

Small Business Adaption Grant Frequently Asked Questions

This information sheet contains key information relating to the Small Business Adaptation Grant, however it should be read in conjunction with the program guidelines and terms and conditions before completing an application.

Frequently asked questions

General

1. Why has the Queensland Government launched this grant program?

The Small Business Adaptation Grant forms part of the Queensland Government's *Worker Assistance Package*, which aims to assist employees and businesses who have lost their jobs or incomes as a result of the COVID-19 pandemic.

The grant program aims to support Queensland small businesses that fall below the payroll tax threshold of \$1.3 million annually, and who have been forced into hibernation, or have experienced a significant structural adjustment or forced re-pivoting of their business operations due to the pandemic.

2. Why are applications only open to businesses with an annual payroll bill of less than \$1.3 million a year?

The grant is aimed at supporting small and micro businesses that employ Queenslanders and who may not be eligible for the Queensland Government's 2019-20 refunds and waiving of payroll tax, which applies to businesses with wages bills of \$1.3 million or above.

3. Why are applications only open to businesses with an annual turnover of more than \$75,000?

The grant is aimed at supporting small and micro businesses that employ Queenslanders.

An annual turnover of \$75,000 is also the threshold for when the Australian Taxation Office requires a business to register for GST, another requirement of the program.

If your business is not eligible for this funding you may still be eligible for other supports in the [Queensland Governments COVID-19 response package](#).

Eligibility

4. 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 Small Business Adaptation Grant application. You make a declaration in the application form stating the above.

5. Do I have to be operating an existing business to be eligible to apply?

Yes. Your application must be for an existing operating business.

6. Can I apply if I am a non-employing business/Sole Trader?

No, you must employ at least one other person and meet all of the eligibility criteria.

7. Do I have to be located in Queensland?

Yes. The business must have a Queensland headquarters. **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 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 adapt@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.

8. Do I need to be registered for GST?

Yes. The business must be registered for GST at the time of application to be eligible for funding under this program. All businesses that have an annual turnover of \$75,000 or greater are required to register for GST.

If your business is not registered for GST visit www.ato.gov.au/Business/GST/Registering-for-GST to find out more. The Department of Employment, Small Business and Training recommends you seek independent professional advice before registering for GST.

9. Will I be reimbursed for GST spent?

No. Grants are not subject to the 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.

10. What evidence do I need to provide to prove my business has an annual turnover of more than \$75,000?

Your application must include a Business Activity Statement (BAS), tax return or dated accountant letter on letterhead, to demonstrate that your business has an annual turnover of more than \$75,000. Accountant letters must be from members of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants.

11. I have a utility/rent/other bill that I would like to submit under the eligible expenses criteria that is for the full billing quarter. Can I claim the full amount?

No. You can only claim business operating expenses such as utilities retrospectively to 23 March 2020. If your bill is for January 2020 to April 2020, you must pro-rata the amount claimed to be from 23 March 2020.

Applications

12. Can I alter my application after funding has been allocated?

If you are unable to complete the approved project, or purchase the approved product or service, you must immediately notify the Department of Employment, Small Business and Training in writing. Any change to your project will need to be reassessed to ensure funding will still be granted. If you change your project or purchase without approval, the Department of Employment, Small Business and Training can withdraw the funding.

13. Can I submit my application before I have gathered all my evidence to hold my place in line?

No. You must submit a completed application, which includes all supporting evidence as requested in the application form, in order to be considered for the grant. Failure to submit complete applications will result in delays to processing and in the interim funds may be exhausted.

14. Can a supplier apply for the grant on my behalf with my permission?

No. The person submitting the application form must be the business applying for the grant.

15. How will my application be assessed?

Pages 3 and 4 of the program guidelines outline how your application will be assessed.

Approvals

16. What do I need to do if I receive a grant?

You must:

- enter into a funding agreement with the Department of Employment, Small Business and Training
- purchase the product/s or service/s in full as per the funding agreement
- deliver the project as per the funding agreement
- complete a final acquittal within one month of the project completion date
- complete a follow-up survey six months after the Program has finished.

17. When will funding be available and how will payments be made?

If your application is successful, the funding will be provided directly to the applicant. To fully acquit your grant you will be required to submit an acquittal report through SmartyGrants that includes receipts.

18. What are my tax obligations?

Grants are treated as assessable income for tax purposes, unless exempted by law. The Department of Employment, Small Business and Training recommends you seek independent professional advice on your tax obligations.

Further information

For more information about the grant you can visit www.business.qld.gov.au/adaption-grant or for advice on your application, call the Department of Employment, Small Business and Training on **1300 654 687** or email adapt@desbt.qld.gov.au.

Appeals are not considered under this grant as per the Terms and Conditions.

Complaints about the outcome of an application will be dealt with according to [Department of Employment, Small Business and Training's complaints management policy](#).

Additional information for businesses

www.business.qld.gov.au has information on starting and developing businesses.

www.business.gov.au is an online government resource for the Australian business community provided by the Australian Government.

To find answers to your tax questions, go to www.ato.gov.au.

ablis.business.gov.au has information on government licences, permits, approvals, registrations, codes of practice, standards and guidelines you need to know about to meet your compliance responsibilities.