

ASBAS - Digital Solutions Round 2

eligibility and completeness checklist

Application number	s 47G(1)(a), s 47E(d)
Applicant name	s 47G(1)(a), s 47E(d)

This form is to assist the program area to determine whether an applicant has satisfied the eligibility criteria for the program and submitted a complete application.

For joint applications, only check the details of the LEAD applicant to ensure their eligibility.
Project partner(s) are not subject to the same requirements.

Eligibility requirements

No	Requirements	Yes	No	Comment / ref
1.	Does the applicant have an Australian Business Number (ABN)? Check current and historical details of ABN in www.abr.business.gov.au.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABN s 47G(1)(a), s 47E(d)
2.	Is the applicant registered for GST? Check GST registration status in ABN listing at www.abr.business.gov.au.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Registered from s 47G(1)(a), s 47E(d)
3.	Can you confirm from the ABN listing that the applicant entity type is one of the following and that this matches the selection by the applicant? <ul style="list-style-type: none"> A entity incorporated in Australia An incorporated trustee on behalf of a trust An incorporated for profit organisation An incorporated not for profit organisation An other incorporated entity (if so, note basis of incorporation in comments) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BGM Australian Public Company ABNlookup Australian Public Company Application form A entity incorporated in Australia
4.	Can you confirm that the applicant is a trading corporation, where the trading activities: <ul style="list-style-type: none"> Form a sufficiently significant portion of the corporation's overall activities as to merit it being described as a trading corporation; or Are a substantial and not merely peripheral activity of the corporation 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

602 pages have been removed from this document as irrelevant material under section 22, and 3 pages have been removed as exempt information under sections 47G(1)(a) and 47E(d) of the FOI Act.

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No	Requirements	Yes	No	Comment / ref
5.	Can you confirm that the applicant is not a Commonwealth, State, Territory or Local government agency or body (including government business enterprises)? Check the "Entity type" of the ABN in www.abr.business.gov.au	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABNlookup: Australian Public Company
6.	Can you confirm that the applicant has joined the National Redress Scheme ? Check the Applicant is not listed as an institution that has not joined or signified their intent to join the Scheme https://www.nationalredress.gov.au/institutions/institutions-have-not-yet-joined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Can you confirm that the applicant (with > 100 staff) is not listed on the Workplace Gender Equality Agency non-compliant organisations list? Check the 2020-21 Non-Compliant list on the BGH grants compliance page: https://ausgov.sharepoint.com/sites/iCentral/SitePages/Services/Business-services/Grants-services/Grants-compliance.aspx	<input type="checkbox"/>	<input type="checkbox"/>	N/A <100 staff
8.	Complete a simple online search of the applicant and main contact listed in the application. Did the search reveal any negative results?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	s 47G(1)(a), s 47E(d) The subject company is active in a high risk industry Source – Compliance Catalyst

Additional eligibility requirements

No	Requirements	Yes	No	Comment / ref
1.	Will the project provide advisory services on digitalisation to small businesses in one of the selected coverage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coverage Area: Area 1: NSW, ACT
2.	Will the project provide advisory services on digitalisation to small businesses that improve, support and enhance small businesses' digital competency including but not limited to the priority digital capabilities listed in section 5.3 of the grant opportunity guidelines ? The project must deliver services to all five priority digital capability areas including (delete what does not apply) 1. Introduction to digitalising your business yes 2. Websites and selling online yes 3. Social media and digital marketing yes 4. Using small business software yes 5. Online security and data privacy yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

