CONSULTANCY DONE DIFFERENTLY

Grant & Tender Application System

Strategy Document

NQ Contractors · 10-Week Accelerator · Module 5+

What this document covers:

→ Your full document library inventory — what you have, what to create, what to provide
→ LM Studio session architecture — the 5-file strategy and checkpointed chain method
→ System A: Grant Application — 4-phase master prompt + setup + QA process
→ System B: Tender Response — 4-phase master prompt + setup + QA process
→ Creating 5 supporting documents (AI prompts included)
→ Attachment compliance checklists — insurance, financial, licences
→ Implementation checklists — pre-session, per-application, post-lodgement

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Purpose — Purpose and Scope

This document is the master strategy guide for using your completed CDD document library plus Qwen (LM Studio) to produce full-draft grant applications and tender responses. It covers two complete systems — one for grants, one for tenders — from document inventory through to lodgement.

How to use this document:
Read Section 2 first — it maps what you already have to what you still need. Then jump to Section 7 (grants) or Section 8 (tenders). Sections 5–6 cover the QA processes. Section 9 is your implementation checklist.

Section 1 — 1. System Overview

1.1 What This System Achieves

The CDD tools have built you a structured library of business knowledge. This system converts that library into funded grant applications and compliant tender responses through a structured sequence of AI-assisted drafting steps — all inside Qwen, running locally on your laptop. The output is a polished, section-complete draft application that you review, confirm the facts, attach supporting documents to, and lodge.

1.2 Two Systems, Two Documents

	System A — Grant Application	System B — Tender Response
Purpose	Obtain government funding for a project or business initiative	Win a contract to deliver works for a principal contractor or government client
Key sections	Project description · Eligibility · Budget · Milestones · Community benefit · Financial capacity	Capability · Method statement · WHS plan · Pricing schedule · References · Team and plant
Sensitive content	Grant amount · Project costs · Co-contribution figures	Rate schedule · Margin structure · Subcontractor costs · Pricing strategy
Sensitive AI tool	Qwen / LM Studio — stays on your laptop	Qwen / LM Studio — stays on your laptop
Narrative AI tool	Claude or ChatGPT (optional) — better formatting	Claude or ChatGPT (optional) — better formatting

■■ Privacy rule:
Any section containing actual dollar figures, financial data, prospect names, or pricing strategy must be drafted in Qwen (LM Studio). Narrative content — capability, story, alignment, WHS — can use cloud AI for better output quality.

Section 2

2. Document Library Inventory

What you have · What to create · What to provide

2.1 Table A — CDD-Built Documents (Ready to Use)

These documents were produced through the CDD tools and are ready to load into your Qwen session.

Document	Source Tool	Grant use	Tender use
Business DNA Summary	Business DNA Tool	Background, capacity, alignment statements	Capability, team, plant, track record
Customer Persona PDF	Prompt Assembler	Community benefit, target beneficiaries	Understanding of client requirements
Value Proposition PDF	Prompt Assembler	Organisational capacity statement	Capability pitch, competitive differentiation
Brand Identity PDF	Blueprint Builder	Organisational profile sections	Company overview, professional presentation
Capability Statement	Blueprint Builder / DNA	Evidence of delivery capacity	Core capability evidence — critical for tenders
WHS Policy Framework	Chaining Workflow C2	Safety management for funded project	WHS management plan — required for all tenders

2.2 Table B — Documents to Create (AI Draft + Human QA)

These five documents do not exist yet but can be produced in one AI session each. The AI drafts the structure and language; you confirm the facts and numbers.

#	Document	What it contains	How to create it
1	Insurance Register	All current policies: type, insurer, policy number, sum insured, expiry date — in one structured page	Gather certificates, paste key details into Qwen. Use AI prompt in Section 4.1.
2	Finance Capacity Statement	One-page statement of financial health: annual revenue, years operating, co-contribution ability, bank/credit facility	Provide your revenue and years in business. Use AI prompt in Section 4.2 — run in Qwen only.
3	Plant & Equipment Register	Table of all owned and leased plant: type, model/year, capacity, condition, ownership status	List your plant from memory or insurance schedule. Use AI prompt in Section 4.3.
4	Reference Project Summaries	3–5 past project case studies in STAR format: Scope, Team, Approach, Result. Each 100–150 words.	Provide bullet list of each project (client, scope, value, outcome). Use AI prompt in Section 4.4.
5	Key Personnel CVs	Structured one-page CVs: qualifications, years experience, relevant project history, licences	Provide qualifications and experience. Use AI prompt in Section 4.5.

