

Business Growth Fund

Round 6 Frequently Asked Questions

The Frequently Asked Questions (FAQ's) provide further clarification on making an EOI Application and understanding requirements post approval for a Business Growth Fund Round 6 Grant. Further information can also be found in the [Guidelines](#), [Terms and Conditions](#), and the [EOI Application sample](#).

In the Quick Reference below, the Question is following by a yes/no answer if application and primarily references the program Guidelines. If further information is available that is not covered in the other Program documents, the question will link to a section within the document.

If your question isn't included in these FAQs and you're unable to find the answer in any of the Program documents, emails grants@desbt.qld.gov.au or call the Small Business Hotline on 1300 654 687 for assistance.

Quick Reference

Application Process	3
High level requirements.....	3
Can I revise my application after submission?	3
Can I submit my application after the grant round closes?	3
How do I apply?.....	3
What is the maximum number of applications allowed per applicant?	3
When will applications open?	3
Eligibility	3
Can I apply for this program if I have previously received funding?	4
Do I have to be operating or be an existing business?	4
Do I need to be registered for GST?	4
Does my business have to be operating in Queensland to be eligible?	4
What does 'headquartered in Queensland' mean?	4
How do I determine the commencement date of my trading history?	4
What does 'specialised equipment' mean?	4
How do I prove the linkage between the authorised contact or responsible person?	5
What does "full-time-equivalent (FTE) employees" within my business mean?	5
What is the definition of turnover?	5
Who can I list as the authorised contact or responsible person for my application?	5



What items are ineligible for funding?	6
What if my business activities operate under a Trust's ABN?	6
Completing the Application Form	7
How do I get support for my application?	7
What supporting documentation is required to lodge an application?	7
What if I'm having SmartyGrants online application form issues?.....	7
Proposed Project Details	7
What does 'proposed project' mean?.....	7
Can I use more than one supplier?	7
What is considered a comprehensive quote?	8
Can I apply for the grant more than once if I have two projects?	8
Assessment and Outcomes	8
What is a competitive assessment?	8
When to expect notification of your application outcome?	8
Funding	9
Can I increase my grant funding amount after approval?	9
Can I use subcontractors?	9
How will payments be made?.....	9
What does 'co-contribution' mean?	9
What are my tax obligations?	10
What do I need to do to receive the milestone payments?	10
Amendments to Approved Project	10
How can I make changes to my project once I'm approved for the grant?.....	10
Conditions of Grant Funding	10
When will my project start?	10
What is the 'Funding Agreement'?	11
Unsuccessful Applicants	11
Can I request a re-assessment?	11
Can I request feedback on my application?	11



Application Process

High level requirements

To maintain eligibility for this grant, applicants must:

- a **minimum of 5 employees** and **maximum of 49** at the time of applying for the grant;
- an **active Australian Business Number (ABN)** and be **registered for GST**;
- a registered location of **Queensland headquarters** (per your Australian Business Register (ABR) record);
- a **minimum trading history of five years** at the time of applying for the grant;
- a **minimum turnover of \$500,000** for the last financial year (2022/23);
- competitive opportunities in domestic or international markets;
- experienced **two years of high-growth** and have clearly defined high-growth and employment opportunities in Queensland;
- **not** been **approved for funding** under an earlier BGF round; and
- not been insolvent or have owners/directors that are an undischarged or currently bankrupt;
- maintain this eligibility for the **duration** of the grant funded activity; and
- complete required reporting (3-month Project Report and Acquittal Report).

Refer to [Page 2 – Eligibility Criteria](#) in the program [guidelines](#) for full information.

Can I revise my application after submission?

Applicants will not have the option to revise their application after submission or while the assessment is in progress. However, once shortlisted for Stage 2: Full Application, applicants will have opportunities to make minor amendments. It's important to note that once progressed to Stage 3: Pitch, no further modifications will be permitted until approval outcomes are finalised.

Can I submit my application after the grant round closes?

Late submissions will not be accepted at any stage throughout the duration of the grant round.

How do I apply?

