

Business Boost Grants

Round 3 Guidelines

About the program

The Business Boost grants program (Program) is administered by the Department of Youth Justice, Employment, Small Business and Training (DYJESBT).

The program assists small business to enhance their **efficiency** and **productivity**. Support includes funded activities in **three priority areas**:

1. Future planning
2. Specialised and automated software
3. Planning and systems for staff management and development.

Program outcomes

Funded businesses are expected to:

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

Program key details

Business size	Small businesses with 2-19 employees (headcount)
Opening date	Stage 1: 9am, Wednesday 6 September 2023
Closing date	Stage 1: 5pm, Tuesday 12 September 2023
Application process	<ul style="list-style-type: none"> • Stage 1: Registration of interest (ROI) • Stage 2: Full application • Final Stage: registered accountant's letter
Grant type	Competitive – not all applications will be funded
Available funding	\$10,000-\$20,000 (excluding GST)
Equal co-contribution	Applicants contribute an equal amount to the funding requested from DYJESBT (that is at least 50% contribution)
Suppliers	Maximum of two. DYJESBT may prioritise applications with supplier quotes from Queensland-based Australian companies.
Project length	12 months
Payment	On acquittal after project completion (12 months)
Key documents	<ul style="list-style-type: none"> • Terms and Conditions • Frequently Asked Questions • Preview of the ROI application form



Available funding

Grant funding (excluding GST) is paid once the grant recipient completes the project within 12 months and fulfills the acquittal requirements.

Successful applicants **must equally contribute towards the total project cost.**

DYJESBT will not fund projects with:

- a total cost of less than \$20,000 (excluding GST)
- payments made on project activities before grant approval.

The table shows total project costs and required co-contribution amounts (**excluding GST**).

	Minimum	Maximum
Total project costs	\$20,000	\$40,000*
Your contribution	\$10,000	\$20,000
Total grant funding (DYJESBT contribution)	\$10,000	\$20,000

** Total project cost may exceed \$40,000, however maximum amount DYJESBT will contribute is \$20,000 excluding GST*

Example 1

Your business needs more employees but lacks the skills to recruit staff and effectively manage a growing workforce. You engage a human resource consultant to provide your business with specialised training and implement a tailored human resource management system.

- The total project cost is \$30,000 (excluding GST) and you are requesting \$15,000 in grant funding.
- You must match the \$15,000 contribution from DYJESBT.
- If successful, you will receive funding of \$15,000 (excluding GST) paid on acquittal at **12 months**.

Example 2

Your business aims to improve efficiency through implementing a custom-built data management system that seamlessly integrates with your existing business software.

- The total project cost is \$85,000 (excluding GST) and you are requesting the maximum \$20,000 in grant funding.
- DYJESBT will contribute \$20,000 and you will fund the remaining project cost of \$65,000.
- If successful, you will receive funding of \$20,000 (excluding GST) paid on acquittal at **12 months**.



Eligibility criteria

To be eligible for this grant, the business must:

- have **between 2 and 19 employees** (by headcount)
- have an **active Australian Business Number (ABN)** and be **registered for GST***
- have **Queensland headquarters***
- be established and financially sound, experiencing growth and with a minimum **turnover of \$300,000** (minimum) in the last financial year (2022-23)
- have a publicly accessible web presence to identify business operations (for example, business website, social media pages)
- not have been **approved for funding** under Round 1 or 2 of Business Boost
- not be insolvent or have owners/directors that are an undischarged bankrupt.

Your business must maintain this eligibility for the **duration of the grant funded activity.*

Eligible activities

DYJESBT will fund eligible project activities that fall within the **three** priority areas. Note: the list of eligible activities is not exhaustive, similar project activities may be considered.

