

## Applicant Checklist

Use this checklist as a guide before, during and after you submit your application. When expecting an email notification, if not received check your junk/spam folder. For any assistance or questions about this grant program, please contact Business Tasmania.

Find advice on submitting a quality application at [www.business.tas.gov.au/grantwriting](http://www.business.tas.gov.au/grantwriting)

Before starting your application	Yes	No
Read the program <a href="#">guidelines</a> and confirm you are eligible to apply.		
Read the <a href="#">Frequently Asked Questions</a> (FAQs).		
Note the program closing time and date.		
New to SmartyGrants - login if you haven't used the system before.		
Log into the SmartyGrants and begin the application form. You will receive an automatic email with your unique application number.		

Completing your application	Yes	No
If you received funding in round three of this program, upload your evidence to demonstrate how you used your round three grant.		
Upload your recent business bank statement.		
Upload your itemised quotation from your nominated service provider.		
Upload evidence of your confirmed appointment with your service provider (must be at least 14 calendar days into the future from when you submit your application).		
Upload your tax invoice to the Department of State Growth.		
Check your bank details are correct on your application form and match the details on your tax invoice to the Department of State Growth. An example invoice can be found at <a href="https://www.business.tas.gov.au/managing/invoices">https://www.business.tas.gov.au/managing/invoices</a>		
If applicable, upload the authorisation for a 3 <sup>rd</sup> party to submit your application.		
Check you have included all the required evidence then submit your application by clicking the "submit" button.		

After submitting your application	Yes	No
You will receive an automatic receipt email from SmartyGrants with a copy of your application attached, save this for future reference. (Check your spam/junk folders).		

Notification about your grant application	Yes	No
You will receive an email notification from State Growth confirming your grant approval and grant amount. You will receive an email notification from State Growth that will include the reason why your application was not successful.		