

Anchor Business Support Grant Program Application

Documentation required to support application and proposed naming convention for attachments

Change the document file name prior to uploading to SmartyGrants application

Prior to starting the application, gather your documentation and title documents with appropriate naming conventions listed below. We suggest having documents in a file or on your desktop to upload the document to the application, the document title on your computer will be the document title in the application. The title cannot be changed once uploaded to the application.

Please note: Not all documentation will be required depending on how you answer some questions

Applicant details	
Question	Documentation
Please attach proof of identification for project contact	ABSGP - Applicant IDd document - xxx
Please attach a copy of your corporate legal structure evidence	ABSGP - Legal structure - xxxx
Please attach a copy of your personnel structure evidence. For example: Organisation chart.	ABSGP - Personnel structure - xxxx
Please upload a copy of your public liability insurance.	ABSGP - PLI - xxxx
Eligibility	
Please upload a Single Touch Payroll (STP) Report for the payroll period immediately prior to 22 February 2022.	ABSGP - FTE Count - xxxx
Please upload a report from the business payroll system which includes the number, location, and employment basis of employees, and reconciles to the STP Report	ABSGP - FTE Count and Detail - xxxx
Please upload supporting documentation and evidence of damage sustained (e.g photographs, insurance assessment reports, damage assessment reports, quotes for replacement/restoration of business assets)	ABSGP - Damage - xxxx
Please submit a statutory declaration which states: the individual submitting the application is authorised to act on behalf of the business; and the business intends to continue operating or re-establish operations within the Northern Rivers, as their main business location.	Please name all documents ABSGP - SD - Business eligibility
Please attach insurance documentation	ABSGP - Insurance - xxxx
Financial viability	
Please upload financial statements (trading, profit & loss statements and balance sheets) for three continuous years starting from the latest available year or other evidence of financial viability if statements are not available	ABSGP - Financial - xxxx

Financial viability evidence - 2nd continuous year	ABSGP - Financial - xxxx
Financial viability evidence - 3rd continuous year	ABSGP - Financial - xxxx
Project Option 1/2/3 Applicants can submit more than 1 project proposals, please change document naming conventions to Option 1, Option 2 or Option 3 <i>Option 2 and 3 project proposals are optional</i>	
How will the project support return to 'normal' operations as soon as possible?	Please name all documents eg. ABSGP - Option 1/2/3 - Objective 1
How will the project increase business resilience to natural disasters?	Please name all documents eg. ABSGP - Option 1/2/3 - Objective 2
How will the project continue support employment in the region?	Please name all documents eg. ABSGP - Option 1/2/3 - Objective 3
Please upload a detailed (project plan) link to project plan	ABSGP - Option 1/2/3 - Project plan
Please attach any additional evidence that demonstrates the capability and capacity of your organisation to deliver the project	ABSGP - Option 1/2/3 - Key project personnel
Option 1/2/3 - Copy of approval or application	ABSGP - Option 3 - Approval - xxxx
Please attach your landowner's or landlord's consent here.	ABSGP - Option 1/2/3 - Landowner Landlord consent
Evidence of cost estimates	ABSGP - Option 1/2/3 - Cost estimate
Attach co-contribution confirmation If your business is making a co-contribution, please submit a statutory declaration which states the business has the intention and financial capacity to co-contribute the value proposed.	ABSGP - Option 1/2/3 – Cocontribution
If a co-contribution is required but has not been sourced, please upload evidence confirming the capacity to source the project co-contributions.	ABSGP - Option 1/2/3 – Capacity to source xxxx
Please upload a copy of your project budget and supporting cost evidence	ABSGP - Option 1/2/3 - Budget - xxxx
Please attach an additional or supporting information relevant to this application.	ABSGP - Additional information - xxxx