

Better Local Business Grant Guidelines

About the Program

The Better Local Business Grant program is administered by the Department of Customer Services, Open Data and Small and Family Business (CDSB). The program assists Chambers of Commerce, small and family business associations, industry associations and local Councils to bring local business owners and stakeholders together to address key business concerns, issues or opportunities in their region.

Program outcomes

The expected outcome of the grants program is to generate and help foster stronger collaborative networks for small and family businesses across regional Queensland.

This must be able to be demonstrated through a post grant survey on how the grant funded activity has addressed local issues or created opportunities for small and family businesses.

Program key details

Opening date	28 February 2025
Closing date	21 March 2025
Application process	Single-stage application
Grant type	Competitive – not all applications will be funded
Available funding	\$2,500 (excluding GST)
Co-contribution	Successful applicants do not have to co-contribute to this grant but must pay for any related expenses more than the \$2,500 grant funding.
Delivery	Queensland Small Business Month (May 2025)
Payment	Up-front on approval
Key documents	<ul style="list-style-type: none">• Terms of Use• Frequently Asked Questions

Available funding

Grant funding (excluding GST) is paid up-front on approval. Successful applicants do not have to co-contribute to this grant but must pay for any related expenses more than the \$2,500 grant funding (excluding GST).

CDSB will not fund grant funded activities with:

- ✘ A total cost of less than \$2,500 (excluding GST)
- ✘ Payments made on grant-funded activities related to the activity before grant approval.

Eligibility Criteria

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

- ✓ have an active Australian Business Number (ABN).
- ✓ be based in Queensland.
- ✓ be a small and family business association/group, industry association, Chamber of Commerce or local council.
- ✓ have owners/directors that are not undischarged bankrupt and be solvent.

The *authorised contact* must:

- ✓ have authority to apply on behalf of the applicant organisation

Eligible activities

CDSB will fund eligible activities that:

- ✓ are delivered in May 2025 during Queensland Small Business Month.
- ✓ address an identified local business concern, issue or opportunity, bringing together small and family business owners and stakeholders.
- ✓ if used for an event, the event must be published in the Business Queensland Event Calendar.
- ✓ uses the Better Local Business Grant and Queensland Small Business Month branding.

Ineligible activities

CDSB will not fund:

- ✗ marketing costs for existing businesses.
- ✗ equipment for businesses.
- ✗ payment of rates/bills for businesses.
- ✗ alcohol charges as part of project catering.

CDSB **will not fund** goods, services or fees from related parties. **Related** parties include companies that have common shareholdings or directors, as well as employees or immediate family members.

Application process

Applying is completely free via CDSB's SmartyGrants portal once the grant round opens on 28 February 2025. The grant will close at 5pm, 21 March 2025.

Submit an application

The applicant will be asked to provide:

- essential organisation details to confirm eligibility
- authorised contact details
- proposed grant funded activity details including location, description, start and end date/times, target audience, estimated number of attendees
- expected outcomes
- anticipated costs

Assessment

Applications are assessed for compliance against the eligibility criteria within these guidelines and their competitiveness with program guidelines and assessment criteria.

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

- address key concerns, issues or opportunities in their region.
- positively impact and connect regional small business communities.
- provide value for money.

Notification of outcome

CDSB will advise applicants of the outcome of their grant application by mid April 2025 via the email address nominated within their application.

Funding agreement and payment

Grant recipients enter into a funding agreement with CDSB to receive funding of \$2,500 (excluding GST). Funding is paid as soon as practical after acceptance of the funding agreement.

The funding agreement consists of:

1. the Funding Agreement Letter
2. any other terms agreed in writing between the parties
3. the Terms and Use
4. these Guidelines, and
5. the application submitted by the applicant for the grant event.

Promotion

Promotional activities must include the supplied Queensland Small Business Month 2025 branded templates and Acknowledgement Statement. Event information must be uploaded to the [Business Queensland Event Calendar](#).

Impact

All Grant Recipients are required to include a participant survey as part of their activity. This survey must be promoted to participants to encourage completion. The survey will be supplied by CDSB.

Acquittal survey

If requested, Grant Recipients must complete:

1. a post-activity survey on completion of their grant funded activity, including:
 - details of the grant funded activities and outcomes.
 - photographs of the activity and any promotional material.
 - details of the results and impact of the activity on the local business community.
2. an audit report
 - CDSB may conduct an audit process and Grant Recipients must keep all application evidence, supplier quote/s, corresponding invoices and bank transactions and submit them on request from CDSB for audit purposes.

Grant Recipients will also be asked to submit the Better Local Business Grant Program survey to their grant beneficiaries for program assessment purposes.

Further information

For more information about the Better Local Business Grant program, or your application, call QGOV on 13 QGOV or email grants@desbt.qld.gov.au.

Privacy Statement

CDSB collects your personal information for the purposes of:

- reviewing activities associated with Queensland Small Business Month
- promoting relevant issues and services to you
- researching and reporting on grant programs.

CDSB, 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
- Australian Government departments and agencies
- other state or territory government departments and agencies
- non-government organisations.

CDSB or the Minister responsible for the Small and Family 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. CDSB will only use your personal information for these purposes. CDSB will handle your personal information in accordance with the Information Privacy Act 2009 and the Queensland Government information privacy policy. CDSB will not otherwise use or disclose the information unless authorised or required by law. You may view the Queensland Government's information privacy policy at <https://www.qld.gov.au/legal/privacy>

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