

## **Business Basics, Round 2 – REGIONAL QLD – Frequently Asked Questions**

The Frequently Asked Questions below provide further clarification on making an application for a Business Basics, Round 2 – Regional Qld grant. Further information can also be found in the Guidelines and Terms and Conditions.

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# General

## When will applications open?

This Round of Business Basics applications will open at 9am on 8 September 2021. Applications will not be accepted prior to this date. You can prepare your application in advance by reviewing the Business Basics Guidelines and Business Basics Terms and Conditions and commence gathering the necessary documentation. Businesses may also preview the application form to assist lodgment upon grant opening. All documentation is available on Business Queensland website.

## Why has the Queensland Government launched this funding?

Business Basics grants support the implementation of Big Plans for Small Business announced as part of the 2020 election commitments. This particular Round focusses on supporting regionally based Queensland Small Businesses.

# Applying

## How do I apply for a Business Basics grant?

The Business Basics application portal will open at 9am on 8 September 2021 and can be accessed from the [Business Queensland](#) website.

Applications can only be submitted online via SmartyGrants with all required documentation uploaded at the same time. Successful applicants cannot reapply for further funding under the Business Basics grant.

## Can I submit my application in person?

No. Applications will only be accepted through the Business Basics application portal. Applications received via email, post or in person will be ineligible.

## Can my accountant (or other party) submit an application on my behalf?

No. Applications must be submitted by the business, not an agent or other party (for example an accountant or consultant) as you will be entering into a legal agreement with the Queensland Government.

## Can I submit my application and then add further documentation later?

No. Only information originally submitted via SmartyGrants will be assessed. It is important that you submit your application when all the required documentation is available. This includes a certified statutory declaration and no more than two supplier quotes. There is no provision within the application process to submit additional information or evidence at a later date.

## Can I submit my application after the grant closes?

No. Under no circumstances do we accept late submissions.

# Eligibility

## Why are applications only open to businesses with a turnover of \$300,000 or less?

To be eligible for the Business Basics grant a business must have a gross turnover of \$300,000 or less. Business Basics grants aim to support Queensland's emerging businesses to increase core skills and adopt current best practice to grow and increase productivity resulting in increased business confidence. Turnover is the gross turnover, actual or estimated, earned by business in the 2020-21 financial year.

Turnover is defined as the gross sales of your business excluding GST and does not include JobKeeper or other income support payments.

### [What is considered a regional Queensland small business](#)

Your business must have a Queensland headquarters, **and be based in regional Queensland. This is determined by the physical address of the headquarters of the business. A listing is provided on page 2 of the Guidelines.**

### [Does the business need to be registered for GST?](#)

Yes. The business must be registered for GST at the time of the application to be eligible for funding under this program.

### [Why are applications only open to businesses registered for GST?](#)

To be eligible for the Business Basics grant a business must be registered for GST. With the resources available for supporting Queensland small business, the Business Basics grants program targets emerging businesses who want to develop core skills, adopt best practice, and prioritise growth. One of the ways to demonstrate commitment to growth is to be registered for GST.

### [Can I apply if my business is emerging or I don't yet have a turnover for the last financial year?](#)

Yes. To be eligible for the Business Basics grant, a business must have a turnover of \$300,000 or less in the last financial year (2020-21). As part of the application, the business must upload a statutory declaration stating that the business has a turnover of \$300,000 **or less** for the last financial year (2020-21). For auditing purposes, the business must have available financial information demonstrating they meet or could reasonably estimate meeting this eligibility requirement.

### [Are sole traders or partnerships eligible?](#)

Yes. Partnerships and sole traders with no employees are eligible to apply if the business meets the eligibility criteria for the grant.

### [Are not-for-profit organisations eligible?](#)

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

### [Are businesses with more than one director eligible?](#)

Yes. Businesses with more than one director are eligible to apply if the business meets the eligibility criteria of the grant. If an individual is a director of another business that applies for the grant, this is not allowed. Please refer to the [If have more than one small business with a different ABN for each, can I submit an application for each business?](#) FAQ.

