

# 2021 COVID-19 Business Support Grants

## Guidelines

These guidelines include essential information you should read before completing an application. Please note that further information on one-off grants for non-employed businesses under this support program is separately available on the Business Queensland website.

### About the Program

The Queensland Government supports businesses and not for profit organisations across the state through a range of initiatives. The 2021 COVID-19 Business Support Grants program supports eligible **employing Queensland small and medium businesses and employing Queensland not for profit organisations** that are impacted by lock downs taking effect during August 2021 in response to COVID-19 outbreaks. This includes the South-East Queensland lockdown that commenced on 31 July 2021 and the Cairns and Yarrabah lock down that commenced on 8 August 2021 and any other lock downs that may occur in the month of August 2021.

Noting the impact COVID-19 has had on the Tourism and Hospitality sector, this program is also available for **employing Queensland large businesses and not for profit organisations in the hospitality and tourism sector** statewide, subject to meeting eligibility criteria.

The Program is jointly funded by the Queensland and Australian Governments and will be administered by the Queensland Government.

#### **! Important information about changes to this program**

##### **COVID-19 Border Business Zone Hardship Grants effective 14 October 2021**

On 14 October 2021, this Program was changed to provide additional hardship assistance to businesses and not for profit organisations in recognition of the cumulative impact of the Queensland, New South Wales border closure event from 14 August 2021 to 14 October 2021.

The changes to this Program are explained in [Supplementary Guidelines - COVID-19 Border Business Zone Hardship Grants](#).

##### **Border Business Zone extension 16 September 2021**

On 16 September 2021, this Program was changed to provide assistance to businesses and not for profit organisations that rely on cross border trade and have been affected by the closure of the Queensland, New South Wales border.

The changes to this Program are explained in the [Border Business Zone supplementary guidelines](#).



## What payments are available?

Eligible applicants will receive grant funding as follows:

- A **\$10,000** grant to employing small businesses and not for profit organisations with an annual payroll of less than \$1.3 million;
- A **\$15,000** grant to employing medium sized businesses and not for profit organisations with an annual payroll between \$1.3 million and \$10 million (inclusive);
- A **\$30,000** grant to employing large sized tourism and hospitality focused businesses and not for profit organisations with an annual payroll of more than \$10 million;
- A one-off **\$5,000** COVID-19 Border Business Zone Hardship Grant to eligible businesses and not for profit organisations who have received or are eligible to receive one of the above payments if:
  - border closure events have been in effect throughout the period starting on 14 August 2021 and ending on 14 October 2021; and
  - the businesses and not for profit organisations:
    - have received or are eligible to receive a 2021 COVID-19 Business Support Grant; and
    - were trading in the Border Business Zone on both 31 July 2021 and 14 October 2021; and
    - have been affected by border closure events throughout the period.

## Who can apply?

### Employing Queensland small businesses and not for profit organisations:

- turnover of more than \$75,000 per annum and have an annual payroll of less than \$1.3 million
- not restricted to lock down areas

### Employing Queensland medium sized businesses and not for profit organisations:

- turnover of more than \$75,000 per annum and have an annual payroll of between \$1.3 million and \$10 million
- not restricted to lock down areas

### Employing Queensland large tourism and hospitality businesses and not for profit organisations:

- businesses and not for profit organisations operating in the tourism and hospitality sector ([ANZSIC Codes](#))
- turnover of more than \$75,000 per annum and have an annual payroll of more than \$10 million
- not restricted to lock down areas

### AND

The business or not for profit organisation:

- has been impacted by restrictions to limit or stop operating or has been otherwise affected by a **lock down event** detailed in:
  - *Restrictions for Locked Down Areas (South-East Queensland) Direction* made on 31 July 2021 (revoked);



