

Business Basics Grants

Round 5 Guidelines

About the program

The Business Basics grant program (Program) provides support to businesses to **increase core skills** and **adopt best practice**. This round of Basics is focused on fostering resilience.

Applicants can apply for funding for grant-funded activities under the following priorities:

1. Business continuity and succession planning
2. Security planning and solutions
3. Sustainability

Program key details

Business size	Small businesses with less than 20 employees (headcount)
Opening date	9am, Wednesday 29 May 2024
Closing date	5pm, Tuesday 11 June 2024
Application process	<ul style="list-style-type: none"> • Stage 1: Registration of Interest (ROI) • Stage 2: Full application
Grant type	Competitive – not all applications will be funded
Available funding	\$5,000 (excluding GST) per grant
Co-contribution	None
Project length	Maximum 6 months
Payment	Upfront payment on approval
Key documents	<ul style="list-style-type: none"> • Terms and Conditions • Frequently Asked Questions • Preview of the ROI application form

Funded businesses are expected to:

- increase business confidence and skills,
- increase long-term turnover, profit and employment, and
- improve business resilience and survivability.

The program is administered by the Department of Employment, Small Business and Training (DESBT).

Available funding

Businesses can apply for \$5,000 (excluding GST) in funding. If successful, funding is paid upfront on approval. Successful applicants do not have to co-contribute to this grant, but must pay for any related expenses in excess of the \$5,000 grant funding.

DESBT **will not fund** projects with:

- ✗ a total cost of less than \$5,000 (excluding GST) or
- ✗ payments made before submission of the Stage 2: Full Application (activity must not have begun significantly).



Eligibility criteria

To be eligible for this grant, your business must meet the following criteria **at the time of** application submission:

- ✓ have **less than 20 employees** (by headcount*);
- ✓ be operating and have an **active Australian Business Number (ABN)**[^];
- ✓ be **registered for GST**[^];
- ✓ have a registered **Queensland headquarters** location [^] (as per your Australian Business Register (ABR) record);
- ✓ a **minimum trading history of 1 year**;
- ✓ a **minimum turnover of \$75,000** and **maximum turnover of \$300,000** for the last financial year (2022/23);
- ✓ **not** have been **approved for funding** under an earlier Business Basics round; and
- ✓ **not** be insolvent or have owners/directors that are an undischarged or currently bankrupt[^].

* Headcount includes all full time, part-time and casual employees including Non-Executive Directors

[^] Your business must maintain this eligibility for the **duration** of the grant funded project.

Eligible activities

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

Priority Areas

1. Business continuity and succession planning (including disaster preparation)

- ✓ Develop and implement a business continuity plan to ensure operations can continue in the event of disruptions.
- ✓ Develop an incident response plan, risk management plan and/or recovery plan.
- ✓ Develop a succession plan tailored to the business's needs and goals.
- ✓ Develop an emergency evacuation plan or training program
- ✓ Purchase emergency kit equipment and related software, such as first aid kit, flashlights, batteries and portable radio for an emergency kit
- ✓ Implementing new or upgrading existing online or cloud-based accounting systems.

2. Security planning and solutions

- ✓ Planning and/or implementing physical security measures, such as surveillance cameras, alarms, or access control systems.
- ✓ Conducting cyber security risk assessments and implementing mitigation strategies.
- ✓ Implementing cyber security measures to protect data and systems, for example, anti-malware, antivirus, backups, data migration, encryption, firewalls and modems/routers with enhanced security.

3. Sustainability

- ✓ Conduct sustainability assessments or audits to identify areas for improvement and develop action plans.
- ✓ Develop or revise a tailored Business Plan aligned to the business's specific needs and goals.
- ✓ Implementing energy-efficient practices or technologies to reduce operational costs and environmental impact.
- ✓ Develop a plan to localise the suppliers of your businesses.

