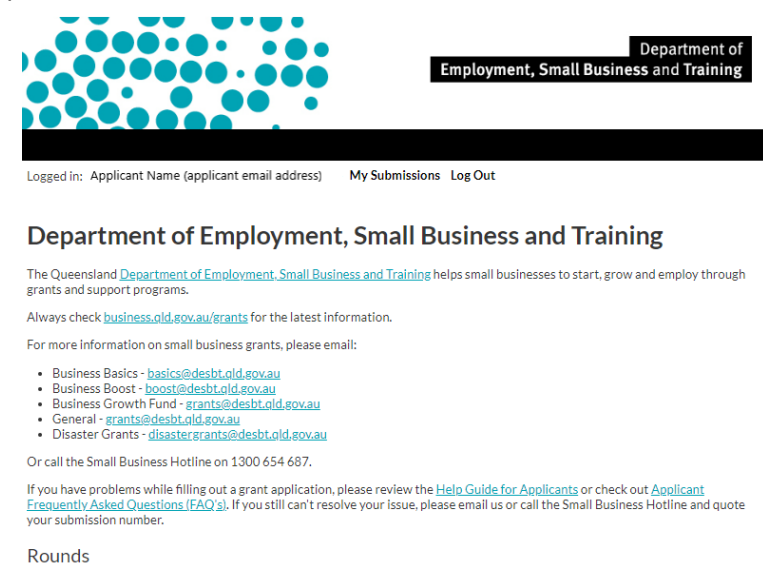

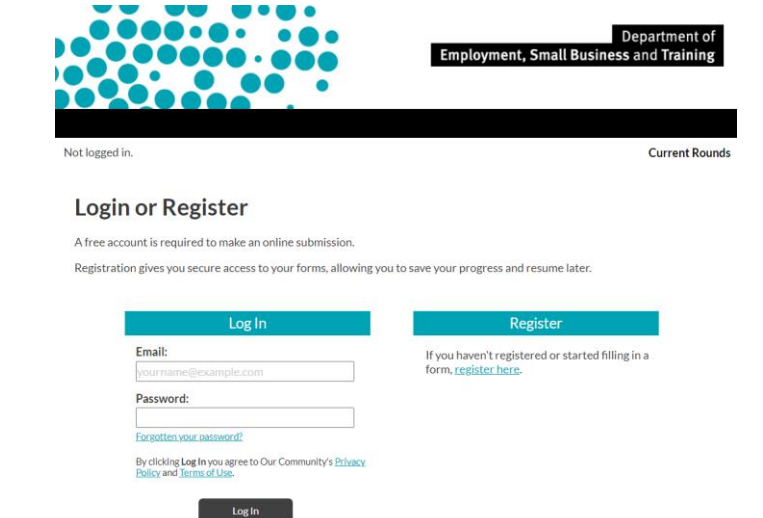

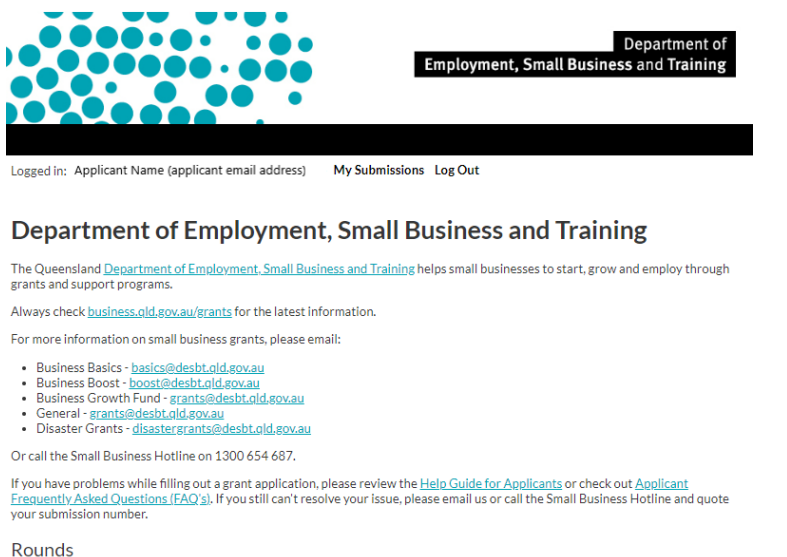


How to access SmartyGrants - Small Business Exceptional Assistance Grant

Overview.