- *Restrictions for Locked Down Areas (South- East Queensland) Direction (No. 2)* made on 1 August 2021 (revoked); or
  - *Restrictions for Locked Down Areas (Cairns and Yarrabah) Direction* made on 8 August 2021 (revoked); or
  - any other public health direction which restricts the reasons for which people can leave their homes and which takes effect in August 2021.
- traded in the border business zone on 31 July 2021 and has been affected by a **border closure event** (from 14 August 2021) detailed in:
    - *Border Restrictions Direction (No. 35)* made on 14 August 2021 (revoked); or
    - *Border Restrictions Direction (No. 36)* made on 18 August 2021 (revoked); or
    - *Border Restrictions Direction (No. 37)* made on 21 August 2021 (revoked); or
    - *Border Restrictions Direction (No. 38)* made on 24 August 2021 (revoked); or
    - *Border Restrictions Direction (No. 39)* made on 25 August 2021 (revoked); or
    - *Border Restrictions Direction (No. 40)* made on 4 September 2021 (revoked); or
    - *Border Restrictions Direction (No. 41)* made on 13 September 2021; or
    - another future public health direction that restricts the reasons for which a person may enter Queensland from within a postcode listed as a hotspot adjacent to the Queensland, New South Wales border.

**Border Business Zone Extension** - For more information about the extension of this Program to businesses affected by the closure of the border between Queensland and New South Wales, please refer to [Supplementary Guidelines - COVID-19 Border Business Zone Extension](#).

**COVID-19 Border Business Zone Hardship Grants** – For more information about the COVID-19 Border Business Zone Hardship Grants, please refer to [Supplementary Guidelines - COVID-19 Border Business Zone Hardship Grants](#).

## What are the eligibility criteria?

To be eligible, a business or not for profit organisation must (at the time of applying):

- employ at least 1 staff member (in addition to the business owners and be employed on the business's payroll);
- have an **Australian Business Number (ABN)** for the business or not for profit organisation continuously held since 30 June 2021;
- be **registered for GST**;
- be **headquartered in Queensland** (i.e. the principal place of business is located in Queensland) and the impacted business was based and trading in Queensland on 31 July 2021;
- not be insolvent or have owners/directors that are insolvent or an undischarged bankrupt;
- have an **annual payroll of not more than \$10 million** (except for large tourism and hospitality businesses in the identified tourism and hospitality sector (link to ANZSIC Codes) during any of the 2018-19, 2019-20 or 2020-21 financial years;
- have an **annual turnover of over \$75,000** during any of the 2018-19, 2019-20 or 2020-21 financial years;
  - *For a recently started business, provide financial records to indicate this will reasonably be met in the 2021-22 financial year.*
- demonstrate the business was either:
  - directly or indirectly affected by a lock down event or border closure event; or

- trading in the Border Business Zone on 31 July 2021 and directly or indirectly affected by a border closure event.
- demonstrate or declare **a reduction in turnover of 30% or more** during a nominated 7-day period which must include at least 1 full day of a lock down event or border closure event when compared against turnover achieved by the entity during the same 7-day period in 2019 (or if that 2019 period is not indicative of the entity's typical weekly turnover, a comparable 7-day period).
  - *For comparison, this period should be against either:*
    - *the same period in July or August 2019; or*
    - *where the 2019 comparison period is not indicative of the entity's typical weekly turnover (e.g. a recently started small business or a business that has experienced structural changes), another comparable period can be nominated (e.g. the same period in July/August 2020).*

**For this criteria:**

- **Direct impact:** businesses that **must not operate** as specified in the lock down events can self-declare the impact on their turnover in the application form.
- **Indirect impact:** businesses that **are able to operate** for a limited purpose during the lock down events, or whose activities are not specified in the health directions for the lock down events but are impacted by lock down events, or are located outside of the lock down areas must provide evidence to show a reduction in turnover of more than 30% (see Supporting evidence section below).
- large tourism and hospitality businesses and not for profit organisations must undertake business activities in one of the industry areas in the [ANZSIC Codes](#) and meet all of the above eligibility criteria (although can have an annual payroll greater than \$10 million).
- For the COVID-19 Border Business Zone Hardship Grants:
  - demonstrate the business or not for profit organisation was trading in the Border Business Zone on 31 July 2021 and 14 October 2021 and has been affected by border closure events throughout the period starting on 14 August 2021 and ending on 14 October 2021.

**Border Business Zone Extension** - For more information about the extended eligibility criteria for businesses affected by the closure of the border between Queensland and New South Wales, please refer to [Supplementary Guidelines - COVID-19 Border Business Zone Extension](#).

