

Before you start

Business Basics grants program (Program), Round 6 - Business Enhancement

The first stage of the application process, is the **Registration of Interest**.

DESBT will only accept submissions for this grant online through SmartyGrants.

Information and documentation to support an Application can only be provided via the designated form. No further information or documentation will be accepted after the requesting form has been submitted.

1. Stage 1: Registration of Interest (ROI):

- During Stage 1, applicants register their interest in the grant program.
- **Important:** DESBT accepts **online submissions only** via the designated form.
- Once submitted, applicants **cannot** provide additional information or evidence for the ROI.

2. Stage 2: Full Application (if selected):

- If an application is selected to progress to Stage 2, the applicant will be invited to submit a Stage 2 Application.
- The Stage 2 Application must be submitted, including all requested supporting information and documentation, for the application to be considered for funding.

About this form

Before completing this application form, please review the **Business Basics Round 6** [Guidelines](#) and [Terms and Conditions](#).

Icons key

- ✓ Acceptable
- 📄 Evidence Required
- 💡 Hint

- ⚠ Notice
- 🚩 Please note
- 🚧 Warning

Tips for completing this form

As you fill out the form:

- Take your time to read each question and the accompanying information carefully before answering.
- Remember to click '**Save**' often as you progress; SmartyGrants won't save your progress automatically.
- Include only realistic and probable answers.
- **After submitting your application, you won't have the opportunity to provide any additional information or evidence.**
- Take care to finalise your answers before you submit them.
- Once you're done, click '**Submit**' to send the completed form to the Department for processing.
- If you are unsure how to respond to a question, please email your concerns or queries to basics@desbt.qld.gov.au.

Handling validation errors

Validation errors (red highlighted boxes) may appear as you work through this form.

If this happens, ignore them until you have finished your data entry and have clicked save.

The most common reason there may be error boxes include the following:

- you have not filled in a mandatory/required field, and this can include a file upload question
- you have used letters in a number question field and/or
- you have gone over the word limit on a question.

Where errors persist, carefully read the error message and/or hint to complete the question or section before reviewing and updating your entry.

You must resolve all validation errors before you can submit this form.

Application warnings

DESBT will only consider:

✔ an application from a **Responsible Person** with a direct link to the business. We will not accept applications from third parties.

💡 A Responsible Person includes owners, business partners, directors, employees - manager or higher, trustees, public officers, office bearers or company secretaries of the business applying for the grant.

💡 Third parties can include a business or a financial advisor, such as an accountant, or the supplier mentioned in the grant funded activity.

✔ **one application** per business, related party or financial beneficiary.

💡 DESBT considers a related party and/or financial beneficiary to be those who gain an advantage and/or profits from something including receipt or distribution from a trust, will or life insurance policy. This can include companies with common shareholdings, directors, employees, or immediate family.

Ineligible Applicant submissions will not be considered for a Stage 2 Full Application.

Eligibility

* indicates a required field.

Confirmation of Eligibility

This section of the registration form is designed to help both the Applicant and DESBT determine eligibility for this grant.

Please review the Business Basics Round 6 [Guidelines](#) and [Terms and Conditions](#) which detail the eligibility criteria and requirements for participation in this Program.

If you have any questions regarding the eligibility criteria, please contact the DESBT **Small Business Hotline on 1300 654 687** or email basics@desbt.qld.gov.au.

🟡 **Please complete this section before proceeding further.**

The **Applicant** means the legal entity applying for financial assistance under the Program and submitting to the Department of Employment, Small Business and Training (DESBT).

I confirm the Applicant has read and understood the Guidelines and Terms and Conditions *

Yes No [Clear](#)

I confirm the Applicant at the time of submitting this registration has/is: *

- less than 5 employees (by headcount)
- operating and has an active Australian Business Number (ABN)
- a registered Queensland headquarters location (as per your Australian Business Register (ABR) record)
- a minimum trading history of 1 year
- a maximum turnover of \$300,000 for the last financial year (2023/24)
- NOT received funding under Rounds 1 to 5 of the Business Basics grants program
- NOT insolvent and does not have owners/directors that are an undischarged or currently bankrupt

[Clear](#)

▶ **Please note:** You must maintain an active ABN, QLD headquarters and not become insolvent or have owners/directors that become bankrupt for the **duration** of the grant-funded activity.

Please note there is no requirement to be registered for GST in this round.

