

NTAIC Business Grants – Supporting Documentation **Checklist**

1. Personal identification

- Applicants must provide a copy of personal identification for each nominated authorised person.

2. Confirmation of Aboriginality

If an Applicant is not registered with the Office of the Registrar of Indigenous Corporations (ORIC), does not hold NT Indigenous Business Network (NTIBN) Certification or does not hold Supply Nation Certification, applicants must provide:

- Full details and individual Confirmation of Aboriginality for sole traders/directors/board members and shareholders/members who identify as Aboriginal (as applicable, depending on the structure of your entity).

3. Evidence of business structure details

- Applicants must provide any of the following that are applicable to your business structure:
 - Partnership Agreement
 - Joint Venture Agreement
 - Trust Deeds

4. Evidence of bank account details

- Applicants must provide evidence of bank account details, such as a copy of a current bank statement.

The bank account must be in the name of the applying entity, and not a personal account, unless you are a sole trader.

5. Evidence of right to develop assets on land

- If the grant project involves developing assets on land, applicants must provide evidence of their right to use the land for the project purpose. Applicants must provide **one** of the following documents:
 - Section 19 lease under the *Aboriginal Land Rights Act 1976* (ALRA);
 - Land title deed in the name of the applicant;
 - Property lease in the name of the applicant; **or**
 - Indigenous Land Use Agreement (ILUA).

6. Historical financial information

Applicants must provide **all** of the following documents:

- Tax returns** for the two most recent consecutive financial years
 - Sole traders: Individual tax return.
 - Partnership: Tax return for all partners and the partnership.
 - Other entity types: Tax return for the entity.
- ATO Income Tax portal statement** for a minimum of 12 months (up to date of application).
- GST portal statement** for a minimum of 12 months (up to date of application).
- Financial statements (including a balance sheet and income statement)** for the two most recent consecutive financial years, preferably prepared by an Independent Accountant or Tax Agent.

Note: Management Accounts (including a balance sheet and income statement) are accepted only where financial statements have not yet been prepared (for example, you are a new business).
- Two business contractual arrangements** (dated within the last three months) which validate proof of repayment and demonstrate you are an “Applicant of Good Standing”. Examples include: utilities, phone, rent, car repayments, bank statements, etc.

7. Formal quotes

- Applicants must provide formal itemised quotes for items that the grant money is proposed to be used for.

The quotes should be **no more than six months old** from the date of your application.

- Items less than \$30,000 (GST exclusive): one quote.
- Items between \$30,001 and \$100,000 (GST exclusive): two quotes.
- Items between \$100,001 and \$150,000 (GST exclusive): three quotes.

8. Evidence of qualifications, permits, registrations and/or licenses

- Depending on the grant funding scope applicants must upload copies of relevant qualifications, permits, registrations and/or licenses to facilitate lawful performance of the activity or service through the grant funding.

Other information that you will need to complete your application

Applicants will be asked to provide information about the following:

- Business plans and procedures.
- Revenue streams.
- Customer base.
- Business processes and controls for risk.
- Forecast of business revenue and expenses for the next two years.