Non-eligible activities

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

- ✗ goods and services paid using cryptocurrencies, cash, barter, or services in-kind
- ✗ activities brought via direct selling (e.g. by party plan or network marketing)
- ✗ delivery, credit card and transaction fees
- ✗ fleet vehicles
- ✗ franchise fees
- ✗ general business operating costs (e.g., bookkeeping/accounting, tax returns)
- ✗ goods, services, or fees from related parties* (see related party definition below)
- ✗ GST, registration and fees
- ✗ stand-alone computer hardware (e.g., servers, PCs, tablets/iPad, mobile phones)♦
- ✗ other equipment (e.g. televisions, EFTPOS, card/chip readers)♦
- ✗ marketing/advertising services of any kind
- ✗ memberships and joining fees
- ✗ purchase of stock
- ✗ real estate/property, hire, lease, or rental fees
- ✗ salaries and wages
- ✗ software and licenses■
- ✗ travel and accommodation
- ✗ website build/upgrades
- ✗ utilities (e.g. internet, phone, water and/or waste bills)

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

♦ except if bundled with security solutions

■ not mentioned in the priority areas

Additional considerations

During assessment, DESBT retains discretion to relax eligibility criteria as necessary to align funding allocation with the grant program's objectives, including that grant-funded activities represent value for money. Consideration may be given to:

- adjust the grant guidelines to accommodate diverse business ownership or businesses in regional or remote Queensland.
- approve grant-funded activities related to the priority areas.

Before you apply

Grant applicants have time to prepare their ROI application – it will open at 9am, 29 May 2024. Submit your application by completing these steps.



1. Read the key documents and information

These Guidelines, [Terms and Conditions](#), [Frequently Asked Questions](#) and the [Sample ROI application form](#).

2. Check your eligibility

Refer to page 2 for additional details.

3. Apply for a [DESBT SmartyGrants Applicant account](#) (if you don't have one already).

4. Ensure your **ABR profile** for your business is up to date (check your ABN status, GST status and Main Business Location).

5. Submit your application

Note: If necessary, a virtual queue may be present on the SmartyGrants portal. If so, the queue will provide estimated wait times.

Before you submit your application ensure that it:

- ✓ is complete and includes all required supporting evidence, with every question validated.
- ✓ contains only realistic and probable answers.
- ✓ is submitted by the business itself, not a third-party¹.
- ✓ is the only application you submit; each eligible business **or financial beneficiary**² is allowed only one application per round.

¹ Third parties can include:

- business and financial advisors, e.g. accountants, or suppliers in your application.
- where you submit your application from, e.g. from an accountant or supplier's office.

² DESBT considers a related party and/or financial beneficiary as those who gain advantage and/or profits from something including receipt or distribution from a trust, will or life insurance policy. This can include companies with common shareholdings, directors, employees, or immediate family.

Apply at [Business Basics Grants Program | Business Queensland](#) when the grant opens.