I am authorised/delegated to apply on behalf of my organisation and I am NOT a third party *

Yes No [Clear](#)

Applicant details

* indicates a required field.

Privacy Statement

DESBT collects your personal information for the purposes of:

- managing the Business Basics Grants;
- promoting relevant issues and services to you; and
- 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;
- Commonwealth government departments and agencies;
- other state or territory government departments and agencies; and
- 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*. DESBT will not otherwise use or disclose the information unless authorised or required by law.

You may view the Queensland Government's privacy guide at www.qld.gov.au/legal/privacy.

I confirm the Applicant has read, understood and accepts the Privacy Statement.

*
 Yes No [Clear](#)

Applicant Organisation Details

 The ABN you enter below must be the ABN associated with the applying entity/business.

Applicant ABN *

[Lookup](#)


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)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN. The ABN lookup is extracted from the Australian Business Register (<https://abr.business.gov.au/>)

 Please check through your business' ABR record that appears in the grey box:

- Is the *ABN Status* active?
- Is the *Main business location* in Qld?

 If any of the information in your ABR Record is incorrect:

1. Apply to update your ABR record. It only takes 24-hours to update.

- <https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/update-your-abn-details>.
2. Wait 24-hours, re-enter your application and click 'save' on the page. This should refresh the form with the updates from your ABR record.

Applicant entity name (per above ABN lookup): *

💡 Please enter your *entity name* (associated with your ABN above) using **capitalisation for the first letter of each word**.

- Avoid using *all* uppercase or *all* lowercase letters.

🟡 By following this guideline, applicants can ensure clarity and consistency in their submissions. We thank you for your attention to detail!

🚫 If you enter a different business name to the registered entity name above, your application may be deemed ineligible if a clear association between the name and the ABN cannot be validated.

Has the Applicant previously operated this business under a different ABN? *

Yes No [Clear](#)

This section is not applicable because of your response to question: "Has the Applicant previously operated this business under a different ABN?" on page 3

Previous ABN number

📄 Supporting Evidence

Please enter the previous ABN number: *

Must be an ABN.

Please provide evidence of the previous ABN *

A minimum of 1 file must be attached.

Acceptable evidence includes:

- a copy of the applicants **Australian Securities and Investments Commission (ASIC) Company Statement** listing both entities, **or**
- a copy of ABR record to list the history, **or**
- a copy of the ABN Certificate to substantiate ownership of the previous ABN

Organisation Details - Contact Information

Primary phone number *

Must be an Australian phone number

Secondary phone number

Must be an Australian phone number.

Primary email address *

▶ **Please note:** the outcome of your application will be sent to this email address. Must be an email address.

Primary website *

💡 Must be a working URL. Social media and public listing URLs for your business are accepted in lieu of a formal website.

Organisation Details - Business Entity

💡 This section relates to the entity identified in the *Applicant ABN* question above and matches the entity identified in the *Applicant entity name* question.

What entity type do you trade under: *

- Sole Trader
- Company
- Partnership
- Trust
- Not for Profit

[Clear](#)

Do you conduct business under a different name (other than the entity named in the Applicant ABN)? *

- Yes - Your own name
- Yes - A registered business name
- Yes - A trading name
- No

[Clear](#)

This section is not applicable because of your response to questions:

- "Do you conduct business under a different name (other than the entity named in the Applicant ABN)?" on page 3

Registered / Trading business name: *

Organisation Details - Trust *(Not Applicable)*

This section is not applicable because of your response to questions:

- "What entity type do you trade under:" on page 3
- "Do you conduct business under a different name (other than the entity named in the Applicant ABN)?" on page 3

Please explain the relationship between the trust and the business carrying out the business activity: *

Must be at least 10 words.

How is the Registered/Trading business name, the name of the business carrying out the business activity linked to the trust entity?

Evidence of Trust Link will be requested at Stage 2 (if selected) *(Not Applicable)*

This section is not applicable because of your response to questions:

- "How is the Registered/Trading business name, the name of the business carrying out the business activity linked to the trust entity?" on page 3

 If your application is selected to proceed to Stage 2: Full Application, you will be asked to provide evidence that the Trust is linked to the business carrying out the business activity.

Business Operating Address


Please enter the **Queensland** street address location where you operate your business.

Street address *

Search

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia Must be a street address (not a PO Box).