2.3 Table C — Documents to Provide (Business Must Supply)

These cannot be drafted by AI. Gather them before starting any application session.

Document	Source	Grant	Tender	Notes
Insurance certificates (all policies)	Your insurance broker	✓	✓ Required	Must be current
QBCC licence / contractor licence	QBCC portal — qbcc.qld.gov.au	Sometimes	✓ Required	Download PDF from portal
Financial statements (P&L + balance sheet)	Your accountant or ATO	✓ Required	Sometimes	Last 2 years preferred
Bank statements (3–6 months)	Your bank internet banking	Sometimes	Rarely	For financial capacity evidence
Trade qualification certificates	QBCC / Training organisation	Sometimes	✓ Required	Scanning originals fine
White card / safety induction	Site Safety record or TAFE	—	Sometimes	Key personnel only
Prequalification certificates	QTenders, Buy Qld portals	—	Some tenders	Print from portal

Section 3

3. LM Studio Session Architecture

The 5-file strategy and checkpointed chain method

3.1 The 5-File Constraint

LM Studio supports a maximum of 5 files per chat session, with a combined size limit of 30 MB. Supported formats are PDF, DOCX, TXT, and CSV. Short documents are added in full; longer documents use RAG (Retrieval Augmented Generation) to extract relevant sections.

Design principle:
The session is designed so the 5 most important documents are uploaded as files, while supplementary content — financial figures, project details — is pasted as text directly into the chat at the relevant step. This also keeps sensitive financial data as text only, never as an uploadable file that could be accidentally shared.

3.2 File Priority Order

Load files in this order. If you can only load 4, leave out the lowest-priority file.

Priority	File	Why it is loaded first	Format
1 ★	Grant or Tender Requirements	Qwen needs the specific criteria and scope to draft anything relevant	PDF or TXT
2 ★	Business DNA Summary	Core context for all sections — profile, services, team, plant, track record	TXT preferred (smaller)
3	Capability Statement PDF	Provides specific project history, scope values, and evidence	PDF or DOCX
4	WHS Policy Framework	Required for safety compliance sections of both applications	PDF or DOCX
5	Value Proposition PDF	Provides differentiation language for capability and alignment sections	PDF or DOCX

Remaining CDD documents (Persona, Brand Identity, Plant Register, Reference Projects, Insurance Register) are referenced by pasting their relevant content as text into the chat at the point where it is needed.

3.3 The Checkpointed Chain Approach

A "checkpointed chain" runs the complete application in one LM Studio session, pausing at defined points to inject specific content. This keeps sensitive financial content within the local Qwen session while maintaining accumulated AI context across all phases.

Phase	What happens	Content method	Privacy level
Phase 1	Eligibility check + application structure	5 files already loaded — no additional input	■ Public content — safe
Phase 2	Narrative drafting — all non-financial sections	5 files loaded. Paste reference project details as text if needed	■ Public content — safe
Phase 3	Budget and financial sections	PASTE financial figures as text — never upload as a file	■ Sensitive — Qwen only
Phase 4	Pricing (tender) or co-contribution (grant)	PASTE rate schedule or co-contribution details as text	■ Sensitive — Qwen only
Phase 5	QA review of full draft	No new content — QA runs against everything in the session	■ Contained within session

■■ Why paste financial data as text?
A PDF file could be accidentally attached to a different session or used in a cloud AI tool. Text pasted into a chat message stays within that conversation only. For margin rates, labour costs, and pricing schedules — always paste as text, never upload as a file.

Section 4

4. Creating the Five Supporting Documents

One AI session each — AI drafts, you confirm

Each document below requires one focused New Chat in LM Studio. You provide the raw facts; the AI structures and writes the document; you QA the output before saving.

4.1 Insurance Register

Purpose: A single page presenting all insurance coverage clearly. Assessors use this to confirm you meet minimum requirements without reading every certificate.
Gather first: Every current certificate — policy type, insurer, policy number, sum insured, expiry date.

```
## Create an Insurance Register

I need a professional Insurance Register for submission with Queensland
grant applications and tender responses (civil construction sector).

[PASTE YOUR POLICY DETAILS — type, insurer, number, sum insured, expiry]

Produce:
1. Table: Policy Type | Insurer | Policy Number | Sum Insured | Expiry | Meets Tier 2 Min (Y/N)
2. Compliance note: which sums insured meet QLD Tier 2 prequalification
minimums (PL $20M, PI $5M, WC statutory)
3. Gap flag: any policy type commonly required that appears to be missing
```

Human QA: Confirm every policy number and expiry. Any policy expiring within 90 days needs renewal before you lodge.

