

# Business Basics Grants

## Round 4 Guidelines

### About the Program

The Queensland Government provides specific support for the small business sector through the [Big Plans for Small Business Strategy](#). The Business Basics grants program (Program) provides support to businesses to **increase core skills** and **adopt best practice**.

The Program is **competitive**, meaning that applications are competitively assessed against the assessment criteria and **not all applications will be funded**.

Applicants can apply for funding for grant funded activities in one of five **priorities**:

1. Training and coaching
2. Website build/upgrades
3. Professional business advice
4. Strategic marketing services
5. Business continuity and succession

The Department of Employment, Small Business and Training (DESBT) manage the grants.

### Program outcomes

The expected outcomes of the grants program are to:

- increase confidence for business owners across core skills;
- boost turnover, profit, and employment; and
- improve business survivability and resilience.

### What funding is available?

For this round, there are **two funding streams** based on what Local Government Area (LGA) eligible businesses are headquartered. These LGAs are grouped into either **South East Queensland** or **regional Queensland**. If successful, applicants will receive upfront fixed grant funding of **\$5,000** (excluding GST). Successful applicants do not have to co-contribute to this grant; however successful applicants must pay for any related expenses in excess of the \$5,000 grant funding.

### Who can apply, and what are the eligibility criteria?

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

- have **fewer than 20 employees** (by headcount);
- be operating and have an **active Australian Business Number (ABN)**<sup>1</sup>;
- be **registered for GST**<sup>1</sup>;
- have a Queensland headquarters <sup>1</sup>;
- have an expected turnover of **\$300,000 or less** for the last financial year (2021-22);
- **not** have been **approved for funding** under an earlier round of Business Basics;
- have owners/directors that **are not** undischarged bankrupt<sup>1</sup>; and be solvent<sup>1</sup>.

<sup>1</sup> The business must maintain their eligibility for the duration of the grant funded activity where reasonably possible.



**For the purpose of the program, the following Queensland LGAs are in South East Queensland:**

- Brisbane
- Gold Coast
- Ipswich
- Lockyer Valley
- Logan
- Moreton Bay
- Noosa
- Redland
- Scenic Rim
- Somerset
- Sunshine Coast
- Toowoomba

**For the purpose of the program, the following Queensland LGAs are in regional Queensland:**

- Aurukun
- Balonne
- Banana
- Barcaldine
- Barcoo
- Blackall-Tambo
- Boulia
- Bulloo
- Bundaberg
- Burdekin
- Burke
- Cairns
- Carpentaria
- Cassowary Coast
- Central Highlands
- Charters Towers
- Cherbourg
- Cloncurry
- Cook
- Croydon
- Diamantina
- Doomadgee
- Douglas
- Etheridge
- Flinders
- Fraser Coast
- Gladstone
- Goondiwindi
- Gympie
- Hinchinbrook
- Hope Vale
- Isaac
- Kowanyama
- Livingstone
- Lockhart River
- Longreach
- Mackay
- Mapoon
- Maranoa
- Mareeba
- McKinlay
- Mornington
- Mount Isa
- Murweh
- Napranum
- North Burnett
- Northern Peninsula Area
- Palm Island
- Paroo
- Pormpuraaw
- Quilpie
- Richmond
- Rockhampton
- South Burnett
- Southern Downs
- Tablelands
- Torres
- Torres Strait Island
- Townsville
- Weipa
- Western Downs
- Whitsunday
- Winton
- Woorabinda
- Wujal Wujal
- Yarrabah

You can confirm which Local Government Area your business operating address is in by visiting [Where is my electorate? | Electoral Commission of Queensland \(ecq.qld.gov.au\)](https://www.ecq.qld.gov.au/where-is-my-electorate/).