**COVID-19 Border Business Zone Hardship Grants** - For more information about the eligibility criteria for businesses affected by the cumulative impact of the Queensland, New South Wales border closure event from 14 August to 14 October 2021, please refer to [Supplementary Guidelines - COVID-19 Border Business Zone Hardship Grants](#).

## Who isn't eligible to apply?

- Businesses and not for profit organisations located outside of Queensland.
- Businesses and not for profit organisations eligible or receiving income support through the Australian Government's COVID-19 Disaster Payment will not be eligible. For further information on the COVID-19 Disaster Payment, visit: <https://www.servicesaustralia.gov.au/individuals/services/centrelink/covid-19-disaster-payment>
- Businesses and not for profit organisations for which the only source of income is made up of rents, dividends and/or interest payments.



- A person applying, for an eligible business or not for profit organisation, for a [2021 COVID-19 Business Support grant](#) or [Border Business Zone Extension grant](#) that has already received a [2021 COVID-19 Business Support grant](#) or [Border Business Zone Extension grant](#) for the business or organisation.
- A person applying, for an eligible business or not for profit organisation, for an ongoing hardship grant that has already received an ongoing hardship grant for the business or organisation.

Further information for non-employing businesses on the proposed one-off grant is available on the [Business Queensland website](#)

## What are the lock down areas?

For this program, lock down areas will include any areas subject to public health directions taking effect in August 2021 which restrict the reasons people may leave their homes.

These lock down areas include the following:

### **South-East Queensland lock down – 31 July to 8 August 2021**

The following 11 Local Government Areas:

- City of Brisbane
- City of Gold Coast
- City of Ipswich
- Lockyer Valley Regional Council
- Logan City
- Moreton Bay Region
- Noosa Shire Council
- Redland City
- Scenic Rim Regional Council
- Somerset Regional Council
- Sunshine Coast Regional Council

### **Cairns and Yarrabah lock down – 8 August to 11 August 2021**

The following two Local Government Areas:

- Cairns Regional Council
- Yarrabah Aboriginal Shire Council

### **Border Business Zone Extension/ COVID-19 Border Business Zone Hardship Grants -**

For more information about the Border Business Zone, please refer to [Supplementary Guidelines - COVID-19 Border Business Zone Hardship Grants](#) and the [map provided](#).

## What can I spend the grant funding on?

The grant has been provided to offer relief and support to your business on the back of a lockdown period. Funding may be used for business expenses.

## What are the timeframes?

Complete grant applications will be processed in order of receipt. Grant funds will be paid within two weeks of approval.



Approved applicants must agree to complete an acquittal survey within three to six months after approval of their application and funding being transferred to their nominated bank account. Failure to do so may impact on eligibility for future grant programs.

## When and how can you apply?

**Applications open at midday on 16 August 2021 and will close after three months on 16 November 2021 as stated on QRIDA's website.**

All applicants will receive notification via email of the outcome of their application.

## What is the process?

### Step 1: Apply

Complete an online **application** at [www.business.qld.gov.au/supportgrant](http://www.business.qld.gov.au/supportgrant). All applications must be submitted electronically – physical applications will not be accepted by any office or post.

There is no application fee.

Applicants must fully complete their application and provide all supporting evidence. **If QRIDA asks for additional information, applicants must provide that information as directed by QRIDA.** Unless in exceptional circumstances determined by QRIDA, applications must be submitted by applicants and not by third parties.

### Supporting evidence:

- Applicants are required to demonstrate or declare they have experienced **a reduction in turnover of 30% or more** over a nominated 7-day period (including at least 1 full day of a lock down event or border closure event) compared against the same 7-day period in 2019 (or if that period is not indicative of the entity's typical weekly turnover another nominated 7-day period). To demonstrate:
  - **Direct Impact:** you may complete a declaration in your application to this effect
  - **Indirect Impact:** you may:
    - provide sales turnover information from your business records for the relevant periods, or
    - rely on a dated letter on letterhead issued by a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants, registered tax agent or registered BAS agent.
- Applicants are required to demonstrate they **employ at least 1 staff member** (in addition to the business owners and be employed on the business's payroll). Evidence may include:
  - business financial statements, business payroll records, payroll tax return information; or
  - a dated letter on letterhead issued by a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants, registered tax agent or registered BAS agent.
- Applicants are required to demonstrate their **annual payroll** during any of the 2018-19, 2019-20 and 2020-21 financial years. Evidence may include:
  - business payroll records, payroll tax return information; or
  - a dated letter on letterhead issued by a member of CPA Australia, Chartered





Accountants Australia & New Zealand or the Institute of Public Accountants, registered tax agent or registered BAS agent.