4.2 Finance Capacity Statement

Purpose: A one-page statement demonstrating financial health. Not a full P&L — a structured summary for grant or tender assessors.
Gather first: Annual revenue (approx), years in business, bank facility, co-contribution amount available.

> **■ Run this prompt in Qwen only — contains actual financial figures**
> Save output to your device. Do not paste into a cloud AI for further editing.

```
## Draft Finance Capacity Statement

[PASTE YOUR FINANCIAL DETAILS:
Annual revenue (approx): $
Years in business:
Business structure: Pty Ltd / Sole trader / Partnership
Bank facility or overdraft: Yes/No and approximate limit
Co-contribution available (for grants): $
Accounting system: MYOB / Xero / manual]

Draft a Finance Capacity Statement for a QLD government grant application.
State capacity, ability to manage funds and acquit, co-contribution, and
financial management approach. Format as a formal statement with date and
signatory line. Flag any item needing accountant confirmation.
```

4.3 Plant & Equipment Register

Purpose: Required for civil/construction tenders. Demonstrates physical capacity to deliver the works.

```
## Create Plant & Equipment Register

[PASTE YOUR PLANT LIST — e.g., 2x excavators, tipper truck, compactor]

Produce: Table with Equipment Type | Make/Model | Year | Capacity |
Owned/Leased | Condition | Notes.
Add a 3–4 sentence fleet capability summary and flag any missing category
commonly needed for civil/earthmoving work.
```

4.4 Reference Project Summaries

Purpose: Three to five past project case studies in STAR format (Scope, Team, Approach, Result). Required for tenders; valuable for grants.
Gather first: Client name/type, scope, contract value, team size, timeframe, specific outcome.

```
## Write Reference Project Case Studies

[PROJECT 1: Client type, work performed, value, team size, outcome]
[PROJECT 2: ...]
[PROJECT 3: ...]

Write 3–5 case studies in STAR format (100–150 words each, past tense).
Each with: PROJECT NAME / SCOPE / TEAM / APPROACH / RESULT.
Also write a 50-word Project Delivery Summary as an introductory paragraph.
```

4.5 Key Personnel CVs

Purpose: Structured one-page CVs for the principal and key site personnel. Required for most tender packages.

```
## Write Personnel CVs for Tender Submission

[PERSON 1: Name, role, years experience, qualifications, licences,
3–5 relevant projects, industry memberships]

Write a one-page CV per person with: Professional Summary (3–4 sentences)
/ Qualifications & Licences (table) / Project Experience (table: Project |
Role | Value | Year) / Industry Memberships.
```

Section 5

5. QA Process — Prepared Documents

Run in Qwen after Phase 2 and again after Phase 4

5.1 Five-Point QA Framework

1. Criteria compliance — Has every required criterion in the application form been addressed?
2. Evidence adequacy — For each claim, is there specific evidence from the documents, or is it generic?
3. Gap flags — What information is missing or weak that could cause the application to fail?
4. Attachment checklist — Have all required supporting documents been identified and listed?
5. Word count compliance — Are any sections over or under the specified limits?

5.2 QA Prompt — Run After Phase 2 (Narrative Sections)

```
## QA Review – Narrative Sections

Review everything drafted in this session. Check against the requirements
document loaded at the start.

1. CRITERIA COMPLIANCE: for each criterion – Fully Addressed / Partially /Not Addressed.
For any not fully addressed: write what is missing in one sentence.
2. EVIDENCE ADEQUACY: flag any paragraph making a claim without specific
evidence. Rewrite the 3 weakest paragraphs with more specificity.
3. MISSING INFORMATION FLAGS: list every piece of information still needed.
Number each flag.
4. ATTACHMENT CHECKLIST: list every supporting document needed.
Against each: [✓ I have it] [✗ Still needed] [? Need to check].
5. STRENGTH RATING: rate the overall application 1–10 for completeness
and persuasiveness. State the single most important improvement.
```

5.3 QA Prompt — Run After Phase 4 (Financial Sections)

■ **Privacy note:**
This QA prompt reviews sections that contain financial figures. Run in Qwen only.

```
## QA Review — Financial Sections

1. BUDGET ACCURACY: any line items inconsistent with project scope or typical
NQ civil rates? Flag any item that may attract assessor questions.
2. CO-CONTRIBUTION: is the co-contribution figure clearly stated and evidenced?
3. ACCOUNTANT FLAGS: list any statements needing accountant sign-off.
4. FINANCIAL RISK FLAGS: flag any statement exposing a weakness.
Suggest how to reframe each one.
```

Section 6

6. QA Process — Attachment Compliance

Run manually before lodging

This is separate from the prepared document QA. Run this manually — it checks that your real attachment documents meet the minimum requirements for the specific application.