 **Can't find the address?**

1. Don't put spaces on either side of a unit right-slash "/" or a dash "-."
2. If your address isn't in the lookup, first, search for the street only, select that, click back in the lookup box and select "Can't find your address?".
3. You can then enter the rest of your address in the address fields.
4. Please check that your address is *correct* and that it is in **Queensland**.


Employee Headcount



How many employees (by headcount) does the business have? *

 Must be a whole number (no decimal place) and less than 5.

 **Please note**, to be eligible you must meet the below criteria at the time of applying for the grant:

- your business must have **less than 5 employees**.

 **Employee headcount** -

-  includes all full-time, part-time and casual employees including Non-Executive Directors.
-  excludes owners, directors of the business and contractors.


 Refer to [Page 4 of the FAQs](#) for more information.

Business Turnover


Please provide financial details for the last financial year (FY 2023/24).

Last Financial Year Turnover *

 Must be a whole dollar amount (no cents)

 **Please note**, to be eligible you must meet the below criteria at the time of applying for the grant:









- a **maximum of \$300,000** for the last financial year (2023/24)

 **Turnover** - amount of money or sales (revenue) that passes through a business entity in a financial year.

Responsible Person

* indicates a required field.

 The Responsible Person is who we talk to regarding this Business Basics application. They must be either:

 an owner	 a trustee
 a business partner	 a public officer
 a director	 an office bearer of an association
 an employee - manager or higher	 a company secretary

Name *

Title	First name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position title *

Role in business applying for funding *

Phone number *

Must be an Australian phone number.

Mobile number

Must be an Australian phone number.

Email address *

Must be an email address.

Is the responsible person listed in your Australian Business Register record? *

Yes No [Clear](#)


Evidence of Responsible Person Link will be requested at Stage 2 (if selected) (Not Applicable)

This section is not applicable because of your response to questions:

- "Role in business applying for funding" on page 4
- "Is the responsible person listed in your Australian Business Register record?" on page 4

 If your application is selected to proceed to Stage 2: Full Application, you will be asked to provide evidence of the identity of the Responsible Person and their link to the business.

Owner-operator Diversity

 The following questions apply to the owner-operator of the business.

Which of the following best describes the owner operator/s gender identity? *

- Man
 Woman
 Non-binary
 I use a different term
 I do not wish to answer this question

[Clear](#)

What is the owner operator/s age range? *

- 15-24 years
 25-34 years
 35-44 years
 45-54 years
 55-64 years
 65-74 years
 75-84 years
 85 years and over
 Rather not say

[Clear](#)

Does the owner operator/s speak a language other than English at home? *

- Yes, I speak a language other than English at home
 No
 I do not wish to answer this question

[Clear](#)

Is the owner operator/s of Australian Indigenous descent? *

- Aboriginal
 Torres Strait Islander
 Australian South Sea Islander
 None of the above
 I do not wish to answer this question

[Clear](#)

Does the owner operator/s have a disability? *

- Yes
 No
 I do not wish to answer this question

[Clear](#)

Certification and submission

* indicates a required field.

Applicant declaration

The **Applicant** means the legal entity applying for financial assistance under the Program and submitting to DESBT.

I certify that: *

1. I am authorised/delegated to make this declaration on behalf of my organisation; and
 2. I have read and understand the eligibility requirements for the Program as specified in the Guidelines and Terms and Conditions; and
 3. I am not a third party as defined in the Guidelines; and
 4. The statements made within this registration are true and correct; and
 5. I have not provided false or misleading information or documentation within this application; and

6. I understand that there is limited funding for this round and that submitting this ROI does not guarantee progression to stage 2, or that I receive a grant.

[Clear](#)

Submitting the registration

- Pressing the 'submit' button lodges your application.
- Review your application before submitting it, as you **cannot change** your application after lodgement.
- After submitting the application, you will receive an email receipt (please check your junk folders).
- DESBT has not received your application until you have received an **email receipt**.
- If you do not receive an **email receipt within two business days** of submitting your application, please contact DESBT.

Enquiries

For further enquiries on this application form, please email basics@desbt.qld.gov.au or call DESBT **Small Business Hotline on 1300 654 687**.

Submitting From *

- business' premises
- home office
- shared workspace
- accountant's / business consultant's office
- supplier's premises
- Other:

[Clear](#)

Application Outcomes

Note: You will be notified via email of the outcome of your Registration of Interest (ROI) for this grant.
