

WORKPLACE DISABILITY INCLUSION GRANT SCHEME (WDIGS) GRANT APPLICATION PACKAGE | **DOCUMENT 2: ELIGIBILITY CHECKLIST**



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

30 October 2025



Before You Apply - Eligibility Self-Assessment

Use this checklist to confirm your business is eligible to apply for a WDIGS grant. You must meet ALL requirements.

Universal Requirements (All Applicants)

Legal Registration:


My business is registered with Investment Promotion Authority (IPA) in Papua New Guinea

Geographic Location:

My business operates in Port Moresby OR Lae

Membership:

My business is a current member of Business Council PNG OR Lae Chamber of Commerce

 Note: Businesses can join these organisations and then apply



Tier-Specific Requirements

Check the requirements for the tier you plan to apply for:

Tier 1 Applicants

(PGK 1,000 - PGK 10,000)

- **Operating history:** My business has been operating for at least 1 year
- **Workforce size:** My business has at least 5 employees
- **Co-contribution:** My business can contribute at least 50% of the total grant amount (in-kind contributions included)
- **Management support:** My management/board supports this application and the required co-contribution

Tier 2 Applicants

(PGK 10,000 - PGK 25,000)

- **Operating history:** My business has been operating for at least 3 years
- **Workforce size:** My business has at least 10 employees
- **Co-contribution:** My business can contribute at least 50% of the total grant amount (in-kind contributions included)
- **Management support:** My management/board supports this application and the required co-contribution

Tier 3 Applicants

(PGK 25,000 - PGK 50,000)

- **Operating history:** My business has been operating for at least 5 years
- **Workforce size:** My business has at least 25 employees
- **Co-contribution:** My business can contribute 100% of the grant amount (matching funds) (in-kind contributions included)
- **Management support:** My management/board supports this application and the required co-contribution



Project Eligibility

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Project Focus

My proposed project activities are focused on disability inclusion in the workplace

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Employment Support

My proposed activities will directly support employment opportunities for persons with disabilities

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Eligible Activities

My proposed activities fall within the eligible activities list (see Section 3.2 of Grant Framework Strategy)

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Excluded Activities

My proposed activities do NOT include excluded activities (general business development, marketing, operational costs, salary supplements)

Required Documentation

IPA Certificate of Good Standing; IPA Tax Identification Number; Certificate of Insurance

I can show all three of the above

Membership Confirmation

I have (or can obtain) confirmation of my business membership with Business Council PNG or Lae Chamber of Commerce

Management Approval

I can obtain a Management Approval Letter or Board Resolution supporting this application and confirming co-contribution commitment

If you can tick ALL applicable boxes above, your business is eligible to apply for a WDIGS grant.

If you cannot check all boxes, please contact info@cufa.org to discuss your circumstances.