This document provides the step-by-step to accessing the SmartyGrants system to lodge and review your Small Business Exceptional Assistance Grant application.

Step	Action	Screen
1	<p>There are two ways that you can access the application form:</p> <ol style="list-style-type: none"> When you click on the Apply Now link in the Business Queensland, you will be redirected to the SmartyGrants applicant portal You can access the SmartyGrants applicant portal directly through this link https://desbt.smartygrants.com.au/ 	<p>The below screen is the first page of the SmartyGrants applicant portal:</p>  <p>Department of Employment, Small Business and Training</p> <p>Logged in: Applicant Name (applicant email address) My Submissions Log Out</p> <p>Department of Employment, Small Business and Training</p> <p>The Queensland Department of Employment, Small Business and Training helps small businesses to start, grow and employ through grants and support programs.</p> <p>Always check business.qlld.gov.au/grants for the latest information.</p> <p>For more information on small business grants, please email:</p> <ul style="list-style-type: none"> Business Basics - basics@desbt.qlld.gov.au Business Boost - boost@desbt.qlld.gov.au Business Growth Fund - grants@desbt.qlld.gov.au General - grants@desbt.qlld.gov.au Disaster Grants - disastergrants@desbt.qlld.gov.au <p>Or call the Small Business Hotline on 1300 654 687.</p> <p>If you have problems while filling out a grant application, please review the Help Guide for Applicants or check out Applicant Frequently Asked Questions (FAQ's). If you still can't resolve your issue, please email us or call the Small Business Hotline and quote your submission number.</p> <p>Rounds</p>
2	Click on Log in .	 <p>Department of Employment, Small Business and Training</p> <p>Not logged in Log in Current Rounds</p>
3	<p>If you have an existing account use the Log In section, else you will need to Register an account.</p> <ul style="list-style-type: none"> Click the Log In button to enter your account <p><i>Note: Make sure to write down your log in details as you will need to use these for the duration of the grant.</i></p>	 <p>Department of Employment, Small Business and Training</p> <p>Not logged in. Current Rounds</p> <p>Login or Register</p> <p>A free account is required to make an online submission.</p> <p>Registration gives you secure access to your forms, allowing you to save your progress and resume later.</p> <p>Log In Register</p> <p>Email: <input type="text" value="yourname@example.com"/></p> <p>Password: <input type="password"/></p> <p>Forgotten your password?</p> <p>By clicking Log In you agree to Our Community's Privacy Policy and Terms of Use.</p> <p>Log In</p> <p>If you haven't registered or started filling in a form, register here.</p>

<p>4</p>	<p>Select Current Rounds.</p>	 <p>Department of Employment, Small Business and Training</p> <p>Logged in: Applicant Name (applicant email address) My Submissions Log Out Current Rounds</p>
<p>5</p>	<p><i>This will show the current rounds you can apply for.</i></p> <ul style="list-style-type: none"> Under the Rounds header, select the Small Business Exceptional Assistance Grant. 	 <p>Department of Employment, Small Business and Training</p> <p>Logged in: Applicant Name (applicant email address) My Submissions Log Out</p> <p>Department of Employment, Small Business and Training</p> <p>The Queensland Department of Employment, Small Business and Training helps small businesses to start, grow and employ through grants and support programs.</p> <p>Always check business.qld.gov.au/grants for the latest information.</p> <p>For more information on small business grants, please email:</p> <ul style="list-style-type: none"> Business Basics - basics@desbt.qld.gov.au Business Boost - boost@desbt.qld.gov.au Business Growth Fund - grants@desbt.qld.gov.au General - grants@desbt.qld.gov.au Disaster Grants - disastergrants@desbt.qld.gov.au <p>Or call the Small Business Hotline on 1300 654 687.</p> <p>If you have problems while filling out a grant application, please review the Help Guide for Applicants or check out Applicant Frequently Asked Questions (FAQ's). If you still can't resolve your issue, please email us or call the Small Business Hotline and quote your submission number.</p> <p>Rounds</p>

