

Applicant Checklist

Use this check list as a guide before, during and after you submit your application.

When expecting an email notification, check your junk/spam folder if not received.

For any assistance or questions about this grant program, please contact Business Tasmania.

Before starting your application	Yes	No
Read the program guidelines and confirm you are eligible to apply.		
Read the Frequently Asked Questions (FAQs).		
Note the program closing time and date.		
New to SmartyGrants - login if you haven't used the system before.		
Log into the SmartyGrants, preview the form before you begin, this will allow you to see the whole form and what is required.		
Begin your application, you will receive an automatic email with your unique application number, save this number.		

Completing your application	Yes	No
Upload all the requested evidence to demonstrate your eligibility. Carefully read the requirements to ensure you are providing what is required.		
If your business is in the transport sector, upload your current valid Tasmanian driver licence.		
Check your bank details are correct on your application form.		
If applicable, upload your authorisation for a 3 rd party to submit your application.		
All required questions have been answered.		
Read over 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 Smarty Grants with a copy of your application attached, save this for future reference. (Check your spam/junk folders).		

Your application is successful	Yes	No
You will receive an email notification from the Department of State Growth confirming your grant approval, grant amount and details about what happens next.		

Your application is not successful	Yes	No
You will receive an email notification from the Department of State Growth that will include the reason why your application was not successful.		