

## Small Business Grant Readiness Checklist

A practical guide for South African entrepreneurs

This checklist helps you assess whether your business is ready to apply for small business grants in South Africa and other public funding programmes. Completing all sections improves your chances of approval and reduces delays.

### 1. Business Registration and Compliance

**Before applying for any government grant, confirm the following:**

- Business is registered with CIPC
- Correct business name matches all documents
- Company registration documents available (CoR14.3 or CK)
- Business has a valid physical address
- Business bank account is active and in the business name
- SARS income tax number issued
- Tax clearance status is valid
- VAT registration (if applicable)

### 2. Ownership and Eligibility

**Most government grants for SMEs South Africa target specific groups or sectors.**

- Ownership structure clearly documented
- Shareholding certificates available
- ID copies of all directors or members
- Business meets ownership requirements (youth, women, black-owned, cooperative if required)
- Business operates in an eligible sector
- Business meets minimum operating period if required

### 3. Business Plan Readiness

**A clear business plan is essential for grant approval.**

- Executive summary clearly explains the business
- Products or services clearly described
- Target market clearly defined
- Pricing structure explained
- Competitive landscape outlined
- Operational plan included
- Management and staffing structure detailed
- Growth plan aligned with grant purpose

### 4. Financial Information Prepared

**Funding bodies assess your ability to manage funds responsibly.**

- Latest bank statements available (usually 3–6 months)
- Income and expense records up to date
- Cash flow projection for at least 12 months
- Profit and loss projection included
- Balance sheet prepared (if applicable)
- Funding amount clearly justified
- Breakdown of how grant funds will be used

## 5. Grant-Specific Documentation

**Each grant programme has unique requirements.**

- Correct grant programme identified
- Application form completed accurately
- Supporting documents attached as requested
- Quotations obtained for equipment or services
- Supplier details verified
- Project timeline prepared
- Job creation or impact targets defined

## 6. Compliance and Reporting Readiness

**Grant funding comes with accountability obligations.**

- Ability to keep financial records
- Understanding of reporting timelines
- Ability to submit progress reports
- Willingness to allow audits or site visits
- Record-keeping system in place

## 7. Common Application Mistakes to Avoid

**Check that none of these apply:**

- Incomplete documents
- Applying for the wrong funding programme
- Inflated or unrealistic projections
- Weak explanation of fund usage
- No clear link between funding and business growth
- Missing deadlines

## 8. Final Readiness Check

**Before submitting your application:**

- All documents reviewed for accuracy
- Contact details are correct
- Copies saved electronically
- Submission confirmation method known
- Follow-up process understood

## Grant Readiness Score

- 0–60% complete: Not ready to apply
- 61–85% complete: Partially ready, improve weak areas
- 86–100% complete: Ready to submit application

## How to Use This Checklist

- Use it before applying for any small business grants South Africa offers
- Update it for each funding programme
- Keep it on file for future funding opportunities

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