

Business Basics - Round 1 Application

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the **Business Basics Grants, Round 1 [guidelines](#)** (Guidelines) and **[terms and conditions](#)**.

The **Applicant** and/or **You** mean/s the business entity submitting the Application to the Department of Employment, Small Business and Training (DESBT).

DESBT will only accept applications for this grant online through SmartyGrants. Posted, emailed, or PDF attached applications will not be accepted.

Applicants will not have an opportunity to submit any additional information or evidence after submitting their application.

Confirmation of Eligibility

This section of the application form is designed to help you, and DESBT, understand your eligibility for this grant. It's crucial you complete these questions first to ensure you do not waste your time applying for an unsuitable grant.

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.

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

Yes No

I confirm the Applicant at the time of applying for this grant:

- has **fewer than 20 employees** (by head count);
- has an **active Australian Business Number (ABN)** and be **registered for GST**;
- has a **Queensland headquarters**; and
- has an **expected turnover of \$300,000 or less** for the current financial year.

I confirm the above *

Yes No

You must confirm that all statements above are true and correct.

I confirm the owners/directors are not insolvent or an undischarged bankrupt. *

Yes No

Statutory declaration

Please upload a completed **[certified statutory declaration](#)** from the business owner or director stating the business:

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- has an expected turnover of \$300,000 or less for the current financial year (2020-21); and
- meets all grant eligibility criteria

Please upload your statutory declaration *

Attach a file:

A minimum of 1 file must be attached.

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.

Applicant organisation details

Applicant business name *

Organisation Name

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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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/>)

Is the main business location on the business's ABR record in Queensland? *

Yes No

Please upload evidence that your business's main location is in Queensland
Attach a file:

Acceptable evidence of Queensland Headquarters includes:

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

Street address *

Address

Suburb State Postcode

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Must be an Australian postcode.
Must be a street address (not a PO Box).

Please note: We use the above address for mapping purposes. Please ensure the pin is in the right place on the map.

Postal address *

Address

Suburb State Postcode

Must be an Australian post code

Primary phone number *

Must be an Australian landline with area code or mobile number

Secondary phone number

Must be an Australian landline with area code or mobile number

Primary email address *

Must be the primary email address of the business applying for the grant. The outcome of your application will be sent to this email address.

Primary website

Must be a URL.

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Business contact details

Please provide contact details of a suitable representative from the business applying for the grant.

Business contact name *

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

Business contact position *

Business contact phone number *

Must be an Australian phone number.

Business contact email *

Must be an email address.

Bank details

To streamline the processing of grant payments if your application is successful, please add the Applicant's bank details in the section below.

Please note:

- Adding your bank details in this section is **optional**.
- **If you don't** provide your details now, **DESBT will request your bank details** if your application is successful.
- Providing **incorrect** bank details could **delay your grant payment**. Please double check your bank details before submitting.

BSB Number

Must be a number

Account Number

Must be a number

Account Name

Name of your bank account

Business details

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* indicates a required field

Industry and sectors

Which industry sector (ANZSIC code) does your business fall under *

Hint: If you are unsure visit <http://www.abs.gov.au/ausstats/abs@.nsf/39433889d406eeb9ca2570610019e9a5/94e6ea93abb94e2dca257123001a75d1!OpenDocument>

Does your business identify as working within the following sectors

- Tourism
- Social Enterprise
- National Disability Insurance Scheme (NDIS)

This question is for reporting purposes only.

Years trading and employee headcount

How many years has the business been trading for? *

Must be a number. Format X.X

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

A whole number and between 0 and 19.

Please note, to be eligible:

- you must have an employee headcount of **fewer than 20 employees**

Definitions:

- **Employee headcount** - excludes owners, directors of the business and contractors.

About your business

Describe your business including the products or services it provides and your target market. *

Must be no more than 100 words.

Financial details expected for the current financial year (2020-21)

Expected Turnover 2020-21 *

Must be a dollar amount and no more than 300000.

Please note, to be eligible:

- you must have an expected turnover for the current financial year of **\$300,000 or less**

Expected Gross profit 2020-21 *

Must be a dollar amount.

Definitions:

- **turnover** - gross turnover, actual plus estimated, to be earned by the business

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at the conclusion of the current financial year (2020-21)

- **gross profit** - business's turnover less the cost of goods sold (or cost of sales).