6.1 Insurance Compliance Check

Insurance type	Min — grants	Min — tenders	Check	Action if not met
Public Liability	$10–20M (program dependent)	$20M minimum	■ Current ■ Sufficient	Contact broker immediately
Professional Indemnity	Varies — check guidelines	$5M (design-construct)	■ Current ■ Sufficient	Only if PI is required
Workers Compensation	Statutory (if employees)	Statutory — always	■ Current ■ All workers covered	WorkCover Queensland
Plant / Mobile Equipment	Not typically required	Sometimes for large plant	■ Check ITT requirements	Contact broker

6.2 Financial Document Compliance Check

Document	Grant requirement	Tender requirement	Action
Financial statements (P&L + balance sheet)	Usually 2 years — signed by accountant	Sometimes — check ITT	Request from accountant 2 weeks before deadline
Bank statements	3–6 months — some programs require this	Rarely required	Download from internet banking
Tax clearance / ATO confirmation	Required — no outstanding debt	Some government tenders	Request from ATO or accountant

Section 7

7. System A — Grant Application

Session setup · 4-phase master prompt · After session steps

7.1 Session Setup

- Open LM Studio. Load Qwen 3.6 or later. Click + New Chat.
- Attach files in priority order (Section 3.2): Requirements → DNA → Capability → WHS → VP.
- Gather: grant name, funding body, maximum amount, closing date, key eligibility criteria.
- Have your financial figures ready to PASTE AS TEXT in Phase 3 — do not upload as a file.

7.2 Master Grant Application Prompt

Copy this prompt into Qwen. Fill in the bracketed sections. Work through all four phases in order within the SAME chat session.

```
## GRANT APPLICATION — COMPLETE SESSION

You are a Queensland government grants specialist and NQ civil construction
sector advisor. Work through each phase in order. Do not skip phases.
Flag any section needing more information before proceeding.

## PHASE 1: ELIGIBILITY AND STRUCTURE

[GRANT NAME, FUNDING BODY, MAX AMOUNT, CLOSING DATE]

[PASTE KEY ELIGIBILITY CRITERIA AND REQUIRED SECTIONS FROM GRANT GUIDELINES]

Using the uploaded business documents, produce:
1. ELIGIBILITY VERDICT: Clearly Eligible / Likely Eligible / Eligibility at Risk / Not Eligible.
List criteria met clearly vs needing confirmation. Flag any automatic disqualifier.
2. ALIGNMENT STATEMENTS: 3 specific statements aligning our business with this grant.
Each tied to a specific grant criterion. Plain language. NQ-specific.
3. APPLICATION STRUCTURE: list every required section in order.
For each: what it needs + which uploaded document it draws from.
4. DOCUMENTATION CHECKLIST: Required Document | Have It (Y/N) | Action Needed.
```

```
## PHASE 2: NARRATIVE DRAFTING

Using the Phase 1 structure, draft these sections. Draw from uploaded documents.

PROJECT DESCRIPTION (500–700 words)
First person. Plain language. NQ sector and location specific.
Include community benefit and local economic impact.

ORGANISATIONAL CAPACITY (300–400 words)
Demonstrate ability to deliver and manage the grant.
Reference team size, years operating, plant capacity, financial management.

PROJECT PLAN AND MILESTONES (table)
Columns: Milestone | Activity | Timeframe | Evidence of Completion.
Six to eight milestones. Align with the grant funding period.

COMMUNITY AND ECONOMIC BENEFIT (200–300 words)
Specific to North Queensland. Local employment and supply chain impact.

## PHASE 3: BUDGET AND FINANCIAL  ← Run in Qwen only

[PASTE YOUR FINANCIAL FIGURES AS TEXT:
Estimated total project cost: $
Grant amount being sought: $
Our co-contribution: $ (cash / in-kind / both)
Main cost categories and estimated amounts
Any supplier quotes already obtained]

GRANT BUDGET TABLE
Columns: Budget Line | Est. Cost | Grant Funded | Co-Contribution | Notes.
Include totals row. Note grant-eligible vs ineligible items.

FINANCIAL CAPACITY SUMMARY
Demonstrate ability to manage funds and deliver the project financially.
Flag any item needing accountant confirmation before lodging.

## PHASE 4: QA AND FINAL POLISH

1. Compliance check: for each grant criterion — Fully Addressed / Partially / Not Addressed.
Rewrite any not fully addressed.
2. Rate each section 1–10 for persuasiveness. Rewrite the 2 lowest-scoring.
3. Missing evidence: list specific evidence that would strengthen the application.
4. Word count check: flag any section over or under guideline.
5. Final application: produce a clean, section-by-section draft ready to submit.
```

