

Business Boost, Round 1 Application

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the **Business Boost 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.

If you have any questions regarding the eligibility criteria, please contact the DESBT **Small Business Hotline on 1300 654 687** or email boost@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**;
- had a **turnover of between \$300,000 and \$600,000 in the last** financial year (2020-21); and
- have a publicly reachable **web presence** to identify the business is operating (for example, business website, social media pages).

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

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

- has an expected turnover of between \$300,000 and \$600,000 in 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 and a maximum of 1 file may be attached.

Applicant details

* indicates a required field

Privacy Statement

DESBT collects your personal information for the purposes of:

- managing the Business Boost 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

The ABN you enter below must be the ABN associated with the Business Name above.

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If you enter a different ABN to the named business (E.G. a different legal entity such as a Trust) your application may be deemed ineligible.

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.

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**', and
- 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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Address Line 1, Suburb/Town, State/Province, and Postcode are required. Coordinates Required.
Country must be Australia
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.

Provide a publicly reachable web presence to identify the business is operating *

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Must be a URL This may be a business website or social media pages

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.

Business details

* indicates a required field

Industry and sectors

Below is a guide on **how to select your industry** below:

- Start typing a keyword into the box below.
- A list of matching industries will show.
- Please select the most indented matching industry.
- If you can't find anything that matches, try using the [Australian Bureau of Statistics \(ABS\) ANZSIC search](#) to find out the likely industry.
 - On the results page of the ABS ANZSIC search, copy the name of the **class name** into the below box.
 - A list of matching industries will show.
 - Select the most indented industry that matches the class name you copied.

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

Type a keyword in the box and select the applicable industry at the lowest level (most indented)

Does your business identify as working within the following sectors

- Tourism
- Social Enterprise

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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 for the previous financial year (2020-21)

Turnover 2020-21 *

\$

Must be a dollar amount and between 30000 and 600000.

Please note, to be eligible:

- you must have a **turnover of between \$300,000 and \$600,000** for the previous financial year.

Gross profit 2020-21 *

\$

Must be a dollar amount.

Definitions:

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

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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

Proposed project

* indicates a required field

Title *

Give the proposed project 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 Boost 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 **twelve months** of receiving their approval letter;
- **not pay** for grant-funded activities before entering into the funding agreement;
- deliver the grant-funded activity as per the funding agreement; and
- **provide compliant acquittal** documentation prior to receiving grant funding (where 30% of total project costs is contributed by the applicant).

I acknowledge the above *

Yes

No

You must confirm that you acknowledge all statements above

What priority area most accurately describes the majority of your proposed project? *

- Future planning
- Specialised and automated software
- Staff management, development and planning

Note: all proposed grant-funded activities must be eligible as stated in the Guidelines

Provide a description of the proposed project activities *

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Word count:
Must be no more than 300 words.

How will the project advance improvements for your business, in terms of efficiency and productivity *

Word count:
Must be no more than 300 words.

Expected outcomes

Six months after completing the project, what do you **expect the growth** in the 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.

Additional employees (by headcount) *

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

How will project 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:

- **Grant funding of up to \$15,000** (excluding GST) is available (minimum grant funding of \$7,500).
- Successful grant applicants must co-contribute 30% of total project costs
- If your **Total supplier costs** (excluding GST) are less than \$10,715, **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** (one supplier per row in the table below).

Supplier details

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

- **Supplier name** - as appears on the corresponding quote.
- **Additional information** - any helpful information regarding the details of the quote.
- **Quote amount (excluding GST)** - be careful to only input the GST exclusive amount. This is usually the subtotal.
- **Supplier attachments** - 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.

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

Supplier name	Description of quoted items	Quote amount (excluding GST)	Supplier attachments	Supplier ABN
	Must be no more than 25 words. This is to help with assessment Must be no more than 25 words.	Must be a dollar amount.		
		\$		

Totals

Total project 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 \$10,715, you will not be able to proceed in the application.

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Total amount requested

Must be a dollar amount.

Must be

Your Contribution

\$

This number/amount is calculated.

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 Boost, 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

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