Priority area	Example
<p>1. Future planning</p> <ul style="list-style-type: none"> ✓ Strategic business planning for innovation and growth. ✓ Implementing a governance board to guide strategic planning. ✓ Identifying and capitalising on export opportunities while adhering to requirements. ✓ Compliance with industry regulations and standards, including sustainability. 	<p><i>You commission a detailed, evidence-led business plan to evaluate strategies to diversify your business, such as exporting to new markets, with the aim of maximising returns, expanding operations and increasing business resilience.</i></p>
<p>2. Specialised and automated software</p> <p>Design and implementation of sophisticated cloud platforms, online management systems and/or applications including:</p> <ul style="list-style-type: none"> ✓ Artificial Intelligence systems (e.g. AI chatbots) ✓ Customer relationship management systems ✓ Cybersecurity tools ✓ Data warehouses ✓ Production systems ✓ Software integration (including specialised software subscriptions) ✓ Quality & compliance and risk management systems. 	<p><i>You seek to implement an AI chatbot to enhance customer engagement, streamline processes, and provide 24/7 support.</i></p>
<p>3. Planning and systems for staff management and development</p> <ul style="list-style-type: none"> ✓ Strategic human resource management fostering skills development, robust recruitment strategies, and seamless onboarding for new personnel. ✓ Professional development through targeted transitional training and initiatives. ✓ Employee performance management frameworks and evaluation systems. 	<p><i>Your business is experiencing growth but faces challenges in attracting staff, building new employee skills, and managing a growing workforce. You commission a 6-month human resources training program to enhance your business confidence and skills.</i></p>

Ineligible activities (we will not fund)

DYJESBT **will not fund**:

- | | |
|---|--|
| <ul style="list-style-type: none">× activities bought using crypto-currencies, cash, barter, or services in-kind× activities purchased via direct selling (e.g. by party plan or network marketing)× computer hardware/gadgets (e.g. computer servers, PCs, tablets/iPads, mobile phones, point of sales systems, headphones)× delivery fees, credit card surcharges and international transaction fees× fleet vehicles× franchise fees× general business operating costs (e.g. bookkeeping/accounting, tax returns, marketing/advertising activities)× goods, services, or fees from <i>*related parties</i>× GST, registration and fees | <ul style="list-style-type: none">× maintenance of existing digital technologies× memberships, subscriptions and joining fees× non-specialised software and licenses (e.g. Microsoft 365, Google Workspace)× outsourcing of recruitment services to employ staff× purchase of stock× real estate/property, hire, lease, or rental fees× salaries and wages× Search Engine Optimisation (SEO)× marketing, advertising or campaign delivery costs (e.g. Google AdWords, Facebook advertising or similar expenses)× travel× website hosting |
|---|--|

DYJESBT **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 the DYJESBT SmartyGrants portal once the grant round opens.

- **Stage 1: Registration of Interest** – one week (see page 5)
 - Stage 1 will open for registrations of interest at 9am, 6 September 2023.
 - Stage 1 will close for registrations of Interest at 5pm, 12 September 2023.
- **Stage 2: Full Application** – three weeks (see page 5)
 - Stage 2 will open for applications at 9am, 20 September 2023.
 - Stage 2 will close for applications at 5pm, 10 October 2023.

On 26 August 2023, DYJESBT issued a notice about Business Boost Round 3 and made supporting documents available to the public.

Stage 1: Registration of Interest

To simplify the administrative process, businesses must submit a Registration of Interest (ROI). This online form collects essential business details to confirm eligibility. Each business is allowed to submit one ROI.

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 DYJESBT to undertake a competitive assessment process in Stage 2.

Businesses that are not selected for Stage 2 will receive notification. For Stage 1 outcomes, all DYJESBT's decisions are final and not subject to review.

Stage 2: Full Application

If your Stage 1 ROI application is selected, you will receive an invitation to submit a full application.

Stage 2 will open at 9am, Wednesday 20 September 2023.

