



Social Enterprise Business Planning Grant Application Checklist

Use this checklist to help ensure that your application to the Social Enterprise Business Planning Grant 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
- Company Constitution or other evidence that the majority of profits are reinvested into the enterprise for continuation of its social mission
- At least one quote for the professional service being engaged
- 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 date is 3 months after the upcoming deadline (e.g. if the grant round closes in February, the earliest projects should start in May)