## What can I spend the grant funding on?

DESBT **will fund** the following eligible activities:

Priority	Grant funding will <b>ONLY BE APPROVED</b> for the following eligible activities:
1. Training and coaching	<ul style="list-style-type: none"> <li>• Business development, marketing, human resources, or business planning topics</li> <li>• Training/coaching of up to 6 months in duration</li> </ul>
2. Website build/upgrades	<ul style="list-style-type: none"> <li>• Website build or upgrade (including website refresh)</li> <li>• Adding ecommerce</li> <li>• Developing new website content</li> </ul>
3. Professional business advice	<ul style="list-style-type: none"> <li>• Business plans</li> </ul>
4. Strategic marketing services	<ul style="list-style-type: none"> <li>• Strategic marketing plans including search engine optimisation advice</li> </ul>
5. Business continuity and succession	<ul style="list-style-type: none"> <li>• Business continuity or succession plans</li> <li>• Cybersafety training and tools</li> </ul>

## What can't I spend the grant funding on?

DESBT **will not fund** activities with:

- a total cost of less than **\$5,000** (excluding GST),
- payments made on any activity undertaken before Grant approval

DESBT **will not fund** the following activities:

- activities bought using crypto-currencies, barter, or services in-kind
- general business operating costs (e.g., bookkeeping/accounting, tax returns)
- real estate/property, hire, lease, or rental fees
- goods, services, or fees from *related parties*\*
- travel
- franchise fees
- purchase of stock
- GST, registration, and fees
- maintenance of existing digital technologies
- salaries
- fleet vehicles
- computer hardware (e.g., computer servers, PCs, tablets/iPad, mobile phones)
- other hardware / devices / equipment (e.g., televisions, EFTPOS, card and chip readers)
- activities bought via direct selling (e.g., by party plan or network marketing)
- delivery, credit card and transaction fees
- memberships and joining fees
- website hosting
- implementation of marketing tactics such as advertising, direct marketing or campaign delivery (e.g. Google AdWords, Facebook advertising or similar expenses)

*\*Related parties include companies with common shareholdings or directors, employees, or immediate family.*

## What are the timeframes?

It is intended that the grant funded activity be started, completed, and expected benefits determined by **six months**.

DESBT is unable to provide estimates on the duration of the application process, assessment or releasing outcomes.

For further details see *Step 5: Recipients complete their grant funded activity* on page 8.

## When and how can you apply?

Stage 1 – Registration of Interest (ROI) – will:

Open 9am Thursday 24<sup>th</sup> November 2022

Close 11.59pm Monday 5<sup>th</sup> December 2022

DESBT gave notice of the grant opening date and supplied supporting documents on Thursday 10<sup>th</sup> November 2022.

Apply at <https://www.business.qld.gov.au/businessbasics> on the opening date and time.

You must complete the registration and validate any input errors before submitting it. We don't accept late submissions under any circumstances.

There is no fee for applying for a Registration of Interest.

## What is the application process?

Funding is awarded through a two-stage application process:

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

**Stage 2:** Full Application

Selected applicants will be invited to complete a Full Application.

Not all ROIs will be invited to submit a Full Application. The number of businesses invited will be sufficient to enable DESBT to undertake a competitive assessment process within the grant funding amount available.

Grant applicants have ten days to prepare their ROI application. To prepare:

- Ensure you are eligible for and familiar with the grant by reviewing these Guidelines, the program [Terms and Conditions](#) and the [Frequently Asked Questions](#)
- Apply for a [DESBT SmartyGrants Applicant account](#) (if you do not have one already). **There is no need to create a new account if you have an existing SmartyGrants account.**
- Ensure your **Australian Business Register profile** for your business is up to date (check your ABN status, GST status and Main Business Location)
- Review the sample ROI application form

You must complete your form/s and validate any input errors before submitting it.

**DESBT does not accept late submissions under any circumstances.**

## How will applications be assessed?

**Stage 1** – Valid ROIs will be assessed through a ballot process with a number of applications selected to move to Stage 2. Each valid ROI has an equal opportunity to be selected. The number of registrations selected will be sufficient to enable DESBT to undertake a competitive assessment process at Stage 2.

**Stage 2** – Businesses identified from the ballot will be invited to complete a Full Application, which will be competitively assessed. **DESBT will not fund all applications.**

DESBT will assess Full Applications against these guidelines (including eligibility criteria) and the following assessment criteria:

### Assessment criteria

Applicants should show the extent to which the grant funded activity will:

- enhance the business's core skills and adopt best practice;
- positively impact revenue growth and gross profit;
- be likely to create jobs growth within the business; and
- demonstrate value for money.

DESBT may also consider equitably distributing successful Full Applications across the state; industry sectors (including priority sectors); and Queensland's diverse business population.