6 Select Start a Submission.

Department of
Employment, Small Business and Training

Not logged in. [Log in](#) Current Rounds

TEST - Small Business Exceptional Assistance Grant 2024

[Start a submission](#) [Preview the form](#) [Download preview form](#)

Submissions are now being accepted.

IMPORTANT: Please read information below to assist you in completing your application online.

BEFORE YOU BEGIN

Welcome to the [xxGrantmaker's](#) online grant application service, powered by [SmartyGrants](#).

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact us on xxxx@xxxx during business hours or email xxxx@xxxx and quote your submission number.

Click here ([xxxx Insert Linkxxxx](#)) to view the guidelines.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQs\)](#).

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save and close' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.

SUBMITTING YOUR APPLICATION

You will find a Review and Submit button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.

Hint: also check the email hasn't landed in your spam or junk email folder.

ATTACHMENTS AND SUPPORT DOCUMENTS

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

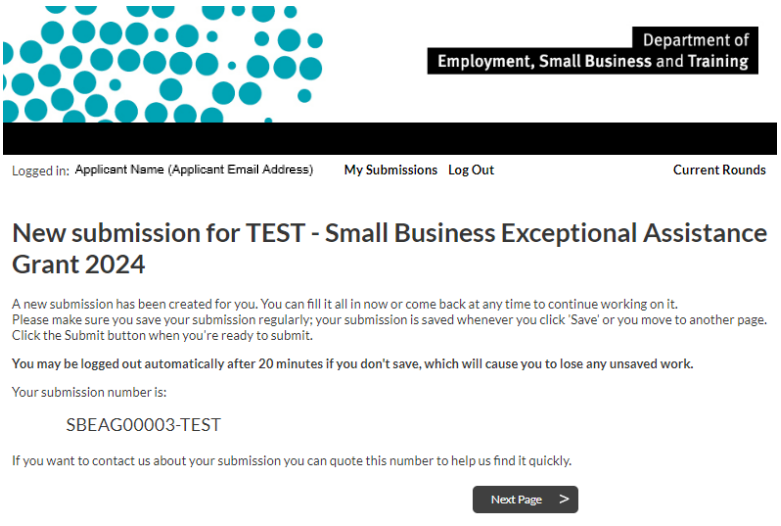

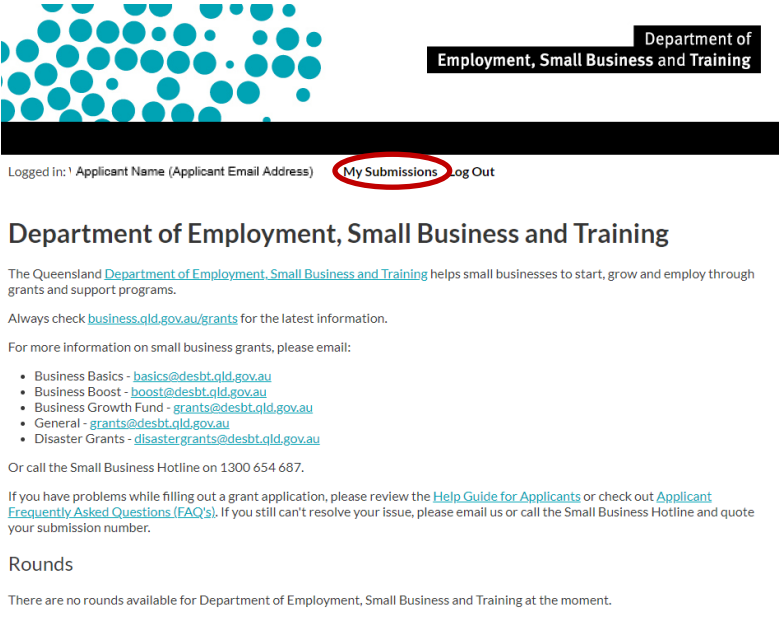
COMPLETING AN APPLICATION IN A GROUP/TEAM

A number of people can work on an application using the same login details as long as only one person is working at a time. Ensure you save as you go.

