



# Growing Social Enterprise in Parramatta Application Checklist

**Use this checklist to help ensure that your application to Growing Social Enterprise in Parramatta has all the required documentation! You may find that you are unable to submit the application form if these items are missing.**

- Spoken with Lucy Brotherton, Community Capacity Building Officer – Social Investment regarding proposed project. Lucy can be reached at 9806 5792 or [lbrotherton@cityofparramatta.nsw.gov.au](mailto:lbrotherton@cityofparramatta.nsw.gov.au)
- Company Constitution or other evidence that the majority of profits are reinvested into the enterprise for continuation of its social mission
- Business Plan (this will be treated as commercial in confidence)
- Organisation's latest financial statements or other proof of sound financial management
- Proof of current insurance coverage or plan to secure appropriate insurance coverage if funded
- Project start and end dates fall between 1 July 2018 and 30 June 2019
- Quotes for equipment purchases over \$300