## Stage 1: Registration of Interest

To reduce administrative effort for businesses, applicants must complete a Registration of Interest (ROI) via the DESBT SmartyGrants portal. Applying is completely free. The ROI is a short online form that will ask for core business information and confirm the business meets the eligibility criteria of the grant program.

Before applying, applicants will need to register for a [DESBT SmartyGrants Applicant account](#), if applicants do not have an account already. Once Registrations of Interest open at 9am on Thursday 24th November 2022, you will be able to access, fill out and submit the registration.

ROIs are not limited however **only one registration** is allowed per eligible small business.

ROIs are not time sensitive and registrations can be completed anytime while the stage is open.

Once Stage 1 closes, valid ROIs will be subject to a ballot process with selected applicants being invited to submit a Stage 2 - Full Application. All valid ROIs have an equal opportunity of being selected to progress to Stage 2.

Businesses who are not invited to submit a Full Application will be notified within 5 business days that they will not proceed to Stage 2.

For Stage 1 outcomes, all decisions and recommendations of DESBT are final and there is no review of decision available.

## Stage 2: Full Application

Selected applications from **Stage 1** will be invited to submit a Full Application via the DESBT SmartyGrants portal. Full applications will open for submission at 9am Monday 12<sup>th</sup> December 2022 and close at 11:59pm, Monday 23<sup>rd</sup> January 2023.

### Step 1: Complete your application

Applicants must:

- fully complete their application and provide all **supporting evidence**. **Applicants will not have an opportunity to submit any additional information or evidence (including correcting submitted documents)**.
- submit their own applications – DESBT considers **application submissions or answers from third parties ineligible<sup>2</sup>**.
- only submit **realistic** and **probable** answers and evidence in your application. You may be required to provide this at any time at the discretion of DESBT.

DESBT will only consider **one application** for a **business or financial beneficiary<sup>3</sup>** under each round.

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<sup>2</sup> *third parties can include a business or financial advisor, such as an accountant, or the supplier mentioned in the grant funded activity. Third party can also relate to IP addresses (where you submit your application from).*

<sup>3</sup> *DESBT considers a related party and/or financial beneficiary to be those who gain an advantage and/or profits from something including receipt of distribution from a trust, will, or life insurance policy. This can include companies with common shareholdings, directors, employees, or immediate family.*

The application requires supporting information and evidence about how the proposed project will meet the expected outcomes of the grant (see page 1).

## Supporting evidence

The application **must** include the following documents:

- a **signed and appropriately witnessed<sup>4</sup> statutory declaration** from the business' owner or director stating the business:
  - had a **turnover\* of \$300,000 or less** in the last financial year (2021-22); and
  - meets all grant eligibility criteria; and
- independent supplier **quotes** (no more than two<sup>5</sup>) detailing description and costs of services, who will undertake the project/activity, and an outline of key services and output.

*\*turnover is the gross turnover earned by a business at the end of the last financial year (2021-22).*

### Statutory declaration

The Department of Justice and Attorney-General has produced [templates to complete a statutory declaration](#). For your application to be successful, please select the appropriate template and ensure the following declarations are included in your statutory declaration:

1. I am the **[insert your role title e.g. owner, director]** of **[insert legal name of business] (My Business)**.
2. I am authorised to make this declaration on behalf of My Business in support of the application for a Business Basics, Round 4 Grant.
3. My Business:
  - a. had a turnover of \$300,000 or less in the last financial year (2021-22), *and*
  - b. meets all grant eligibility criteria outlined in the Business Basic, round 4 Guidelines.

### Supplier quotes

Quotes must include:

- Supplier details - supplier's name, ABN (if Australian), contact details and website URL.
- Details of the grant-funded activity, description of services and outline key activities.
- Where possible, quotations must be a formal quote on business letterhead.
- A shopping cart print-out (including suppliers name) for online purchases is acceptable where a formal quote is not possible.

### Verify main business location

If your ABR profile shows that your main business location is not in Queensland, you will need to provide evidence of Queensland Headquarters. **Acceptable evidence** includes:

- a copy of the applicant's Australian Securities and Investments Commission (ASIC) Company Statement listing a Queensland address as 'principal place of business', and
- an accountant's letter confirming the business has changed to a Queensland main business location.

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<sup>4</sup> see [Statutory declarations during COVID-19](#) for a list of approved witness.