Applicants are required to apply via the DESBT SmartyGrants Applicant account – [DESBT SmartyGrants Applicant account](#). Applications **cannot be accepted** via email or in person.

What is the maximum number of applications allowed per applicant?

If the business meets the eligibility criteria, they are eligible to submit only one application.

When will applications open?

Key dates for the grant round and application stages will be outlined in the guidelines.

Refer to [Page 4 – Key Application Dates](#) in the program [guidelines](#) for full information.

Eligibility

Are not-for-profit organisations eligible?

Not-for-profit organisations are eligible to apply if they must meet the eligibility criteria for the grant.

Can I apply for this program if I have previously received funding?

If you have previously been approved and received grant funding under the Business Basics or Business Boost grant programs, you are still eligible for the Business Growth Fund.

If you have previously received grant funding from a prior round of the Business Growth Fund, you are **not eligible** to apply for funding in this current round.

Refer to **Page 2 – Eligibility Criteria** in the program [guidelines](#) for eligibility requirement.

Do I have to be operating or be an existing business?

To be eligible for the grant round, applying businesses must be currently operating and have a minimum trading history of five years at the time of applying for the grant.

Refer to **Page 2 – Eligibility Criteria** in the program [guidelines](#) for eligibility requirement.

Do I need to be registered for GST?

To be eligible for the grant round, applying businesses must have an active ABN and be registered for GST.

Refer to **Page 2 – Eligibility Criteria** in the program [guidelines](#) for eligibility requirement.

Does my business have to be operating in Queensland to be eligible?

To be eligible for the grant round, applying businesses must be operating in Queensland.

Refer to **Page 2 – Eligibility Criteria** in the program [guidelines](#) for eligibility requirement.

What does 'headquartered in Queensland' mean?

For an applicant, being Queensland-based means that the Australian Business Register (ABR) must designate the business's principal place of business as being in Queensland. DESBT will utilise data registered with the ABR to verify the applicant's eligibility.

Refer to **Page 2 – Eligibility Criteria** in the program [guidelines](#) for eligibility requirement.

How do I determine the commencement date of my trading history?

To be considered eligible, your business must have been trading for at least five years. For the purpose of the Business Growth Fund Round 6; this is since at least 01 April 2019.

For the purpose of application assessment, unless otherwise evidenced, DESBT will consider your trading commencement date as your ABN Registration Date.

If your business has previously traded under a different ABN than the one provided in your application (e.g. sole trader which has converted to a PTY LTD), please provide evidence of this with your application.

Refer to **Page 2 – Eligibility Criteria** in the program [guidelines](#) for eligibility requirement.

What does 'specialised equipment' mean?

Specialist equipment is considered an independent or additional piece of complex machinery that will have a direct impact on the operations of the business to increase, automate or enhance productivity and present a significant investment to the business.

How do I prove the linkage between the authorised contact or responsible person?

Your Australian Business Register record in most cases will be able to show the link between the Responsible Person and the business with the Responsible Person listed as an:

- ✓ Authorised Contact with the appropriate Position Held (as listed above)
- ✓ Associate with the appropriate Relationship Type

If none of the above linkages are in place for your business, you will be asked to provide one of the following evidence documents:

- ✓ A copy of the applicants Australian Securities and Investments Commission (ASIC) Company Statement listing both entities, or
- ✓ A letter on the Applicant's business letterhead confirming the Responsible Person's position and authority to act on behalf of the business.

What does “full-time-equivalent (FTE) employees” within my business mean?

To be eligible for the grant program, a business must meet the headcount of between 5 and 49 employees at the time of application submission. This includes all full time, part-time and casual employees including Non-Executive Directors.

However, the following are excluded from this headcount tally:

- ✗ business owners,
- ✗ directors, and
- ✗ contractors.

The employee headcount eligibility is calculated by adding the headcount of permanent staff (full and part-time), excluding owners, directors, and contractors to the average number of full-time-equivalent employees (FTEs) for your casual staff. It essentially includes those that receive a salary of wage from your business.

If your permanent headcount, plus your weekly average casual FTEs brings your headcount between 5 and 49 employees, the Department would consider the business meeting the eligibility required.

