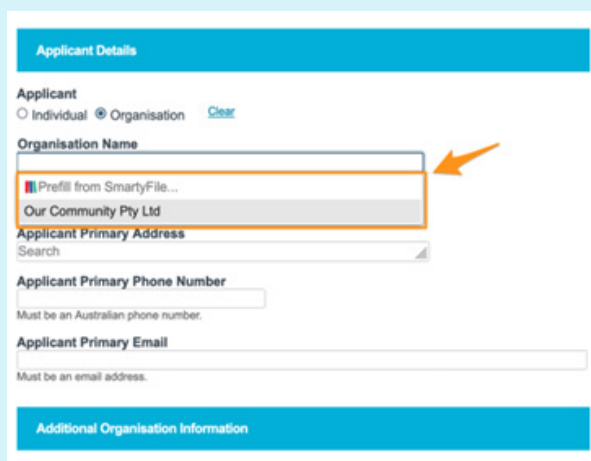
Preload your information using SmartyFile

The [SmartyFile website](#) can be used to preload your business information and supporting documents to help streamline the grant application process.

SmartyFile is a free data repository that is connected to the SmartyGrants portal, which will be used to manage Small Business Growth Grant applications.

To get started, visit the [SmartyFile website](#) and create a profile for your business.

You can pre-fill information about your business, including uploading the required documents to support your application via SmartyFile and access this information directly from SmartyGrants when submitting your application.



The screenshot shows the 'Applicant Details' form in the SmartyGrants portal. The 'Applicant' section has radio buttons for 'Individual' and 'Organisation', with 'Organisation' selected. Below this is the 'Organisation Name' field, which is highlighted with an orange border and an orange arrow pointing to it. The field contains the text 'Prefill from SmartyFile...' and 'Our Community Pty Ltd'. Below the name field are fields for 'Applicant Primary Address', 'Applicant Primary Phone Number', and 'Applicant Primary Email'. The 'Applicant Primary Phone Number' field has a note: 'Must be an Australian phone number.' The 'Applicant Primary Email' field has a note: 'Must be an email address.' At the bottom of the form is a blue button labeled 'Additional Organisation Information'.

For questions and support on using SmartyFile or SmartyGrants, please refer to:

- [SmartyGrants help guide](#)
- [SmartyFile help guide](#)
- Phone: +61 3 9320 6888
- Email: service@smartygrants.com.au

Please note: the Small Business Development Corporation is not affiliated with SmartyFile or SmartyGrants and is unable to provide support for these platforms.