

AEDA Strategic Partnerships Program 2025/26

Application Guidelines

City SME Growth Program - Request for Proposal

About the Opportunity The Adelaide Economic Development Agency (AEDA) is seeking proposals from experienced organisations to design and deliver the City SME Growth Program. The program will support approximately 30 small and medium enterprises (SMEs) located within the City of Adelaide and North Adelaide to build capability, increase profitability, grow employment and strengthen long-term business performance. AEDA is seeking innovative, evidence-based proposals that deliver measurable economic outcomes and support Adelaide's economic growth.

Subject to the applications received, AEDA may appoint multiple providers. Applicants should nominate a realistic SME participant target that reflects the scale of their proposed program, delivery capacity and recruitment approach, and reflect this in their proposed budget.

Funding Available Total project budget: \$307,000 (GST exclusive, as applicable). AEDA may appoint one or multiple providers. Value for money will form part of the assessment process.

Who Should Apply? Applications are invited from organisations with demonstrated experience in:

- Business capability development
- SME growth programs
- Business mentoring and coaching
- Leadership development
- Business advisory services
- Innovation and entrepreneurship programs

Partnerships and consortium applications are encouraged where they strengthen program delivery.

Scope of Services The successful provider(s) will be responsible for:

- Designing the program
- Recruiting participants
- Assessing participant eligibility
- Delivering workshops, mentoring and other business support
- Monitoring participant progress
- Evaluating program outcomes
- Reporting at program completion and 6, 12 and 18 months following completion

Further details are provided in the Request for Proposal document.

Key Dates

- RFP Opens - Friday, 14 August 2026
- Applications Close - 5pm Sunday, 6 September 2026
- Evaluation - Mid September 2026
- Contract Award - End September 2026

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Form Preview

- Participant recruitment - October 2026 (TBC)
- Program Commences - November 2026 (TBC)

Assessment Criteria Applications will be assessed against the following criteria:

- Demonstrated experience delivering SME growth programs - 25%
- Understanding of Adelaide SME opportunities and challenges - 15%
- Quality and innovation of the proposed methodology - 30%
- Monitoring, evaluation and reporting framework - 15%
- Value for money - 15%

Supporting Documents Please read the following document before commencing your application: [City SME Growth Program – Request for Proposal \(RFP\)](#)

Eligibility Check

Before commencing this application, please ensure sure you've:

- Read through the [City SME Growth Program – Request for Proposal \(RFP\)](#) to ensure that your organisation and activity meet the eligibility criteria;
- Read through [City of Adelaide Economic Development Strategy 2024-2028](#)
- Read the [Adelaide Economic Development Agency's 2026-27 Business Plan and Budget](#); and
- Contacted Tiffany Katchmar, Executive Manager, Business Growth & Investment Attraction, via (08) 8203 7779 or t.katchmar@aedasa.com.au to discuss your application prior to submission.

Applicant Details

* indicates a required field

Organisation Name *

Organisation Name

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Organisation Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Postal Address (if different from Primary Address)

Address

Organisation Primary Phone Number *

Must be an Australian phone number.

Organisation Primary Email *

Must be an email address.

Organisation Website

Must be a URL.

Application Contact *

First Name

Last Name

Applicant Contact Position *

Applicant Contact Primary Phone Number *

Must be an Australian phone number.

Applicant Contact Primary Email *

Must be an email address.

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Assessment Criteria

* indicates a required field

Project Title *

Must be no more than 250 characters.

Which segment will you be targeting? *

- ☐ Segment 1: Retail, Hospitality and/or Night-time Economy
- ☐ Segment 2: All other sectors (Excluding Retail, Hospitality and/or Night-time Economy)
- ☐ All Segments

Proposals are sought for one or both of the above business segments that are City-based SMEs.

Please provide the expected number of businesses to be supported? *

Please upload a Proposal responding to the City SME Growth Program RFP, demonstrating how your proposed program meets the eligibility requirements and objectives outlined in the RFP. *

Attach a file:

Please address the program rationale and need, proposed activities and outcomes, participant recruitment, measurable impact and ROI, delivery approach and timeframes, organisational capability, and value for money. AEDA is seeking programs that respond to genuine gaps in the Adelaide business support ecosystem.

Applicant Experience

* indicates a required field

Describe the history of the applicant, demonstrating a track record in managing similar projects to this proposal. *

Applicant experience supportive attachment(s)

Attach a file:

Outline how you envisage collaboration with AEDA can enhance the delivery of this proposal or whether you envisage whether there might be additional collaborative opportunities that complement this proposal. *

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Financial Information

* indicates a required field

How much funding are you requesting?

Must be a number.

Maximum requests can be \$307,000 excluding GST

Detail the financial viability/position of the applicant (this could include a copy of the applicant's most recent audited statements). *

If you wish to provide the most recent audited financial statement, please attach below:

Attach a file:

Please provide a budget overview. This may include participant contributions, external funding, and in-kind contributions. *

Has the applicant received any funding from the City of Adelaide or AEDA in the past four years? *

☐ Yes

☐ No

If yes, please provide for each year, the name of the project and the amount awarded.

Project Name

\$ Amount Awarded

	\$

Other

Is there any other information you would like to include to support this proposal?

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Please attach any documents you consider relevant to this application.

Attach a file:

Declaration

* indicates a required field

I certify to the best of my knowledge that the statements made in this application are true and correct.

I have contacted AEDA and discussed my proposal prior to lodgement of the application.

I consent to the collection, use and disclosure of information for the purpose of applying for Business Support Program Request for Proposal.

I understand that should this application be approved for funding that the organisation will be required to enter into an Agreement with the Adelaide Economic Development Agency.

I understand AEDA reserves the right to seek clarification, negotiate aspects of proposals, appoint one or multiple providers, or not proceed with the procurement.

I am authorised to submit an application for the Business Support Program Request for Proposal on behalf of the applicant organisation.

*

☐ I agree

☐ I do not agree