In addition to the information provided in the ROI, in the full application you will be asked to:

Details	Supporting evidence summary
<ul style="list-style-type: none">Update business and contact informationDescribe growthDescribe project, expected outcomes, and efficiency/productivity improvementsConfirm business's financial contribution	<ol style="list-style-type: none">1. <i>Verify the main business location</i> (see below – if applicable).2. <i>Verify the link between trust and business conducting the business activity</i> (see below - if applicable).3. Provide a completed 100-points of identification check form for the nominated Responsible Person (see below).4. Supplier quotes (not invoices or proposals) (maximum of two suppliers allowed). Quotations must provide comprehensive details of the project/activity the business will be purchasing (see below).

1. *Verify the main business location (MBL) – if applicable*

In Stage 1, DYJESBT will verify your business's main business location (MBL). If the Australian Business Register shows your MBL is outside of Queensland, you must Provide one of the following evidence documents:

- 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.

2. *Verify link between trust and business conducting the business activity – if applicable*

In Stage 1, DYJESBT will identify if the ABN you nominate in your application is of a trust. If the ABN is of a trust, you will need to provide evidence that the trust and the business carrying out the business activity are clearly related and operated by the same parties.

Provide one or both of the following evidence documents:

- 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.

3. 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.

You can find a [Justice of the Peace or Commissioner for Declarations](#) on the Queensland Government website.

You do not need to provide your identity documents to DYJESBT. Only return your witnessed 100-point check form to us (we will provide the form if you are selected for Stage 2).

4. Supplier quotes

Provide up to two supplier quotes (not invoices or proposals) including comprehensive details of the project/activity the business will be purchasing. The quotes must include:

- Supplier details – supplier name, ABN (if Australian), contact details and website URL.
- Details of the project, description of services and outline of key activities and deliverables.
- Quotes must be a formal quote on the supplier's letterhead.

DYJESBT **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.

Assessment

Stage 2 Full Applications are assessed for compliance against the eligibility criteria within these guidelines and their competitiveness with the program guidelines and assessment criteria.

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

- increase turnover, profit, and employment
- increase business confidence and skills
- improve business resilience and survivability
- demonstrate value for money.

DYJESBT may equitably distribute successful applications across the state, industry sectors (including priority sectors) and priority areas to be representative of Queensland's diverse business landscape and economic landscape.

Additionally, DYJESBT may also prioritise applications that include supplier quotes from Queensland-based Australian companies.

DYJESBT has a zero-tolerance approach towards fraud within its grant program administration. Instances of suspected fraud will be thoroughly investigated, and appropriate action taken, including terminating funding agreements, recovering grant funds and referral to the appropriate law enforcement authority.

Final stage of assessment

Applicants who have sufficiently passed assessment will be asked to provide an Accountant's letter verifying the turnover, gross profit, and headcount for the business in 2022/23.

Accountant letter

Provide a letter from a registered accountant confirming your business' 2022/23 turnover, gross profit and employee headcount. This letter serves as evidence of the financial and operational details of your business.

The accountant must not be a current employee of the business and must be registered with either a:

- [Certified Practising Accountant](#) (CPA)
- [Chartered Accountants Australia and New Zealand](#) (CA ANZ) or
- [Institute of Public Accountants](#) (IPA).

The accountant letter must be on a company letterhead, dated and contain the:

- accountant's business name and ABN
- accountant's full name
- registration type held (list multiple, if applicable)
- registration number and expiry.

Notification of outcome

DYJESBT will notify all applicants of **outcomes after the ROI and final stage of the assessment process.**

Funding agreement and payment

Grant recipients enter into a funding agreement with DYJESBT to receive funding of up to **\$20,000** (excluding GST). Funding is paid on acquittal at **12 months**.

The funding agreement consists of:

1. the **Letter of Agreement**
2. any **other terms agreed in writing** between the parties
3. the Business Boost round 3 **Terms and Conditions**
4. these **Guidelines** and
5. the **application** submitted by the applicant for the grant funded activity.

Recipient completed activities

Recipients must:

- **start** their grant funded activity within **three months** of entering into the funding agreement
- **complete** their grant funded project within a maximum of **12 months** from the date of their approval letter
- **not pay** for grant funded activities before entering into the funding agreement and
- **advise** DYJESBT of any **proposed variations** to their funding approval (see Grant Variations below).

