

All proposals- essential

Proposal Form	
Budget for up to 3 financial years (<i>see template</i>)	
Quotes for budget items \$2,000-\$10,000 – 2 quotes \$10,000-\$50,000 – 3 quotes	
Financial statements covering the last 3 financial years (<i>must be audited for proposals over \$200,000</i>)	
Certificate of Title or evidence of secure land tenure e.g. lease or licence agreement (<i>where applicable</i>)	
Proof of insurance (e.g. property, contents, public liability, workers compensation)	

All proposals- recommended

Letters of support	
Evidence of financial support from other agencies	
Evidence of project partnership arrangement	

Proposals for \$200,000 or more

Business plan (for business or organisation)	
Strategic plan (for business or organisation)	
Business Case <ul style="list-style-type: none"> - Provide an explanation of the expected impact of stimulus funding e.g. increase in revenue or cost reduction to be achieved - Include sufficient detail to enable CLC to assess the ongoing impact of the funding (beyond the period of funding) 	
Profit and loss forecasts for at least 2 financial years <ul style="list-style-type: none"> - include one forecast with funding and one forecast without funding <i>NB: CLC can cover costs of obtaining a profit and loss forecast if needed</i>	

Proposals from sole traders

A summary of trading over the previous three years including any funding injections provided to support operations and any funds drawn from the undertaking	
Details of business loans or overdrafts	