OFFICIAL: SENSITIVE

No	Requirements	Yes	No	Comment / ref
3.	<p>Will the project meet the service requirements listed at 5.2 of the grant opportunity guidelines? (delete what does not apply)</p> <ol style="list-style-type: none"> 1. Has the applicant demonstrated that it will recruit qualified and experienced business advisors to deliver the digital advisory services? yes 2. Has the applicant provided either an indication of agreement to meet, or proposed service delivery targets related to the number of services it will provide, and the number of unique small businesses that received services in both regional and metropolitan parts of the coverage area? yes 3. Has the applicant set out how it will deliver services to small business clients in the form of: <ol style="list-style-type: none"> a. Assessment of the digital needs of the business (delivery format optional) yes b. Direct one on one advisory support, delivered via the channel that best meets the needs of the client, whether that be face to face or remotely online or over the phone yes c. Interactive workshops, delivered face to face wherever possible yes d. Presentations and/or seminars, delivered face to face or online as webinars yes e. Tailored digital action plans, with priority actions (guided development via one on one advisory support). yes 4. Has the applicant agreed to make available self-directed tutorials in an online learning management system? yes 5. Has the applicant acknowledged or proposed an approach that show delivered services will be identified by the skill level/s they are targeted at (ie Beginner, Intermediate, Advanced)? yes 6. Has the applicant acknowledged, or provided evidence within its proposal that shows the number of services (except one to one advisory services) that any business can participate in is unlimited, and are provided at no charge? no 7. Has the applicant acknowledged, or provided evidence that one to one advisory support will be provided to each business under one or all of the following conditions: 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Majority covered. Information provided suggests that these requirements will be met with only some minor information missing.</p>

	<p>a. Capped at four hours per business (identified by unique ABN) over the life of the program no</p> <p>b. At a one off upfront cost (for up to four hours), to be determined by the applicant but considered low cost in comparison to general market rates? no</p> <p>c. At no cost, in the case of demonstrated financial hardship no</p> <p>8. Has the applicant acknowledged, or proposed a solution that demonstrated that all services must be promoted and available to small businesses located in all parts of the coverage area (ie regional and metropolitan areas)? yes</p> <p>9. Has the applicant acknowledged or provided a solution to show that the needs of culturally and linguistically diverse (CALD) and Indigenous small business owners are taken into account in promoting and delivering the services? yes</p> <p>10. Has the applicant acknowledged that it must provide a phone booking service as well as an online booking service for businesses to register for the services? yes</p> <p>11. Has the applicant provided acknowledgment/evidence that it will, or provided a proposal approach to show how the quality and effectiveness of the services provided, and the advisors delivering them, will be monitored? yes</p> <p>12. Has the applicant acknowledged or proposed a solution to how other government service offerings outside of the program could support businesses on their pathway to digitalisation are identified and shared with businesses? no</p> <p>13. Has the applicant acknowledged or provided a solution to the requirement that it must meet the data collection and reporting obligations of the program. yes</p> <p>Refer to section 12 of the program guidelines</p>			
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Completeness requirements

Check attachments in BGM / DocHub.

No	Requirements	Yes	No	Comment / ref
1.	Did the applicant provide a project plan including risk management plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	Did the applicant provide a project budget?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Did the applicant provide a marketing strategy for the coverage area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	<p>Did the applicant provide suitable evidence of support from their board, CEO or equivalent?</p> <p>Evidence must confirm that the project is supported, and that the applicant can complete the project and meet the costs of the project not covered by grant funding.</p> <p>Where the CEO or equivalent submits the application, we will accept this as evidence of support.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	s 47G(1)(a), s 47E(d)
5.	<p>Is the applicant an incorporated trustee?</p> <p>If yes, have they attached the trust deed?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6.	<p>Is the application a joint application?</p> <p>If yes, can you confirm that the lead entity attached letters of support from each of the other organisations involved in the application and that <u>each</u> letter contains all required information as set out in the guidelines?</p> <p>Each letter of support should include:</p> <ul style="list-style-type: none"> ▪ details of the project partner ▪ <i>*an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project</i> ▪ <i>*an outline of the relevant experience and/or expertise the project partner will bring to the group</i> ▪ <i>*the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)</i> ▪ <i>*details of a nominated management level contact officer.</i> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	s 47G(1)(a), s 47E(d)
7.	<p>Has the applicant noted any perceived or existing conflict of interest (Col)?</p> <p>If yes, does the applicant's response on how they anticipate managing the Col seem reasonable?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Comments on eligibility

Provide any further general comments in relation to the eligibility of the applicant.
Specifics should be noted in the tables above.

Eligibility requirements met and comprehensive project plan provided. s 47G(1)(a), s 47E(d) [redacted]. Merit assessment to be in depth.