7.3 After the Session

1. Save output immediately: copy all text → Ctrl+C → paste into Word → Ctrl+V → Ctrl+S.
2. Review every gap flag and missing evidence flag. Address each one before lodging.
3. Have your accountant confirm any financial statements flagged in Phase 3.
4. Gather all required attachment documents (Table C, Section 2.3).
5. Run the Attachment Compliance Check (Section 6) before lodging.
6. Lodge through the required portal: business.gov.au, SmartyGrants, or program-specific portal.

Section 8

8. System B — Tender Response

Session setup · 4-phase master prompt · After session steps

8.1 Session Setup

- Open LM Studio. Load Qwen 3.6 or later. Click + New Chat.
- Attach files in priority order: ITT/RFT Document → DNA → Capability → WHS → VP.
- Gather: contract title, contracting authority, scope of works, evaluation criteria with weightings, submission deadline.
- Have your rate schedule and pricing ready to PASTE AS TEXT in Phase 3 — do not upload as a file.

8.2 Master Tender Response Prompt

Copy this prompt into Qwen. Fill in the bracketed sections. Work through all four phases in order within the SAME chat session.

```
## TENDER RESPONSE — COMPLETE SESSION

You are a Queensland civil construction tendering specialist and NQ
contracting sector advisor. Work through each phase in order.
Flag any section requiring more information before proceeding.

## PHASE 1: TENDER ANALYSIS AND STRUCTURE

[CONTRACT TITLE, CONTRACTING AUTHORITY, CLOSING DATE, VALUE IF KNOWN]

[PASTE EVALUATION CRITERIA WITH WEIGHTINGS + MANDATORY SUBMISSIONS FROM ITT]

1. CAPABILITY MATCH: Strong Match / Good Match / Marginal Match / Do Not Bid.
State which capability evidence matches this scope directly.
Flag any scope element we cannot evidence.
2. EVALUATION CRITERIA RESPONSE PLAN: for each weighted criterion — which
section of our documents addresses it. Prioritise by weighting.
3. TENDER STRUCTURE: complete list of required sections in order.
For each: purpose + which uploaded document it draws from.
4. DOCUMENTATION COMPLIANCE: Document | Have It | Action.

## PHASE 2: CAPABILITY AND TECHNICAL DRAFTING

CAPABILITY STATEMENT (400–600 words)
Open with direct statement of relevant experience for this scope.
Include 3 reference projects in STAR format. Close with why we are the
best local NQ option for this contract.

METHOD STATEMENT (600–900 words)
Mobilisation, staging, quality control, interface management, demobilisation.
Specific to the scope in the uploaded ITT. Not generic.

WHS MANAGEMENT PLAN (400–500 words)
Draw from WHS Policy Framework. Cover: site safety leadership, SWMS
approach, incident reporting, hazards specific to this scope.

ENVIRONMENTAL MANAGEMENT (200–300 words)
Erosion and sediment control, dust suppression, waste management.

PROJECT TEAM AND RESOURCES (table + paragraph)
Key personnel: Name | Role | Qualifications | Experience | Relevant projects.
Plant and equipment to be deployed — reference our equipment register.
```

```
## PHASE 3: COMMERCIAL SECTIONS  ← Run in Qwen only

[PASTE YOUR PRICING AS TEXT — do not upload as a file:
Schedule of rates: item, unit, rate
Lump sum items if applicable
Preliminaries breakdown
Subcontractor scopes and approximate amounts]

SCHEDULE OF RATES (table format as ITT requires)
Flag any rate that appears unusually low or high for NQ civil work.

COMMERCIAL CLARIFICATIONS
Draft any commercial clarifications or assumptions to include.
These protect us against scope ambiguity or incomplete ITT documentation.

## PHASE 4: QA AND FINAL COMPLIANCE CHECK

1. Evaluation criteria compliance: for each weighted criterion —
Fully Addressed / Partially / Not Addressed. Rewrite any not fully addressed.
2. Mandatory requirement check: flag any mandatory ITT requirement not met.
3. Rate each section 1–10. Rewrite the 2 lowest-scoring technical sections.
4. Differentiators: list 3 specific things distinguishing our submission.
5. Final submission: produce a clean section-by-section response formatted
for the ITT submission requirements.
```

