



## Quick guide: Requesting a Business Growth Grant quote

Following the delivery of a Service Report or Plan under the Entrepreneurs' Programme your business will be provided with a range of recommendations for improvement.

After receiving the Report or Plan you can apply for a Business Growth Grant, for up to half the cost of engaging a consultant, to a maximum grant of \$20,000, to assist with implementing improvement recommendations.

### Identifying a consultant

Identify at least one consultant with the appropriate expertise to help you implement recommendations outlined in your Report or Plan. Ask the consultant to provide a formal proposal and quote. You will need to attach this to your Business Growth Grant application form.

Proposals must align with an action recommended in your Report or Plan.

You should clearly identify your project's scope when speaking with potential providers, including:

- the purpose of the project
- tasks to be carried out by the consultant
- expected project outcomes

You will need to consider what role the consultant will have and how you will make the most of their expertise. Consider asking for references or work examples. Consider whether they will provide you value for money and can deliver the project on time and on budget.

Industry Partners are not able to provide services as Business Growth Grant providers to eligible businesses due to the real or perceived conflict of interest.

### Evaluating proposals/quotes

#### Quality

Consider if the consultant has gone to some effort to prepare the proposal and quote.

#### Content

Ensure the proposal and quote address your needs as outlined in your Report or Plan and details expected outcomes and deliverables.

#### Methodology

Check if the way the project will be carried out is feasible and there is a reference to previous work.

### References

Request contact details for previous clients and contact them to verify previous work.

### Suitability of project personnel

Ensure you and the people who will do the work are willing and able to work together and are compatible.

Where a consultant plans to subcontract the project, check who will be working directly with you to ensure they have the relevant experience and expertise.

### Affiliations

Check if the consultant is a member of any professional associations such as the Australian Institute of Management, Institute of Management Consultants, or the Australian Institute of Training and Development.

### Timing

Ensure the timeframe is realistic and achievable for you and your business.

### Price

Don't immediately discard proposals and quotes on price alone, as a higher price may sometimes deliver better outcomes. There may be room for negotiation on a very good, but highly-priced proposal and quote.

### Engaging a consultant

In engaging a service provider, you are entering into a commercial agreement. This agreement may be expressed either via the 'Terms of Reference' or the consultant's proposal and quote. The contract should identify key roles, tasks, responsibilities, costs and timing of the project.

Talk to your Business Adviser or Business Facilitator if you are uncertain about finding the right consultant. You should also familiarise yourself with the Business Growth Grant Customer Information Guide which details eligibility criteria.

### Further information

Visit the business website at [business.gov.au](http://business.gov.au) or contact the Hotline on 13 28 46.