Comments on completeness

Provide any further general comments in relation to the completeness of the application.
Specifics should be noted in the tables above.

Assessor's recommendation

The application meets all of the eligibility criteria. Yes No

This application is complete. Yes No

I recommend the application be considered for merit assessment. Yes No

If NOT recommending, provide comments in relation to the eligibility or completeness of the application.

Assessor name s 22
Assessor signature [redacted]
Date 15/12/2022

Program Manager approval

Application eligible. Yes No

Application complete. Yes No

Proceed to merit assessment. Yes No

If NOT recommending, provide comments in relation to the eligibility or completeness of the application.

PM name s 22
PM signature [redacted]
Date 16/12/2022

ASBAS - Digital Solutions Round 2

eligibility and completeness checklist

Application number	s 47G(1)(a), s 47E(d)
Applicant name	s 47G(1)(a), s 47E(d)

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Eligibility requirements

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2.	Is the applicant registered for GST? Check GST registration status in ABN listing at www.abr.business.gov.au.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Registered from s 47G(1)(a), s 47E(d)
3.	Can you confirm from the ABN listing that the applicant entity type is one of the following and that this matches the selection by the applicant? <ul style="list-style-type: none"> A entity incorporated in Australia An incorporated trustee on behalf of a trust An incorporated for profit organisation An incorporated not for profit organisation An other incorporated entity (if so, note basis of incorporation in comments) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BGM Australian Public Company ABNlookup Australian Public Company Application form A entity incorporated in Australia
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7.	Can you confirm that the applicant (with > 100 staff) is not listed on the Workplace Gender Equality Agency non-compliant organisations list? Check the 2020-21 Non-Compliant list on the BGH grants compliance page: https://ausgov.sharepoint.com/sites/iCentral/SitePages/Services/Business-services/Grants-services/Grants-compliance.aspx	<input type="checkbox"/>	<input type="checkbox"/>	N/A <100 Staff s 47G(1)(a), s 47E(d)
8.	Complete a simple online search of the applicant and main contact listed in the application. Did the search reveal any negative results?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Additional eligibility requirements

No	Requirements	Yes	No	Comment / ref
1.	Will the project provide advisory services on digitalisation to small businesses in one of the selected coverage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coverage Area: Area 2: QLD, NT, WA
2.	Will the project provide advisory services on digitalisation to small businesses that improve, support and enhance small businesses' digital competency including but not limited to the priority digital capabilities listed in section 5.3 of the grant opportunity guidelines ? The project must deliver services to all five priority digital capability areas including (delete what does not apply) <ol style="list-style-type: none"> 1. Introduction to digitalising your business yes 2. Websites and selling online yes 3. Social media and digital marketing yes 4. Using small business software yes 5. Online security and data privacy yes 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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No	Requirements	Yes	No	Comment / ref
3.	<p>Will the project meet the service requirements listed at 5.2 of the grant opportunity guidelines? (delete what does not apply)</p> <ol style="list-style-type: none"> 1. Has the applicant demonstrated that it will recruit qualified and experienced business advisors to deliver the digital advisory services? yes 2. Has the applicant provided either an indication of agreement to meet, or proposed service delivery targets related to the number of services it will provide, and the number of unique small businesses that received services in both regional and metropolitan parts of the coverage area? yes 3. Has the applicant set out how it will deliver services to small business clients in the form of: <ol style="list-style-type: none"> a. Assessment of the digital needs of the business (delivery format optional) yes b. Direct one on one advisory support, delivered via the channel that best meets the needs of the client, whether that be face to face or remotely online or over the phone yes c. Interactive workshops, delivered face to face wherever possible yes d. Presentations and/or seminars, delivered face to face or online as webinars yes e. Tailored digital action plans, with priority actions (guided development via one on one advisory support). yes 4. Has the applicant agreed to make available self-directed tutorials in an online learning management system? yes 5. Has the applicant acknowledged or proposed an approach that show delivered services will be identified by the skill level/s they are targeted at (ie Beginner, Intermediate, Advanced)? yes 6. Has the applicant acknowledged, or provided evidence within its proposal that shows the number of services (except one to one advisory services) that any business can participate in is unlimited, and are provided at no charge? no 7. Has the applicant acknowledged, or provided evidence that one to one advisory support will be provided to each business under one or all of the following conditions: 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Majority covered. Information provided suggests that these requirements will be met with only some information missing.</p>

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Completeness requirements

Check attachments in BGM / DocHub.