8.3 After the Session

1. Save output: copy all text → Ctrl+C → paste into Word → Ctrl+V → Ctrl+S.
2. Review every flag — mandatory requirements not met must be addressed before submission.
3. Have pricing reviewed by a quantity surveyor or estimator if the contract value exceeds your typical range.
4. Complete any pricing templates from the ITT in the required format.
5. Run the Attachment Compliance Check (Section 6) — confirm insurance, QBCC licence, and financial documents.
6. Lodge through QTenders, TenderSearch, or the relevant client portal before the deadline.

Section 9

9. Implementation Checklist

Pre-session · Per-application · Post-lodgement

9.1 Pre-Session Preparation — Do This Before Every Application

#	Task	Done?	Notes
1	Read the full grant guidelines or ITT document before starting Qwen	[ ]	
2	Confirm closing date — allow at least 5 working days for review and lodgement	[ ]	
3	Confirm eligibility criteria before investing time in a full draft	[ ]	
4	Check all 5 CDD documents are saved as PDF or DOCX (max 30 MB total)	[ ]	
5	Gather financial figures to paste as text — do not prepare a file to upload	[ ]	
6	Confirm all insurance certificates are current for the project period	[ ]	
7	Check QBCC licence is current and correct class for this tender scope	[ ]	
8	Download latest financial statements or confirm accountant can provide signed copy	[ ]	
9	Prepare reference project details (client, scope, value, outcome) as a text note	[ ]	
10	Open LM Studio — confirm Qwen 3.6 or later is loaded, green Ready indicator showing	[ ]	

9.2 Per-Application Session Steps

#	Step	Done?	Output / confirmation
1	+ New Chat in LM Studio	[ ]	Fresh session started
2	Attach 5 files in priority order from Section 3.2	[ ]	5 files attached
3	Paste the master grant or tender prompt	[ ]	Prompt sent
4	Phase 1 complete — review eligibility verdict	[ ]	Eligibility confirmed
5	Phase 2 complete — review all narrative sections	[ ]	Narrative draft reviewed
6	Phase 3 — paste financial figures as text, run budget/pricing section	[ ]	Financial sections drafted
7	Phase 4 — run QA review, address all flags	[ ]	Gap flags addressed
8	Copy full response: Ctrl+A → Ctrl+C → Word → Ctrl+V → Ctrl+S	[ ]	Word document saved to laptop
9	Run Attachment Compliance Check (Section 6)	[ ]	Attachments confirmed compliant
10	Lodge application through required portal	[ ]	Lodgement confirmed + reference number saved

9.3 Post-Application

- Record the application in your grant/tender register: name, funding body, amount, submission date, outcome date.
- Set a calendar reminder for the expected outcome date.
- If required, prepare for an acquittal process — the AI-drafted application is your baseline for progress reporting.
- If unsuccessful: request feedback from the funding body. Use it to update your documents before the next application.
- Run a Document Update review every 6 months — insurance renewals, updated references, revised financial figures.

Quick Reference

One-Page Summary

Print and keep with your laptop

GRANT APPLICATION — 5 FILES TO LOAD

1. Grant requirements document (PDF)
2. Business DNA summary (TXT preferred)
3. Capability Statement (PDF/DOCX)
4. WHS Policy Framework (PDF/DOCX)
5. Value Proposition PDF

Financial data: PASTE AS TEXT — never upload as file

TENDER RESPONSE — 5 FILES TO LOAD

1. ITT/RFT document (PDF)
2. Business DNA summary (TXT preferred)
3. Capability Statement (PDF/DOCX)
4. WHS Policy Framework (PDF/DOCX)
5. Value Proposition PDF

Financial data: PASTE AS TEXT — never upload as file

PRIVACY ROUTING

■ Qwen only: Budget figures, margin, co-contribution, rate schedule, pricing strategy
■ Either: Eligibility check, application structure, documentation checklist
■■ Cloud AI: Capability narrative, WHS methodology, milestones, team bios

DOCUMENTS TO CREATE (one session each)

1. Insurance Register
2. Finance Capacity Statement (Qwen only)
3. Plant & Equipment Register
4. Reference Project Summaries
5. Key Personnel CVs

Questions? Contact your CDD consultant.

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