- Applicants are required to demonstrate **annual turnover of over \$75,000** during any of the 2018-19, 2019-20 and 2020-21 financial years (or for a recently started business, provide financial records to indicate this will reasonably be met in the 2021-22 financial year). Evidence may include:
  - BAS statements or ATO records, or
  - a dated accountant letter on letterhead from a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants, registered tax agent or registered BAS agent.
- To verify your **trading location**, you may provide:
  - publicly reachable web information to identify business operations for example, website or social media pages; or
  - utility bills for the business location.

A template is available at [www.business.qld.gov.au/supportgrant](http://www.business.qld.gov.au/supportgrant) setting out what the accountant or tax professional's letter must include.

**Border Business Zone Extension** - For more information about the evidence required to support an application for assistance from businesses affected by the closure of the border between Queensland and New South Wales, please refer to [Supplementary Guidelines - COVID-19 Border Business Zone Extension](#).

**COVID-19 Border Business Zone Hardship Grants** - For more information about the evidence required for businesses affected by the cumulative impact of the Queensland, New South Wales border closure event from 14 August to 14 October 2021, please refer to [Supplementary Guidelines - COVID-19 Border Business Zone Hardship Grants](#).

## Step 2: Outcomes

All applicants will be notified of the outcome of their application by email.

Approved applicants will receive grant funds into their nominated bank account within two weeks of approval. Information on the process for appeals will be provided to declined applicants as part of the outcome notification.

## Step 3: Acquittal survey

Within three to six months after the funding has been provided, recipients must agree to complete and submit an acquittal survey. The survey will include questions regarding how you used the grant funding.

You **must** keep all application evidence; the Queensland Government reserves the right to audit grant recipients.

## Other conditions

The Department of Employment, Small Business and Training is responsible for the program and have engaged the Queensland Rural and Industry Development Authority (**QRIDA**) to deliver the program as an approved assistance scheme under the *Rural and Regional Adjustment Act 1994* (Qld) and the *Rural and Regional Adjustment Regulation 2011* (Qld).

The Queensland Government:

- may vary assessment processes **at any time, for any reason**;
- will only consider those applications that **meet the eligibility criteria**; and



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- will only consider **one application** for an eligible **business**.

Applications unless in exceptional circumstances, must be submitted by applicants and not by third parties.

Applicants that fail to follow any conditions imposed on the grant may have to return grant funding to the Queensland Government.

## Useful links

- [Frequently asked questions](#)
- [QRIDA Regulation](#)
- [COVID-19 Business Support Grants – Border Areas mapping](#)

## Further information

- [Creating a QRIDA business profile](#)

For more information about your application, contact the Small Business Hotline on: 1300 654 687

More information for businesses:

- [www.business.qld.gov.au](http://www.business.qld.gov.au) has information on starting and developing businesses.
- [www.business.gov.au](http://www.business.gov.au) is a resource for the Australian business community provided by the Australian Government.
- To find answers to your tax questions, go to [www.ato.gov.au](http://www.ato.gov.au).
- [ablis.business.gov.au](http://ablis.business.gov.au) has information on topics such as government licences and permits that you need to know to meet your compliance responsibilities.

## My checklist

I have read and understood the:

- Guidelines

and have:

- uploaded complete documentation
- completed and submitted the application form





## Privacy policy

Applicants will be required to accept and acknowledge QRIDA's Privacy Policy when submitting an application for funding under this Program. QRIDA's Privacy Policy is available at: [www.qrida.qld.gov.au/privacy](http://www.qrida.qld.gov.au/privacy), and sets out general information on how QRIDA collects, uses and discloses individuals' personal information.

## Disclaimer

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