Diversity

Is the business 50% or more owned by Aboriginal or Torres Strait Islander people?

*

- Yes No

Is the business registered with Supply Nation? *

- Yes No

www.supplynation.org.au

Is the business registered on Black Business Finder? *

- Yes No

www.bbf.org.au

Please indicate if the owner/s of the business identify as any of the following groups *

- Women in business
 People with a disability in business
 Young people in business
 Seniors in business
 Culturally and linguistically diverse
 None of the above

Grant-funded activity

* indicates a required field

Title *

Give the work to be undertaken a title to make it easier to reference. Must be no more than 15 words.

I acknowledge that if the Applicant is successful in receiving the Business Basics Grants Round 1 funding, that the Applicant must:

- start their grant-funded activity within **one month** of entering into the grant funding agreement;
- complete their grant-funded activity within **four months** of receiving their approval letter;
- **not pay** for grant-funded activities before entering into the funding agreement; and
- deliver the grant-funded activity as per the funding agreement.

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I acknowledge the above *

- Yes No
You must confirm that you acknowledge all statements above

What priority area will your grant funded activities be under? *

- Training and coaching
 Website build/upgrades
 Professional business advice
 Strategic marketing services
 Business continuity and succession

Please choose the priority area that best describes your project.

Short description of the grant funded activity *

Word count:
no more than 200 words

How will the grant funded activities enhance the core skills of the business and make it more competitive *

Word count:
Must be no more than 200 words.

Expected outcomes - next 6 months

Six months after completing the grant-funded activity, what do you **expect the growth** in following to be?

- **revenue**
- **gross profit**
- **employees** (by headcount)

Applicants must only submit answers that are:

- **original** - DESBT considers answers from third parties ineligible.
- **realistic** and **probable** - Unrealistic answers may weaken the strength of your application.
- **true** and **accurate** - You may be required to provide evidence of your responses at any time.

Revenue growth *

Must be a dollar amount.
This is the expected increase, not the total revenue.

Gross profit growth *

Must be a dollar amount.
This is the expected increase, not the total gross profit.

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Additional employees (by headcount) *

Must be a whole number (no decimal place).
This is the expected increase, not the employee headcount.

How will the grant funded activity assist your business to grow revenue, profit, and create jobs. *

Word count:
Must be no more than 200 words.

Suppliers and total amount requested

Please note:

- **Upfront fixed grant funding of \$5,000** (excluding GST) is available.
- If your **Total supplier costs** (excluding GST) are less than \$5,000, **you will not be able to proceed in the application.**

Please complete the details for each supplier to be engaged.

You can add a **maximum of two suppliers.**

Supplier details

Below is a guide on how to fill out the supplier details:

- **Supplier name** - as appears on the corresponding quote
- **Description of services** - summary of the details of the quote.
- **Quote amount (excluding GST)**
 - must be in **Australian Dollars**
 - be careful to only input the GST exclusive amount. This is usually the subtotal.
- **Supplier quote upload** - 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.
 - If the quote is in a foreign currency, please also upload a screenshot of currency conversion to Australian dollars
 - 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.

Please note: each row of the below grid corresponds to one supplier.

Supplier name	Description of services	Quote amount (excluding GST)	Upload supplier quote
		<small>Must be a dollar amount.</small>	

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	Must be no more than 25 words.		A maximum of 2 files may be attached.
		\$	

Total amount requested

Total supplier costs (excluding GST)

This number/amount is calculated.

If the amount is incorrect, please check the amounts in the Supplier section/s. If your Total supplier costs (excluding GST) are less than \$5,000, you will not be able to proceed in the application.

Total amount requested

This number/amount is calculated.

Upfront fixed grant funding amount.

Certification and submission

* indicates a required field

Certification

I certify that:

- 1.to the best of my knowledge, the statements made within this application are true and correct;
- 2.all matters that would affect the funding allocation decision have been disclosed;
- 3.submitting an application does not guarantee that I receive a grant;
- 4.I have read and I accept the [Business Basics Grants, Round 1 - Terms and Conditions](#); and
- 5.I am authorised/delegated to make this declaration on behalf of my organisation.

I agree to the above certifications *

Yes

No

Submitting the application

- Pressing the **submit** button lodges your application.
- Review your application before you submit it as you **cannot change** it after lodgement.
- You will receive an email receipt after submitting the application (please check your junk folders)
- DESBT hasn't 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

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

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