No	Requirements	Yes	No	Comment / ref
1.	Did the applicant provide a project plan including risk management plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	Did the applicant provide a project budget?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Did the applicant provide a marketing strategy for the coverage area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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5.	<p>Is the applicant an incorporated trustee?</p> <p>If yes, have they attached the trust deed?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6.	<p>Is the application a joint application?</p> <p>If yes, can you confirm that the lead entity attached letters of support from each of the other organisations involved in the application and that <u>each</u> letter contains all required information as set out in the guidelines?</p> <p>Each letter of support should include:</p> <ul style="list-style-type: none"> ▪ details of the project partner ▪ <i>*an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project</i> ▪ <i>*an outline of the relevant experience and/or expertise the project partner will bring to the group</i> ▪ <i>*the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)</i> ▪ <i>*details of a nominated management level contact officer.</i> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	s 47G(1)(a), s 47E(d)
7.	<p>Has the applicant noted any perceived or existing conflict of interest (Col)?</p> <p>If yes, does the applicant's response on how they anticipate managing the Col seem reasonable?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Comments on eligibility

Provide any further general comments in relation to the eligibility of the applicant.
Specifics should be noted in the tables above.

Eligibility requirements met and comprehensive project plan provided. s 47G(1)(a), s 47E(d) [redacted]. Merit assessment to be in depth.

Comments on completeness

Provide any further general comments in relation to the completeness of the application.
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[Redacted]

Assessor's recommendation

The application meets all of the eligibility criteria. Yes No

This application is complete. Yes No

I recommend the application be considered for merit assessment. Yes No

If NOT recommending, provide comments in relation to the eligibility or completeness of the application.

[Redacted]

Assessor name s 22
Assessor signature [redacted]
Date 15/12/2022

Program Manager approval

Application eligible. Yes No

Application complete. Yes No

Proceed to merit assessment. Yes No

If NOT recommending, provide comments in relation to the eligibility or completeness of the application.

[Redacted]

PM name s 22
PM signature [redacted]
Date 16/12/2022

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eligibility and completeness checklist

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Eligibility requirements

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No	Requirements	Yes	No	Comment / ref
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Additional eligibility requirements

No	Requirements	Yes	No	Comment / ref
1.	Will the project provide advisory services on digitalisation to small businesses in one of the selected coverage areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coverage Area: Area 3: SA, VIC and TAS
2.	Will the project provide advisory services on digitalisation to small businesses that improve, support and enhance small businesses' digital competency including but not limited to the priority digital capabilities listed in section 5.3 of the grant opportunity guidelines ? The project must deliver services to all five priority digital capability areas including (delete what does not apply) <ol style="list-style-type: none"> 1. Introduction to digitalising your business yes 2. Websites and selling online yes 3. Social media and digital marketing yes 4. Using small business software yes 5. Online security and data privacy yes 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Comments on eligibility

Provide any further general comments in relation to the eligibility of the applicant.
Specifics should be noted in the tables above.

Eligibility requirements met and comprehensive project plan provided. Negative article regarding CEO of COSBOA located online however 3 organisations involved in delivering the project. Merit assessment to be in depth.

Comments on completeness

Provide any further general comments in relation to the completeness of the application.
Specifics should be noted in the tables above.

Assessor's recommendation

The application meets all of the eligibility criteria. Yes No

This application is complete. Yes No

I recommend the application be considered for merit assessment. Yes No

If NOT recommending, provide comments in relation to the eligibility or completeness of the application.

Assessor name s 22
Assessor signature
Date

Program Manager approval

Application eligible. Yes No

Application complete. Yes No

Proceed to merit assessment. Yes No

If NOT recommending, provide comments in relation to the eligibility or completeness of the application.

PM name s 22
PM signature
Date 16/12/2022