<sup>5</sup> the two quotes should be for separate goods/services (from your preferred suppliers), not comparative quotes



### ***Verify link between trust and the business carrying out the business activity (if applicable)***

If you nominate an ABN of a trust in your application, you will need to provide evidence of the two entities being clearly related and operated by the same parties. **Acceptable evidence** includes:

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

## **Step 2: Assessment**

Following closure of the Round, DESBT runs a competitive assessment process. DESBT will assess applications against these guidelines (including eligibility criteria) and the assessment criteria.

### **Assessment criteria**

Applicants should show the extent to which the grant funded activity will:

- enhance the business's core skills and adopt best practice;
- positively impact revenue growth and gross profit;
- be likely to create jobs growth within the business; and
- demonstrate value for money.

DESBT may prioritise applications for fair distribution across geographic areas; other economic factors such as priority industries; and Queensland's diverse business population (including diversity in ethnicity, culture, people with disability, gender and age).

## **Step 3: Notification of Outcome**

Following assessment, assessors recommend applications to the DESBT decision-maker, who will approve funding allocations.

DESBT will then advise applicants of the outcome of their grant application via the email address submitted with their application. Successful applicants will receive a Letter of Approval outlining the funding agreement.

Applicants should ensure their email address is current and correct. You should also check all your email folders including junk or spam folders to make sure you haven't missed any communications from DESBT.

## **Step 4: Funding agreement and payment of grant funding**

Grant recipients enter into a funding agreement with DESBT and consists of:

- the Letter of Approval;
- any other terms agreed in writing between the parties;
- the Business Basics grant program terms and conditions (Terms and Conditions);
- these guidelines; and
- the application submitted by the applicant relating to the grant funded activity.

DESBT will pay grant recipients a **single grant payment of \$5,000 (excluding GST)** into their nominated bank account via Electronic Funds Transfer.

The funding agreement is between the recipient and DESBT, not a third party. DESBT will only correspond with the grant recipient.

## Step 5: Recipients complete their grant funded activity

Approved recipients must:

- start their grant funded activity within **one month** of entering into the funding agreement;
- complete their grant funded activity **within six months of receiving approval**;
- not pay for grant funded activities before entering into the funding agreement;
- deliver the grant funded activity as per the funding agreement;
- advise DESBT of any **proposed variations** for **approval** (see next section); and
- keep all application evidence, supplier quotes, corresponding invoices and bank transactions for **audit purposes**.

### Variation requests

Variations are considered on a case-by-case basis. If you need to change your grant agreement or are unable to complete the approved grant funded activity, you must immediately notify DESBT by emailing [basics@desbt.qld.gov.au](mailto:basics@desbt.qld.gov.au) to request prior approval.

**Any change to your grant funded activity must be reassessed and approval provided by DESBT before changes can be made.**

**For example:**

- After being advised that you have been successful in receiving grant funding for the project outlined in your funding agreement, your nominated supplier (as per your grant application) advises you they are no longer able to complete the grant project activities for you.
- Through your business networks, you identify another supplier who can complete the grant project activities and they provide you with a quote.
- Before you can progress with your project with the new supplier, you **must** contact DESBT via a Variation request to advise of the proposed change in supplier (and include a copy of the new supplier quote).
- DESBT will assess your Variation request and provide you with a written outcome within a reasonable timeframe. If approved, you can commence your grant funded project.

If you change your grant funded activity without prior approval, the funding agreement may be terminated by DESBT and you may be required to return grant funds.

## Step 6: Survey and audit

DESBT will survey recipients within six months after completion of the grant program. The survey asks questions about how the grant funded activity has been of assistance to recipients. Recipients must complete and return the survey to DESBT.

After the survey stage, DESBT will run an audit process. As per section *Step 5: Recipients complete their grant funded activity* on page 8, recipients must keep all application evidence, supplier quotes, corresponding invoices and bank transactions, and submit them on request from DESBT for audit purposes.



## Privacy statement

DESBT collects your personal information for the purposes of:

- managing the Business Basics grants program;
- 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 <https://www.qld.gov.au/legal/privacy>.

## Disclaimer

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## Further information

For more information about grants or your application, call DESBT **Small Business Hotline 1300 654 687** or email [basics@desbt.qld.gov.au](mailto:basics@desbt.qld.gov.au).

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