Further assistance in defining FTE can be found via the [Fair Work Ombudsman](#) website.

Refer to **Page 2 – Eligibility Criteria** in the program [guidelines](#) for eligibility requirement.

What is the definition of turnover?

The Australian Taxation Office (ATO) defines turnover as the “amount of money or sales that passes through a business entity in a financial year”.

Who can I list as the authorised contact or responsible person for my application?

The authorised contact or responsible person is either:

- ✓ an owner
- ✓ a business partner
- ✓ a director
- ✓ a trustee
- ✓ a public officer
- ✓ an office bearer of an association
- ✓ a company secretary

What items are ineligible for funding?

As outlined in the guidelines, the Department we **will not fund**:

- | | |
|--|--|
| ✗ activities bought using crypto-currencies, cash, barter, or services in-kind | ✗ GST, registration and fees |
| ✗ bain-maries, dishwashers, fridges, ovens or stainless-steel tables | ✗ goods, services, or fees from related parties memberships and joining fees |
| ✗ delivery fees, credit card surcharges and international transaction fees | ✗ non-specialised office equipment (e.g. desks, chairs, PCs, laptops, monitors) |
| ✗ dental chairs | ✗ purchase of stock |
| ✗ fleet vehicles, other motor vehicles, trailers, or forklifts | ✗ real estate/property, hire, lease, or rental fees |
| ✗ franchise fees | ✗ salaries |
| ✗ general business operating costs (e.g., bookkeeping/accounting, tax returns, marketing/advertising activities) | ✗ services or standard digital technology not considered specialist to the extent required (as determined by assessment panel) |
| | ✗ travel |

Refer to **Page 3 – Non-eligible activities** in the program [guidelines](#) for additional information.

What if my business activities operate under a Trust's ABN?

If you nominate an ABN of a trust in your application, you must show a clear relationship between the trust and the business carrying out the business activity and, that they are operated by the same parties.

Your Australian Business Register (ABR) record in most cases will be able to show the link between the trust and the business carrying out the business activity (operating business):

- ✓ You have a business name registered under the trust that is also the name of the operating business
- ✓ The operating business is listed as a trustee associate organisation for the trust and its name the same
- ✓ The operating business is listed as a trustee associate organisation for the trust but has a different name, is a company and has a registered business name

For example, WRU Trust is applying for the grant and the operating business is named:

- ✓ Example 1: *Widgets R Us* and that business name is registered under the trust.
- ✓ Example 2: *WRU Group* and they are listed as a trustee associate organisation for the trust.
- ✓ Example 3: *Widgets R Us*, *WRU Group* is listed as a trustee associate organisation for the trust, they are a company and the hold the *Widgets R Us* registered business name.

If none of the above linkages are in place for your business, you will be asked to provide one of the following evidence documents:

- ✓ a copy of the applicant's Australian Securities and Investments Commission (ASIC) Company Statement listing both entities, or
- ✓ an accountant's letter confirming the two entities are operated by the same parties and outlining the business relationship.

Completing the Application Form

How do I get support for my application?

Please contact the team via grants@desbt.qld.gov.au for any questions about your application.

What supporting documentation is required to lodge an application?

The required supporting documentation will be set out in the application forms and will include:

- ✓ accountants' letter
- ✓ balance sheet
- ✓ business plan
- ✓ profit and loss statements
- ✓ supplier quote/s
- ✓ verification of main business location
- ✓ verification of link between trust and business
- ✓ verification of link between authorised contact/ responsible person and business

Refer to **Page 6 to 8 – Detailed application process** in the program [guidelines](#).

What if I'm having SmartyGrants online application form issues?

The online application form will collect information relating to the proposed project and eligibility of the applying business. The application forms will provide references to the eligibility requirements for the grant round and supporting evidence. If information is entered that identifies your business or project as being ineligible, this will raise an ineligibility warning in your application which may prevent you from being considered for funding.

Should you encounter red error messages within the form, please review each page and questions, to ensure you have provided the required responses to submit the form.

Proposed Project Details

What does 'proposed project' mean?

