

**PARTNERSHIP PROGRAM  
APPLICATION FORM**

Queensland  
**SMALL BUSINESS**  
MONTH

**Applicant Details**

Applicant's name*
Organisation's name
ABN*
Registered for GST <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary business address (Suburb/Town, State and Postcode are required)*
Postal address (Suburb/Town, State and Postcode are required)*
Applicant primary phone number*
Applicant primary email*
Applicant website
Industry sector your business falls under (ANZSIC code)

## Overview of your Initiative

Event / project / initiative name*
Brief description of your initiative (no more than 250 words)*
How does your initiative align to the objectives of QSBM 2021?
Date/s and time/s of the initiative*
Venue name and address of the initiative*

Regional location of the initiative\*

- Central Queensland
- Mackay, Isaac, Whitsundays
- South East Queensland
- Darling Downs / South West
- North Queensland
- Wide Bay Burnett
- Far North Queensland
- North West Queensland

Target audience\*

Type of initiative\*

- Awards
- Conference
- Exhibition
- Networking
- Podcast
- Presentation
- Seminar
- Training
- Webinar
- Workshop
- Meeting
- Other

If other, please list

Estimated number of attendees\*

Where necessary, do you/your organisation hold a public liability insurance of at least \$10 million?\*

- Yes
- Not necessary

Does your initiative fit into one or more of these categories? Select all that apply\*

- Business planning
- Mentoring and coaching
- Marketing and sales
- Tendering and procurement
- Digital technology and innovation
- Employing and managing staff
- Trade, importing and exporting
- Starting a business
- Supporting women in business
- Financial management
- Taxation
- Supporting Indigenous business
- Supporting multicultural business
- Other

If other, please list

Contact number for queries (if successful, this number may appear on the Business Queensland website)\*

Contact email for queries (if successful, this number may appear on the Business Queensland website)\*

### Sponsorship Details

Have you or your organisation previously applied for a grant or sponsorship for this event/ project/ initiative from any other Queensland Government agency? \*

- Yes
- No

If yes, provide details

Will corporate sponsors be sought to support this initiative?\*

- Yes
- No

If yes, provide details

Provide an outline of how the initiative will positively impact small business and address their needs (no more than 250 words)\*

## Budget

Item	Total estimated cost
Venue and equipment	\$
Catering	\$
Presenters and keynotes	\$
Materials, supplies, services	\$
Marketing and advertising	\$
Professional fees	\$
Travel and accommodation	\$
Other	\$

Total estimated expenses of the initiative (ex GST)\* \$

## Amount Requested

Sponsorship support up to the value of \$10,000 (exclusive of GST) per event/ project/ initiative will be considered through this program. Applicants may be offered a smaller sponsorship amount than applied for.

Total amount requested (must be no more than \$10,000)\* \$

Please note, if your application is related to holding an event and your application is successful, you will separately be required to outline how you will deliver a COVID Safe event in line with relevant Public Health Directions and an Industry Framework for COVID Safe Events or other Approved Plan.

## Declaration and Final Submission

### Privacy statement

The Department of Employment, Small Business and Training is collecting this information to assess and coordinate sponsorship in relation to the Queensland Small Business Month Partnership Program.

The Department of Employment, Small Business and Training, its officers, employees, agents and subcontractors may use and disclose information provided within the application to third parties including Queensland government departments and agencies; Commonwealth government departments and agencies; other state or territory government departments and agencies and non-government organisations for purposes of the administration of the Queensland Small Business Month Partnership Program.

Information and images relating to successful sponsorship applicants may also be used in promotional activities including media releases, websites and social media content.

The Department of Employment, Small Business and Training or the Minister responsible for the Small Business, Training and Employment portfolio may publish information relating to sponsorship recipients such as business name, funding amount and suburb/postcode on government websites and other details in the course of publicising the outcomes of the partnership program. Information may be disclosed to third parties for promotion and research purposes.

The Department of Employment, Small Business and Training and the Minister will only use your information for these purposes. Your personal information will be handled in accordance with the Information Privacy Act 2009 and will not otherwise not be used or disclosed unless authorised or required by law.

The Department of Employment, Small Business and Training's privacy guide in relation to the treatment of information collected may be viewed at [www.qld.gov.au/legal/privacy](http://www.qld.gov.au/legal/privacy).

### Applicant declaration

If an organisation, the signatory must be a person within the applicant organisation who has the authority to sign on behalf of the organisation.

I declare that:

- I am authorised to submit this application.
- The details and information supplied in this application are true, accurate and not misleading to the best of my knowledge.
- Sufficient control mechanisms are in place to ensure that all monies can be managed and accounted for appropriately.
- If the application for funding is approved, the applicant organisation is in a financial position to pay for the event/initiative in full prior to the receipt of sponsorship funds.

- I understand that this is an application only and may not result in funding approval.
- That the organisation is not in financial distress or trading insolvently.
- Myself/the owner/s and/or director/s of the organisation are not an undischarged bankrupt.
- I understand that the 'total amount requested' is subject to checking and may result in a change to the total requested sponsorship amount. The applicant may be asked to provide quotes if the amount in question is deemed too high.

**I acknowledge the following:**

- A successful applicant will have to sign a Queensland Government sponsorship agreement before any sponsorship is awarded.
- The Queensland Government reserves the right to undertake reasonable checks of the applicant and matters relevant to this application in its discretion. Such checks may include financial; on further consent, criminal history checks; and separately contacting the applicant to verify any statement or warranty in this application.
- This application form is used for one application only.
- If my Queensland Small Business Month sponsorship application is successful both myself and the organisation will be bound by the [Queensland Government Sponsorship Policy](#).
- By submitting this application, I declare that the information provided in this application is true and correct. The department's obligation to provide a sponsorship is subject to all information being provided as part of the application, and any reports, being complete and accurate. Where you provide false or misleading information, this may result in penalties to you, including refunding of some or all of the sponsorship funding.

**I have read, understood, and certify/acknowledge the above conditions\***

Yes

**Submitting the application**

- This application form is required to be emailed to [Events@desbt.qld.gov.au](mailto:Events@desbt.qld.gov.au) for assessment by 5pm, 9 April 2021. Please ensure you review your application before submitting, as you cannot change your application after lodgment.
- You will receive a confirmation email within 24 business hours when the application has been successfully submitted.
- An application is not considered to have been received by the department until the submitter has received an email receipt.
- If you do not receive an email receipt within 2 business days of submitting your application, please contact the department on the contact details below.
- The email receipt does not provide any assurance of funding.

**Enquiries**

For further enquiries on this application form please contact the Department of Employment, Small Business and Training at [Events@desbt.qld.gov.au](mailto:Events@desbt.qld.gov.au) or telephone 07 3025 6492.