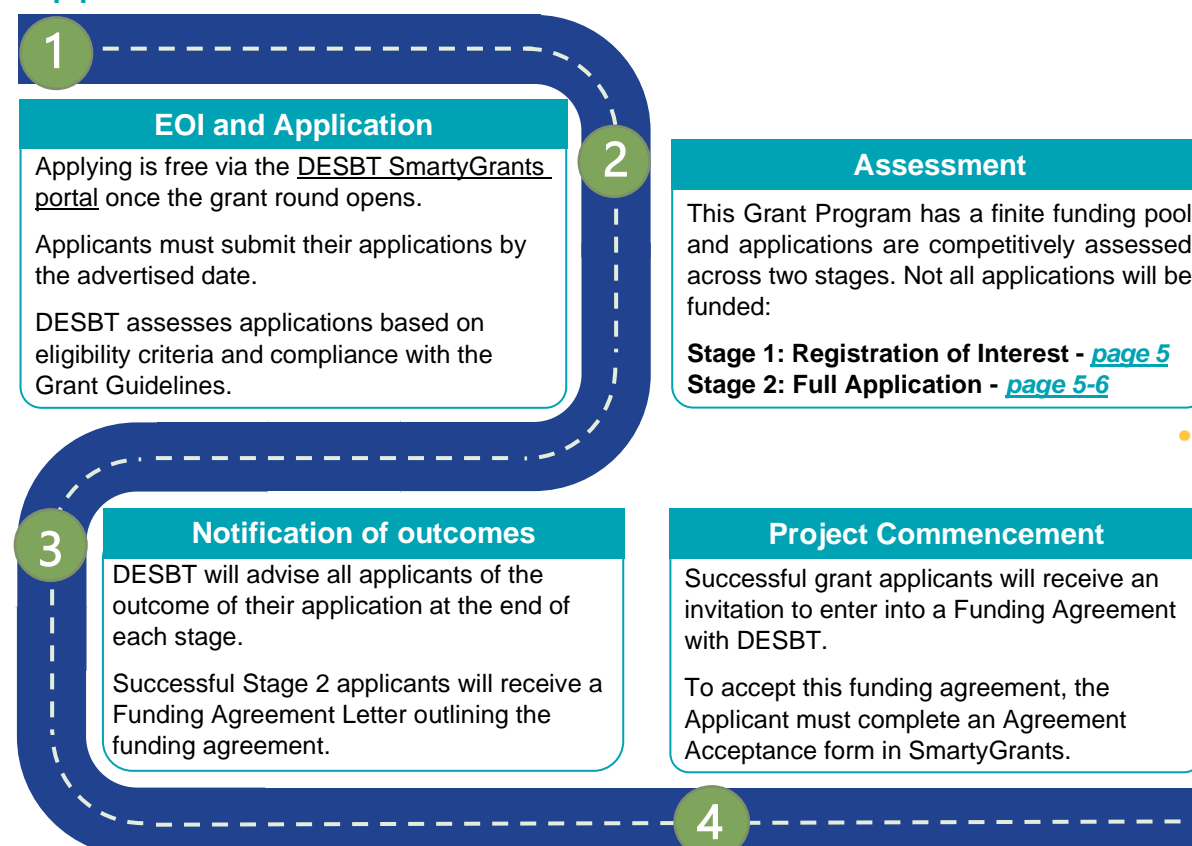
Key Application Dates

	Open	Close	Notification
Stage 1	9am, Wednesday 29 May 2024	5pm, Tuesday 11 June 2024	Est. 18 June 2024
Stage 2	19 June 2024	2 July 2024	Est. Early Sept 2024

Note: DESBT may adjust key dates at any time, and changes will be reflected in published materials.

DESBT provided notice of the grant and access to supporting documents on 15 May 2024.

Application Process



Detailed application process

Stage 1: Registration of Interest

Businesses must submit a Registration of Interest (ROI), an online form that collects essential business details to confirm eligibility.

After Stage 1 closes, eligible ROIs enter a ballot process with selected applicants invited to submit a Stage 2 Full Application. All eligible ROIs have an equal chance to advance to Stage 2. The number of registrations selected will be sufficient to enable DESBT to undertake a competitive assessment process in Stage 2.

In your Registration of Interest (ROI) application, you will be asked to:

Details

- Confirm the business meets the eligibility criteria (see page 2);
- Provide core business and contact information; and
- Provide Responsible Person demographic information.

Businesses that are not selected for Stage 2 will be notified. For Stage 1 outcomes, all DESBT's decisions are final and are not subject to review.

Stage 2: Full Application

If your **Stage 1** ROI application is selected, you will be invited to submit a full application. In addition to the information provided in the ROI, in the full application you will be asked to:

Details

- Update (if required) the core business and contact information; and
- Provide business demographic information and business description; and
- Provide proposed project details – priority area and how it will enhance core skills/business competitiveness; and
- Provide proposed project expected outcomes – growth in revenue, gross profit and headcount and how your project would help you to achieve those outcomes.

Supporting Evidence

- Verify the main business location (MBL) – if applicable (see below).
- Verify the link between trust and business – if applicable (see page 6).
- Verify the link between Responsible Person and business – if applicable (see page 6).
- Provide a completed **100-points of identification check form** for the nominated Responsible Person (see *100-points of identification check form* on 6).
- Provide independent Australian supplier (mandatory) **quote/s (no more than 2)** (see *Supplier Quotes* on page 6).

Verify the main business location (MBL) – if applicable

In Stage 1 DESBT will verify your business's main business location (MBL). If the Australian Business Register (ABR) shows your MBL is outside of Queensland, you must provide one of the following evidence documents in your Stage 2: Full Application:

- ✓ A copy of the applicant's Australian Securities and Investment 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 MBL.

Verify link between trust and business – if applicable

In Stage 1 if you nominate the ABN of a trust, and you conduct business under a different name (other than the entity named in the Applicant ABN), DESBT will verify both entities are clearly related and operated by the same parties using your business' ABR record.

If we are unable to verify a link, you will be asked to provide one or both of the following evidence documents in your Stage 2: Full Application:

- ✓ A copy of the applicant's ASIC Company Statement listing both entities.
- ✓ An accountant's letter confirming the two entities are operated by the same parties outlining the business relationship.

