

WORKPLACE DISABILITY INCLUSION GRANT SCHEME (WDIGS) GRANT APPLICATION PACKAGE | **DOCUMENT 7: SUPPORTING DOCUMENTS CHECKLIST**

Use this checklist to ensure you have all required supporting documents ready to submit with your application.



**Australia-Papua New Guinea Economic
Partnership (APEP) EmployAbility Project**

30 October 2025



UNIVERSAL REQUIREMENTS (All Applicants Must Submit)

01	02	03
Completed Application Form (Document 3)	Completed Budget Template (Document 4)	Completed Project Workplan (Document 5)
04	05	06
IPA Certificate of Good Standing; Tax Identification Number (TIN); and Certificate of Insurance • Must be a clear, legible copy • Must show current registration status • Certificate must match the legal business name on your application	Membership Confirmation • Evidence of membership from Business Council PNG OR Lae Chamber of Commerce • Must show current membership status • Must be dated within the last 3 months	Management Approval Letter or Board Resolution • Must be on company letterhead • Must be signed by authorised signatory (Managing Director, CEO, or Board Chair) • Must explicitly state: ◦ Support for the WDIGS grant application ◦ Commitment to provide the co-contribution amount

ADDITIONAL DOCUMENTS (If Applicable)

Partnership Agreements or MOUs (if you have partnerships with disability organisations)

- Signed agreements or letters of support
- Must clearly state the partner's role in the project

Additional Supporting Evidence (optional but recommended)

- Photos of current workplace showing accessibility barriers
- Staff survey results about disability awareness
- Previous inclusion initiatives or related projects
- Letters of support from disability organisations
- Any other evidence that strengthens your application

DOCUMENT QUALITY CHECKLIST

Before submitting, check that your documents meet these quality standards:

- All documents are clearly legible
- All documents are in PDF format (unless otherwise specified)
- All pages are included (no missing pages)
- File names clearly identify what each document is (e.g., "BusinessName_IPA_Certificate.pdf")
- All required signatures are included
- Contact details are current and correct

SUBMISSION CHECKLIST

- 01

I have saved all documents with clear file names
- 02

I have double-checked all documents for accuracy and completeness
- 03

I have organised all documents in a logical order
- 04

I am submitting via email to:
info@cufa.org.au
- 05

My email subject line is: "WDIGS Application - [Business Name] - [Date]"
- 06

I am submitting before the deadline:
30 November 2025, 5:00 PM PNG Time

DOCUMENT NAMING CONVENTION

Please name your documents using this format:

Application Form:	BusinessName_WDIGS_Application.pdf
Budget:	BusinessName_WDIGS_Budget.pdf
Workplan:	BusinessName_WDIGS_Workplan.pdf
IPA Certificate:	BusinessName_IPA_Certificate.pdf
Membership:	BusinessName_Membership_Confirmation.pdf
Management Approval:	BusinessName_Management_Approval.pdf
Quotations:	BusinessName_Quotation_ItemName.pdf

WHAT HAPPENS AFTER SUBMISSION?

1

Acknowledgement

You will receive an email confirming receipt of your application within 2 business days.

2

Eligibility Check

Your application will be screened for completeness and eligibility.

3

Missing Documents

If any required documents are missing, you will be contacted and given 48 hours to provide them.

4

Assessment

Complete applications will be assessed by the Selection Committee.

5

Notification

All applicants will be notified of the outcome in mid-December 2025.

NEED HELP?

If you need assistance gathering documents or have questions about requirements:

Technical Assistance Contacts:

CUFA

info@cufa.org.au