### [Are businesses that don't have owners/directors eligible?](#)

Yes. Businesses that don't have owners/directors and instead have for example, presidents or chairs, are eligible to apply if the business meets the eligibility criteria of the grant.

### [Who are counted as employees of a business?](#)

To be eligible for Business Basics grants a business must have a headcount of less than twenty 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.

### [Can I apply if I successfully applied and received a grant if Business Basics grant \(NEW\)?](#)

If you received a **successful outcome** for the Business Basics, Round 1 grant, you **are not eligible** to apply for the Business Basics, Round 2 grant.

If you received a **declined or ineligible outcome** for the Business Basics, Round 1 grant, you can apply for the Business Basics, Round 2 grant if you meet the grant eligibility criteria.

### [Can I apply if I have already received a grant for small business \(excluding Business Basics Round 1\) in the past?](#)

Yes. Previously successful applications of the Department of Employment, Small Business and Training (DESBT) grants programs are eligible to apply for a Business Basics grant provided all eligibility criteria is met as per the Business Basics Guidelines **except for Business Basics Round 1 (see previous FAQ)**.

### [Am I eligible to apply for the other Small Business Grants?](#)

The Business Basics, Business Boost and Business Growth Fund grants target specific groups within the sector. Each grant has a different set of eligibility criteria to target businesses at different lifecycle phases. For example, a business that is eligible for the Business Growth Fund may be ineligible for the Business Basics due to the eligibility around annual turnover. *The grants are not mutually exclusive however it does not preclude you from applying for both grants so long as you meet the eligibility criteria for each grant.* View our [small business grants schedule](#) or use our [coronavirus \(COVID-19\) business assistance finder](#) to learn what other support you may be eligible for.

### [If I have more than one small business with a different ABN for each, can I submit an application for each business?](#)

No. Only one application will be accepted from a financial beneficiary of a business. The applicant must not be a financial beneficiary of any other Business Basics application. You make a declaration in the application and will be entering into a legal agreement with the Queensland Government.

### [What is considered to be a related party/financial beneficiary of a business?](#)

DESBT considers a related party and/or financial beneficiary to be any person who gains an advantage and/or profits from something including receipt of distributions from a trust, will, or life insurance policy.

### [Do I have to be operating an existing business and located in regional Queensland to be eligible?](#)

Yes. The business must be an existing operating business and must have a Queensland headquarters specifically based in regional Queensland (see related question under eligibility). To demonstrate this, the 'Main Business Location' of the applicant's ABN must be listed as being in Queensland on the [Australian Business Register](#) (ABR) at the time of the application. If the ABR listing for the applying business does not list Queensland as the main business location, you must provide evidence of a Queensland headquarters in writing to [basics@desbt.qld.gov.au](mailto:basics@desbt.qld.gov.au) prior to the grant round closing.

Evidence of a 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'; or
- a letter from the applicant's accountant confirming the business has changed to a Queensland main business location

# Suppliers

## What do you mean by no more than two supplier quotes?

You need evidence how you will spend the grant funding. The grant funding of \$5,000 must be used to procure services from an independent supplier. The services from the supplier/s **must equal in total, a minimum of \$5,000 (excluding GST)**. You will be only be able to upload 1 quote per supplier. A maximum of 2 suppliers is allowed (1 quote per supplier). You do not need to upload comparative quotes – they must be your preferred supplier for the preferred services that the grant funding will contribute towards, if successful. Your quotes can equal more than \$5,000 but only \$5,000 in grant funding will be available for successful grant applicants.

## How do I get supplier quotes to support my application?

To be eligible for Business Basics funding the business is required to submit a maximum of two supplier quotes at the time of application submission. To save time, particularly if you are based in a remote location, please consider calling or emailing a supplier regarding your requirements and timely receipt of quotes.

## What is an acceptable supplier quote?

To be eligible for a Business Basics grant a supplier quote must contain the business trading name, address, contact details and a full project and/or service description. A maximum of two supplier quotes are permitted to be submitted. Where possible we encourage applicants to support local small business.