Verify link between Responsible Person and business – if applicable

In Stage 1 DESBT will verify the link between the nominated Responsible Person and your business using your business' ABR record.

If we are unable to verify a link using ABR, you will be asked to provide one of the following evidence documents in your Stage 2: Full Application:

- ✓ A copy of the applicants ASIC Company Statement listing both entities, or
- ✓ A letter on the Applicant's business letterhead confirming the Responsible Person's position and authority to act on behalf of the business.

100-points of identification check form

Provide a completed 100-points of identification check form from the nominated Responsible Person witnessed by a Queensland Justice of the Peace or Commissioner for Declarations.

💡 Please refer to the [100 Point Identification Check Form](#) required – details on the proof of identity and approved witness requirements are included on the Form.

Supplier quotes

Business must use an **Australian supplier** for their proposed grant funded project. Quotes must be comprehensive and include:

- ✓ Supplier details – supplier name, ABN, contact details and website URL.
- ✓ Comprehensive details – including details of the project, description of services and outline of key activities or items.
- ✓ Quotes must be a formal quote on the supplier's letterhead
- ✓ Itemised services – where there is a cost per service that is being purchased.
- ✓ If it's a shopping cart for an online purchase, then a screenshot/print out is acceptable.
- ✓ Can contain **ineligible** activities, but these must be itemised, and must be excluded from the Total Supplier Cost entered into the Application.

💡 Please refer to the [Sample Supplier Quote](#) for an example of what the Department considers comprehensive.

Assessment

Stage 2: Full Applications are **assessed** for **compliance** against the **eligibility criteria** and their **competitiveness** against the program guidelines and assessment criteria.

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

1. enhance the business's core skills, adopt best practice, resilience and survivability;
2. positively impact long-term revenue growth and gross profit;
3. be likely to create jobs growth within the business; and
4. demonstrate value for money.
5. enhance the business's core skills, adopt best practice,

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).

Notification of outcome

DESBT will advise all applicants of the outcomes after the ballot process and Stage 2: Full Application assessment.

Due to the grant program's comprehensive assessment, due diligence, and government approval process, applicants can typically expect to receive notification of their submission's outcome following the Key Application Dates outlined on page 4.

All outcomes will be communicated via email. Successful Stage 2 applicants will receive a Funding Agreement Letter detailing the proposed funding agreement and inviting the Applicant to accept the funding terms.

Funding agreement and payment

Grant Recipients who accept the funding terms and enter into a funding agreement with DESBT will receive funding of **\$5,000** (excluding GST) into their nominated bank account via Electronic Funds Transfer.

Recipient completed activities

Grant Recipients must complete their project within 6 months of receiving their Funding Agreement Letter.

You must keep all application evidence, supplier quotes, corresponding invoices, receipts and bank transactions for audit purposes.

If you vary your approved project in any way, you must inform DESBT immediately. See the ['Making changes to your approved grant'](#) for more information.

Reporting

If requested, Applicants must complete:

1. an **outcome survey report** on completion of the project
 - The report is to include details on the assets/services received, project implementation, and the impact on the business including the results and outcomes received.
2. an **audit report**
 - DESBT will 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 DESBT for audit purposes.

Further information

For more information about grants or your application, call the DESBT **Small Business Hotline 1300 654 687** or basics@desbt.qld.gov.au

Policy Owner:	Deputy Director-General, Investment Department of Employment, Small Business and Training
Approval Date:	14/05/2024
Effective Date:	14/05/2024
Version:	v.1

Privacy Statement

During the application process DESBT will collect 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 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

Disclaimer

This publication is to be used as a guide only. The authors have taken reasonable steps to ensure the publication is accurate at the time of publication. The State of Queensland accepts no responsibility and gives no warranty, guarantee or representation about the accuracy, reliability, timeliness or otherwise of the information contained within the publication. The State of Queensland expressly excludes legal liability in all jurisdictions concerning the use or reliance of any information contained in this publication. Any direct or consequential loss or damage suffered because of reliance on this information is the user's sole responsibility. Persons using information contained in this publication should conduct their own enquiries and rely on independent professional advice. This exclusion shall extend to all users and related parties who may suffer loss because of the use of information contained in this publication and applies despite any negligence on the part of the State of Queensland.