The proposed project is the eligible activities to be undertaken and eligible costs attributed to:

- increasing confidence for growth, transitioning from small to medium-sized
- increasing productivity, turnover, profit and/or employment by 20%, and
- improving confidence to automate, scale up, increase market share, diversify and/or exploit exporting opportunities.

Can I use more than one supplier?

Applicants can use a maximum of three (3) independent suppliers for their proposed project;

- ✓ Comprehensive quote (see [What is considered a comprehensive quote?](#) for details)
- ✗ not invoices or proposals
- ✗ not from related parties (companies that have common shareholdings or directors, as well as employees or immediate family members)
- ✗ not having the same services, that is, not comparison quotes
- ✗ do not combine supplier quotes

Refer to **Page 8 – Supplier quotes** in the program [guidelines](#) for additional information.

What is considered a comprehensive quote?

Quotes must be comprehensive in detail and include:

- ✓ Supplier details – supplier name, ABN (if Australian), contact details and website URL.
- ✓ Details of the project, description of services and outline of key activities.
- ✓ Quotes must be a formal quote/proposal on the supplier's letterhead, unless.
- ✓ Itemised services – where there is a cost per service that is being purchased.
- ✓ It's a shopping cart for an online purchase, then a screenshot/print out is acceptable.
- ✓ Can contain **ineligible** activities, but these must be itemised, and must be excluded from your Total Supplier Cost.

Please refer to the [Sample Supplier Quote](#) provided as a reference for what the Department considers to be a comprehensive quote for assessment purposes.

Can I apply for the grant more than once if I have two projects?

Applicants can only submit one (1) application for assessment at any one time.

Assessment and Outcomes

What is a competitive assessment?

A competitive assessment process is conducted during each stage of the grant application process.

Applications will be **assessed** for **compliance** against the **eligibility criteria** and their **competitiveness** against the program guidelines and assessment criteria.

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

1. support the business to reach its high-growth goals
2. be likely to create jobs and turnover growth within the business
3. demonstrate value for money

DESBT may also consider equitably distributing successful applications across the state, industry sectors (including priority sectors) and be representative of Queensland's diverse business population.

Refer to **Page 8 – Assessment** in the program [guidelines](#) for additional information.

When to expect notification of your application outcome?

DESBT will advise all applicants of the outcome of their grant application following each stage of the application process. We will endeavour to do this as promptly as possible, considering the volume of applications received.

Due to the grant program's comprehensive assessment, due diligence, and government approval process, applicants can typically expect to receive notification of their submission's outcome within a reasonable timeframe following the Key Application Dates outlined in the [program guidelines](#) (page 4).

All outcomes will be communicated via email. Successful Stage 3 applicants will receive a Funding Agreement Letter detailing the proposed funding agreement and inviting the Applicant to accept the funding terms.

Funding

Can I increase my grant funding amount after approval?

No. Once your approved grant funding amount has been awarded, the Department cannot increase the allocation. If the total project cost increases (through an **approved variation**) more than originally submitted, the grant applicant is responsible for funding any additional costs incurred whilst ensuring they still co-contribute the minimum amount of 40%.

However, your grant funding amount will reduce should your total project costs reduce during an **approved variation**.

For example (all dollar amounts are excluding GST):

- Total grant funding awarded was \$57,450 for an approved total project cost of \$95,750. Through an **approved variation** your total project cost reduced to \$87,500 due to change of supplier or equipment costs.
- The **new approved total grant funding** amount reduces to \$52,500. The new co-contribution also reduces from \$38,300 to \$35,000.

Can I use subcontractors?

If a successful Applicant or Approved Supplier plans to subcontract aspects of the project to other parties, payments to these parties should be made directly by the supplier. In the event that the subcontractor invoices the Applicant directly, the Applicant must obtain prior approval from DESBT for the subcontractor to be included as an additional Supplier for the Project.

How will payments be made?

Once approved, grant recipients will enter into a funding agreement with DESBT and receive funding of up to **\$75,000** (excluding GST) over three (3) milestone payments. Payments will be made via EFT from the Department into the nominate bank account supplied in the Acceptance Agreement upon approval.