## Can I purchase computer hardware under the grant?

No. Business Basic grants eligible activities include website builds and upgrades only. Computer Hardware includes the physical parts of a computer including the case, central processing unit (CPU), monitor, mouse, keyboard, computer data storage, graphics card, sound card, speakers and motherboard. Tablets, iPads and mobile phones are also considered computer hardware for this grant and are not eligible.

## Will I be reimbursed for GST spent?

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.

# Statutory declaration

## Why do I need to submit a statutory declaration for a Business Basic grant?

A statutory declaration is a written statement that you sign and declare to be true and correct in the presence of an authorised witness. By signing it, you declare that the information that you are providing regarding your Business Basics grant application is true and that you meet the required eligibility criteria. Please note that if you make a false statement in a statutory declaration you can be charged with a criminal offence.

## Who can sign a statutory declaration?

To be valid, a statutory declaration must be signed by an approved witness. A full list of approved witnesses can be found on the [Queensland Government Attorney-General's website](#). Applications will be considered ineligible if the Statutory Declaration is not signed as required.

## Funding

### How much grant funding can a business receive?

The Business Basics grant will fund each successful applicant the amount of \$5,000 excluding GST. Any applicant supplier quotes below \$5,000, excluding GST, will not be funded under the Business Basics grant funding.

### When will funding be available and how will payments be made?

All applicants will receive formal notification of the outcome of their application. Successful applications will be notified in writing and an upfront payment of \$5,000 will be made via an electronic funds transfer to the submitted bank details as stated in the application – while this section of the application is optional, if you decide to include your bank details please ensure they are the correct banking details for your business. Including bank details on your application helps to streamline the grant process and assists in getting funding to small businesses in a timely manner.

### 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 adviser to determine any taxation implications that may apply.

## Closure

### When will the Business Basics grant close?

DESBT has a threshold for the number of applications required to undertake a competitive assessment. An application tracker will be available on the [Business Queensland](#) website. Not all applications will be successful. **The grant is likely to be in high demand, so please monitor the application tracker. In addition, you must complete the application and validate every question before submitting it.**

### Can I submit an application after the grant has closed?

No. All completed applications must be submitted prior to the grant closure. A grant application tracker is available on the [Business Queensland](#) website to determine the percentage of grant funding remaining.

## Outcome

### When will I know the outcome of my application?

The Queensland Government follows a competitive assessment process and endeavors to provide notifications as soon as possible. The assessment stage will commence once the grant has closed. The assessment process is detailed in the program guidelines.

### What do I need to do if I receive a grant?

You must:

- enter into a legal funding agreement with DESBT;
- purchase the service/s and or/ products in full as per the funding agreement;
- deliver the grant funded activity as per the funding agreement;
- complete a follow-up survey after the grant funded activity has been completed; and
- retain all application evidence, supplier quotes, corresponding invoices and bank transactions for audit purposes.

# Variations, appeals, contact us

## Can I alter my approved activity after funding has been allocated?

Variations are considered on a case-by-case basis. If you need to vary your grant agreement or are unable to complete the approved grant funded activity, you must immediately notify DESBT by emailing [basics@desbt.qld.gov.au](mailto:basics@desbt.qld.gov.au) in writing requesting prior approval. Any change to your grant funded activity will need to be reassessed and written approval received before changes can be made. If you vary the grant funded activity without prior approval, you may be required to return the funding to DESBT.

## If my application is unsuccessful, can an appeal of the decision be requested?

Yes. Businesses may request an appeal of the decision in respect to their submitted application outcome. Applicants can request a review of decision if dissatisfied regarding their application decision to decline or reject a submitted application.

A request is to be submitted by email within 28 business days of the original decision being provided.

## Want more information, wish to provide feedback or have a complaint?

DESBT aims to deliver quality services that respond to the needs of Queenslanders.

For more information about grants or your application, call DESBT **Small Business Hotline 1300 654 687** or email [basics@desbt.qld.gov.au](mailto:basics@desbt.qld.gov.au).

If you wish to provide feedback or have a complaint please visit <https://desbt.qld.gov.au/contact-us> to find out more.