SPELL CHECK

Most internet browsers (including Firefox v2.0 and above, Safari, and Google Chrome) have spell checking facilities built in – you can switch this function on or off by adjusting your browser settings.

Grant Information Department of Employment, Small Business and Training Small Business Hotline: 1300 654 657 Business Email: bsa@deat.qld.gov.au Business Email: bsa@deat.qld.gov.au Business Growth Fund: grants@deat.qld.gov.au General: grants@deat.qld.gov.au	Technical Assistance SmartyGrants Phone: 03 9320 6333 Email: service@smartygrants.com.au Technical help guide for applicants Applicant Frequently Asked Questions (FAQs)
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<p>7</p>	<p>On this page:</p> <ul style="list-style-type: none"> Select the Next button. <p><i>Note: Selecting Next will take you to the application form</i></p>	 <p>Department of Employment, Small Business and Training</p> <p>Logged in: Applicant Name (Applicant Email Address) My Submissions Log Out Current Rounds</p> <h3>New submission for TEST - Small Business Exceptional Assistance Grant 2024</h3> <p>A new submission has been created for you. You can fill it all in now or come back at any time to continue working on it. Please make sure you save your submission regularly; your submission is saved whenever you click 'Save' or you move to another page. Click the Submit button when you're ready to submit.</p> <p>You may be logged out automatically after 20 minutes if you don't save, which will cause you to lose any unsaved work.</p> <p>Your submission number is:</p> <p>SBEAG00003-TEST</p> <p>If you want to contact us about your submission you can quote this number to help us find it quickly.</p> <p>Next Page ></p>
<h2>How to view your application submissions</h2>		
<p>1</p>	<p>Access the SmartyGrants applicant portal directly through this link</p> <p>https://desbt.smartygrants.com.au/</p>	
<p>2</p>	<p>Click on Log in.</p>	 <p>Department of Employment, Small Business and Training</p> <p>Not logged in Log in Current Rounds</p>
<p>3</p>	<p>Click on My Submissions</p>	 <p>Department of Employment, Small Business and Training</p> <p>Logged in: Applicant Name (Applicant Email Address) My Submissions Log Out</p> <h3>Department of Employment, Small Business and Training</h3> <p>The Queensland Department of Employment, Small Business and Training helps small businesses to start, grow and employ through grants and support programs.</p> <p>Always check business.qld.gov.au/grants for the latest information.</p> <p>For more information on small business grants, please email:</p> <ul style="list-style-type: none"> Business Basics - basics@desbt.qld.gov.au Business Boost - boost@desbt.qld.gov.au Business Growth Fund - grants@desbt.qld.gov.au General - grants@desbt.qld.gov.au Disaster Grants - disastergrants@desbt.qld.gov.au <p>Or call the Small Business Hotline on 1300 654 687.</p> <p>If you have problems while filling out a grant application, please review the Help Guide for Applicants or check out Applicant Frequently Asked Questions (FAQ's). If you still can't resolve your issue, please email us or call the Small Business Hotline and quote your submission number.</p> <h4>Rounds</h4> <p>There are no rounds available for Department of Employment, Small Business and Training at the moment.</p>

4

This will take you to the page that shows all your application submission

Department of
Employment, Small Business and Training

Logged in: Applicant Name (Applicant Email Address) My Submissions Log Out Current Rounds

My Submissions

[Update Details](#) **SmartyFile**
Store it, Share it, Use it

Current Archived

Sort by Submitted Date

Search keywords

[Advanced search](#)

SBEAG00001	Owned by Applicant Name (Me)	Submitted
TEST - Small Business Exceptional Assistance Grant 2024		Submitted 4:01pm, 24 Jul 2024 (AEST)