

Regional Networker Grants 2024

Guidelines

About the Program

The **Regional Networker Grants** program is administered by the Department of Employment, Small Business and Training (DESBT). The program assists Chambers of Commerce, Small Business and Industry Associations and eligible Councils to generate:

- stronger networks for small businesses across regional Queensland.
- a lasting impact on the relevant local small business community and the level of collaboration involved.

Program outcomes

The expected outcome of the grants program is to generate and help foster stronger collaborative networks for small businesses across regional Queensland.

This must be able to be demonstrated through a post grant report on how the grant funded activity has created connections for local small businesses.

Program key details

Opening date	Thursday, 22 February 2024
Closing date	5pm Thursday, 14 March 2024
Application process	Single-stage application
Grant type	Competitive – not all applications will be funded
Available funding	\$2,000 (excluding GST)
Co-contribution	Successful applicants do not have to co-contribute to this grant but must pay for any related expenses more than the \$2,000 grant funding.
Delivery	Queensland Small Business Month (May 2024)
Payment	Up-front on approval
Key documents	<ul style="list-style-type: none"> • Terms of Use • Frequently Asked Questions

Available funding

Grant funding (excluding GST) is paid up-front on approval.

Successful applicants do not need to contribute towards the total project cost. However, they are responsible for covering any additional expenses beyond the \$2,000 of grant funding (excluding GST).



DESBT will not fund grant funded activities with:

- ✗ A total cost of less than \$2,000 (excluding GST)
- ✗ Payments made on grant-funded activity before grant approval.

Eligibility criteria

To be eligible to apply for this grant, the *applicant* must (at the time of applying):

- ✓ have an active Australian Business Number (ABN)
- ✓ be based in Queensland and:
 - located in a regional or remote area or
 - propose to run the grant funded activity in an eligible area
- ✓ be a small business association/group, Chamber of Commerce, industry association or local regional council
- ✓ have owners/directors that are not undischarged bankrupt and be solvent

the *authorised contact* must:

- ✓ have authority to apply on behalf of the applicant organisation

Organisations (or venue location) are required to be in a local government area **outside of the following ineligible local government areas:**

- | | |
|--------------|------------------|
| ✗ Brisbane | ✗ Logan |
| ✗ Gold Coast | ✗ Redlands |
| ✗ Ipswich | ✗ Sunshine Coast |

Eligible activities

DESBT will fund eligible grant funded activities that:

- ✓ creates new or builds on existing networks to support local small business owners to connect and collaborate.
- ✓ is delivered in May 2024 as part of the Queensland Small Business Month Program.
- ✓ if used for an event, the event must be published in the [Business Queensland Event Calendar](#)
- ✓ uses the Regional Networker Grant and QSBM branding

Ineligible activities (we will not fund)

DESBT will not fund:

- ✗ marketing costs for existing businesses
- ✗ equipment for businesses
- ✗ payment of rates/bills for businesses
- ✗ alcohol charges as part of project catering.

DESBT **will not fund** goods, services or fees from related parties. **Related** parties include companies that have common shareholdings or directors, as well as employees or immediate family members.

Application process

Applying is completely free via the DESBT SmartyGrants portal once the grant round opens on 22 February 2024. The grant will close on 5pm, 14 March 2024.

Submit an application

In the application you will be asked to provide:

- essential business details to confirm eligibility (including evidence of eligible locations)
- authorised contact details
- proposed grant funded activity details including venue location, description, start and end date/times, target audience, estimated number of attendees, event categories
- expected outcomes
- anticipated costs

Assessment

Applications are assessed for compliance against the eligibility criteria within these guidelines and their competitiveness with program guidelines and assessment criteria.

Applicants must demonstrate the extent to which the grant funded activity will:

- positively impact and connect regional small business communities
- lead to ongoing links and networks beyond QSBM2024
- value for money

Notification of outcome

DESBT will advise applicants of the outcome of their grant application in early April 2024 via the email address submitted with their application.

Funding agreement and payment

Grant recipients enter into a funding agreement with DESBT to receive funding of \$2,000 (excluding GST). Funding is paid as soon as practical after approval.

The funding agreement consists of:

1. the **Letter of Agreement**
2. any **other terms agreed in writing** between the parties
3. the **Terms and Use**
4. these **Guidelines** and
5. the **application** submitted by the applicant for the grant activity.

Recipient completed activities

Recipients must:

- **start** their grant funded activity immediately to ensure activity is occurring in Queensland Small Business Month (May 2024).
- **advise** DESBT if you need to [make changes to your approved grant](#).
- **promote** their grant funded activity in their local community (see Promotion below).
- **complete** an acquittal report (see Acquittal report below).

Promotion

Recipients must promote their project to their local community:

- using the supplied QSBM2024 branded templates and Acknowledgement Statement
- uploading their project to the [Business Queensland Event Calendar](#)
- completing the good news story template and providing back to events@desbt.qld.gov.au

Acquittal report

Recipients must submit an acquittal report after completing their grant funded activity. The acquittal report requires the following:

- details of the grant funded activity **deliverables**
- detail the project implementation and impact on the business, including the results and outcomes achieved through the project and
- evidence of deliverables and payments including supplier quotes, corresponding invoices, receipts, bank transactions and outputs to show the project activities were delivered.

Further information

For more information about the Regional Networker Grant Program, or your application, call the DESBT Small Business Hotline on 1300 654 687 or email grants@desbt.qld.gov.au.

Policy Owner	Director-General, Department of Employment, Small Business and Training
Approval Date	05 December 2023
Effective Date	22 February 2024
Version	1.0

Privacy Statement

DESBT collects your personal information for the purposes of:

- reviewing activities associated with QSBM
- promoting relevant issues and services to you
- researching and reporting on grant programs.

DESBT, including its employees, may use and disclose the personal information provided in the application to third parties for these purposes. Third parties include:

- Queensland Government departments and agencies
- Australian Government departments and agencies
- other state or territory government departments and agencies
- non-government organisations.

DESBT or the Minister responsible for the Small Business portfolio may publish grant recipient information on government websites or in media releases while publicising the outcomes of the program. Published information may include business name, funding amount, suburb/postcode, and outcome details. DESBT will only use your personal information for these purposes. DESBT will handle your personal information in accordance with the *Information Privacy Act 2009* and the Queensland Government information privacy policy. DESBT will not otherwise use or disclose the information unless authorised or required by law. You may view the Queensland Government's information privacy policy at <https://www.qld.gov.au/legal/privacy>

Disclaimer

This publication is to be used as a guide only. The authors have taken reasonable steps to ensure the publication is accurate at the time of publication. The State of Queensland accepts no responsibility and gives no warranty, guarantee or representation about the accuracy, reliability, timeliness, suitability or otherwise of the information contained within this publication.

The State of Queensland expressly excludes legal liability in all jurisdictions concerning the use or reliance of any information contained in this publication. Any direct or consequential loss or damage suffered because of reliance on this publication is the user's sole responsibility. Persons using information contained in this publication should conduct enquiries and rely on independent professional advice.

This exclusion shall extend to all users and related parties who may suffer loss because of the use of information contained in this publication and applies despite any negligence on the part of the State of Queensland.