When recipients complete their project, they can apply to acquit their grant. DYJESBT will acquit the grant starting at six months (acquittal spaces will be issued in batches).

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

Reporting

Recipients must complete:

1. A **three-month project report** – The report is to confirm your project has commenced and include details on the progress made.
2. A **final acquittal report (see below for more information)** on completion of the project.

In addition to acquitting the grant, applicants may also be subject to an audit (see below for more information).

Final acquittal report

Grant recipients must submit an **acquittal report** after completing their project. The acquittal report requires the following:

- details on the **deliverables** received
- detail the project implementation and impact on the business, including the results and outcomes achieved through the project and
- evidence of deliverables and payments including supplier quotes, corresponding invoices, receipts, bank transactions and outputs to show the project activities were delivered.

Upon successful completion of the acquittal process DYJESBT will pay the grant funds as described in the funding agreement.

Grant variations

If you need to change your grant agreement, including your project scope or suppliers, you **must immediately contact** DYJESBT by emailing boost@desbt.qld.gov.au to request approval before to implementing the changes. DYJESBT will review variation requests on an individual basis.

Grant variations without prior DYJESBT approval may result in the termination of your funding agreement and therefore you will not receive grant funding.

For example:

- Your approved supplier advises they are no longer able to complete the grant project activities.
- You identify another supplier to complete the grant project activities and they provide a quote.
- Before you can engage the new supplier, you must contact DYJESBT and request a grant variation and provide a copy of the supplier's quote including confirmation from the supplier that they are able to complete the proposed activities by the project end date.
- DYJESBT will assess your variation request and provide a written outcome within a reasonable timeframe. If approved, you can commence your grant funded project.

Audit

DYJESBT may undertake an audit of the program. Recipients **must** keep all application evidence, supplier quotes, corresponding invoices and bank transactions, evidence of project deliverables or output and submit on request from DYJESBT.

Survey

DYJESBT may survey recipients within six months of completing the grant round.

How to apply

1. Read the key documents and information:
 - these Guidelines
 - [Terms and Conditions](#)
 - [Frequently Asked Questions](#)
 - [Sample ROI application form.](#)
2. Check your eligibility.
3. Register for a DYJESBT [SmartyGrants Applicant account](#) (if you don't have one already).
4. Ensure your **Australian Business Register profile** for your business is up to date (check your ABN status, GST status and main business location).
5. Submit your application.

Note: A virtual queue, may be used on the SmartyGrants portal during Stage 1. If you enter the virtual queue, the estimated wait times will be displayed. ROIs can be completed anytime while the stage is open.

Before you submit, your application must:

- be complete, including all required supporting evidence and every question validated.
- include only realistic and probable answers regarding growth aspirations
- be submitted by the business, not a third-party¹
- be the only application you submit - only **one application** is allowed per eligible **business or financial beneficiary**² under each round.

¹ Third parties can include a business or a financial advisor, such as an accountant, or the supplier mentioned in the grant funded activity. Third party can also relate to IP addresses (where you submit your application from).

² DYJESBT considers a related party and/or financial beneficiary to be those who gain an advantage and/or profits from something including receipt or distribution from a trust, will or life insurance policy. This can include companies that have common shareholdings or directors, as well as employees or immediate family members.

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

Further information

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

Policy Owner:	Associate Director-General – Employment, Small Business and Training Department of Youth Justice, Employment, Small Business and Training
Approval Date:	25 August 2023
Effective Date:	26 August 2023
Version:	1.2

Privacy Statement

DYJESBT is collecting your personal information for the purposes of:

- managing the Business Boost grants program;
- promoting relevant issues and services to you; and
- researching and reporting on grant programs.

DYJESBT, 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
- non-government organisations; and
- suppliers as listed in your grant application.

DYJESBT 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.

DYJESBT will only use your information for these purposes. DYJESBT will handle your personal information in accordance with the *Information Privacy Act 2009*. DYJESBT 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

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