Refer to **Page 9 – Funding agreement and payment** in the program [guidelines](#).

What does 'co-contribution' mean?

Applicants are expected to co-contribute 40% of the total project costs. The table below shows the breakdown of total project costs and the co-contribution amounts.

	Minimum	Maximum
Total project costs (excluding GST)	\$83,333	\$125,000*
Your contribution (at least 40% of total project costs)	\$33,333	\$50,000
Total grant funding	\$50,000	\$75,000

* The total project cost can be more than \$125,000, but the maximum amount DESBT will contribute is \$75,000.

For example (all dollar amounts are excluding GST):

- The total project cost is \$95,750 and you are requesting \$57,450 in grant funding.
- You must contribute \$38,300 to the project.
- If successful, you will receive \$57,450 paid over three (3) milestone payments with the final payment paid on acquittal at 12-months.

What are my tax obligations?

Grants are considered assessable income for tax purposes unless specifically exempted by law. While the Queensland Government cannot offer taxation advice, we recommend consulting a professional advisor to assess any potential taxation implications.

Will I be reimbursed for the GST I spend?

No. Grants are **not subject** to GST and therefore, GST is not payable. The total grant funding will not compensate for any GST spent by the business.

What do I need to do to receive the milestone payments?

Grant recipients are required to meet three (3) separate requirements per milestone payment to receive their funding. Funding is paid in three parts:

- Milestone 1: On application approval and acceptance of the Funding Agreement – 20%
- Milestone 2: On completion and assessment of your compliant 3-month report – 40%
- Milestone 3: On acquittal and assessment at project completion at 12-months – 40%

Amendments to Approved Project

How can I make changes to my project once I'm approved for the grant?

Grant Recipients are required to contact the team via grants@desbt.qld.gov.au and request a Variation Request form for any changes to their approved grant funded project.

This form allows Grant Recipients to request a variation to their Business Growth Fund grant funding agreement, held with the Department of Employment, Small Business and Training (DESBT).

Grant Recipients can request a variation to make changes to:

- project end date (an extension)
- business details (business name, ABN, contact information or change of business ownership).
- supplier/s (funding redirection, supplier change).
- scope of the project (title, description, priority area and/or activities).

The form can also be used to **withdraw** from the funding agreement and receive instructions on how to return grant funds if they have been paid to the Grantee at the time of withdrawal.

Refer to the [Making changes to your approved grant](#) page on the Business Queensland website for further details.

Conditions of Grant Funding

When will my project start?

Successful projects must commence within 10-business days from accepting your Funding Agreement. All projects must be completed within 12-months of being successful of the funding.

What is the 'Funding Agreement'?

The Funding Agreement is legally binding and consists of:

1. Grant Project Timeline
2. Approved Supplier details
3. Funding Conditions
4. Variation Request requirements
5. Project Reporting
6. Grant Funding and Payment details
7. Support Resources

Unsuccessful Applicants

Can I request a re-assessment?

Decisions related to the eligibility of grant funding applications according to the program guidelines can be reviewed. However, decisions made with relation to expressions of interest, public interest grounds and comparative assessment will not be reconsidered.

If you believe a decision regarding your eligibility to receive grant funding is incorrect, you can request a review in writing within 30 days of the decision being issued to you. Your request should clearly state the grounds for overturning the decision and include all relevant supporting material.

Refer to the [Decision review process for grant applications](#) page on the Business Queensland website for more information.

Can I request feedback on my application?

In Stages 1 and 2 if you are unsuccessful, feedback will only be provided based on key areas of the eligibility and will not go into the competitive merits of your application.

If you are unsuccessful at Stage 3 of the process, personalised feedback, including overall trends and common areas for improvement will be provided on request to grants@desbt.qld.gov.au.

The Business Growth Fund is a highly competitive grant, with applications far exceeding available funding. We conduct thorough assessment processes to competitively evaluate each grant and ensure value for money across Queensland.

While we can offer explanations for application declines based on ineligibility or evidentiary reasons, we are unable to provide extensive personalised feedback for each competitively assessed application.