

Business Boost Round 3

Frequently Asked Questions

The Frequently Asked Questions (FAQ's) provide further clarification on making an ROI application for a Business Boost Round 3 Grant. Further information can also be found in the [Guidelines, Terms and Conditions](#) and [ROI application sample](#).

In the Quick Reference below, the Question is followed by a yes/no answer if applicable and primarily references the program guidelines. If further information is available that is not covered in other program documents, the question will link to a section within the document.

If your question isn't included in these FAQs and you're unable to find the answer in any of the program documents, email boost@desbt.qld.gov.au or call the Small Business Hotline on 1300 654 687 for assistance.

Quick Reference

Question	Y/N	Program guidelines Reference	Page
Applying			
When will applications open?		Application process	Pg. 4-5
How to apply?		Application process	Pg. 4-5
Can I submit an application in person?	No	Application process	Pg. 4-5
Is there a fee for applying for the grant?	No	Application process	Pg. 4-5
When will the grant close?		Application process	Pg. 4-5
Can I submit my application after the grant closes?	No	Application process	Pg. 4-5
Eligibility			
Does the business need to be registered for GST?	Yes	Eligibility criteria	Pg. 3
Do I have to be operating or be an existing business?	Yes	Eligibility criteria	Pg. 3
Does my business have to be operating in Queensland to be eligible?	Yes	Eligibility criteria Verify the main business location – if applicable	Pg. 3 Pg. 6
Can I apply if business previously approved under the Business Basics or Business Growth Fund programs?	Yes	Eligibility criteria	Pg. 3-4
What activities will be funded?		Eligible activities	Pg. 3-4
What is the definition of turnover?		See below	
What do you mean by employee headcount?		See below	



[Why are sole traders and businesses with only one employee not eligible for this grant?](#) **See below**

Question	Y/N	Program guidelines Reference	Page
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Eligibility (continued)

[Are not-for-profit organisations eligible?](#) Yes **See below**

[What if my business activities operate under a Trust's ABN?](#) **See below**

[I have two projects in mind. Can I apply for a grant for each project in this round?](#) No **See below**, and Stage 1 Registration of Interest Pg. 4

Can my total project costs exceed \$40,000? Yes Available funding Note: maximum DYJESBT will fund is \$20,000 Pg. 2-3

Assessment and Outcomes

What items are ineligible for funding? Eligible and ineligible activities Pg. 3

When will I know the outcome of my application? Notification of outcome Pg. 7-8

What is a competitive assessment process? Assessment Pg. 7-8

[What does it mean that applications are assessed for value for money?](#) **See below**

[What is a completed project?](#) **See below**

Payments and Finances

How will payments be made? Funding agreement and payment Pg. 7-8

[What are my tax obligations?](#) **See below**

[Will I be reimbursed for GST spent?](#) No **See below**

What do I need to do to be paid the grant funding? Available funding Pg. 2

Recipient completed activities Pg. 8

Reporting Pg. 9

Variations

Can I alter my approved activity after receiving a grant? [Review of decisions and variation page](#)

Grant variations Pg. 8-9

Review of Decision

If my application is declined, can I appeal the decision? [Review of decisions and variation page](#)

What is the definition of turnover?

The Australian Taxation Office (ATO) defines turnover as the “amount of money or sales that passes through a business entity in a financial year”.

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What do you mean by employee headcount?

To be eligible for the Business Boost grant, a business must have a headcount of between 2 and 19 employees at the time of application submission. This includes all full time, part-time and casual employees. Business owners, directors and contractors are **excluded** from this headcount tally.

The employee headcount eligibility is calculated by adding the head count of permanent staff (full and part-time), excluding owners and contractors to the average weekly number of full-time equivalent employees (FTEs) for your casual staff. It essentially includes those that receive a salary or wage from your business.

If your permanent headcount, plus your weekly average casual FTEs brings your headcount to between 2 and 19 employees or less, we would consider you meet this eligibility requirement.

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Why are sole traders and businesses with only one employee not eligible for this grant?

Sole traders and businesses with only one employee are not eligible for this grant as the Business Boost grant is targeted towards small Queensland businesses with a headcount of between 2 and 19 employees. Business Basics grant program rounds 1 to 4 supported sole traders. Please refer to www.business.qld.gov.au for other available information and support programs.

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Are not-for-profit organisations eligible?

Yes. Not-for-profit organisations are eligible to apply if the business meets the eligibility criteria for the grant.

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What if my business activities operate under a Trust's ABN?

If you nominate an ABN of a trust in your application, you must show a clear relationship between the trust and the business carrying out the business activity and, that they are operated by the same parties.

Provide one or both of the following evidence documents:

- a copy of the applicant's Australian Securities and Investments Commission (ASIC) Company Statement listing both entities, **or**
- an accountant's letter confirming the two entities are operated by the same parties and outlining the business relationship.

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I have two projects in mind. Can I apply for a grant for each project in this round?

No. You can only submit one application for assessment per business or related party* at any one time.

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

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What does it mean that applications are assessed for value for money?

When assessing an application for the Business Boost grants, the value for money of a proposed project is assessed. Assessors consider whether the proposed project offers clear benefits relative to the requested funding.

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What is a completed project?

Your project is considered completed 12-months from the date of application approval, by which point you must have paid your supplier/s in full (including the DYJESBT contribution before reimbursement) and your project scope should have no additional activities outstanding. If you complete your project early, you may request to acquit your project from the six-month mark.

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What are my tax obligations?

Grants are treated as assessable income for tax purposes, unless exempted by law. The Queensland Government is unable to provide any taxation advice and accordingly we recommend consulting your own professional advisor to determine any taxation implications that may apply.

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Will I be reimbursed for the GST I spend?

No. Grants are not subject to GST. Therefore, GST is not payable and grant funding will not compensate for any GST spent by the business. The grant amount is GST exclusive.

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