

Business Growth Fund Round 3 - Application Form Preview

Applicant details

* indicates a required field

Applicant organisation details

Applicant business name *

Organisation Name

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Please note

The ABN Lookup is extracted from the [Australian Business Register](#) (ABR).

If the following is in your business's ABR record at the time of your application, **your application is deemed ineligible:**

- ABN not active
- not registered for GST

Is the main business location on the business's ABR record in Queensland? *

Yes No

Please upload evidence that your business's main location is in Queensland

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Attach a file:

Acceptable evidence of 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**'
- an **accountant's letter** confirming the business has changed to a Queensland main business location.

Street address *

Address

Suburb State Postcode

 

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Coordinates Required.
Country must be Australia
Must be a street address (not a PO Box).

Please note:

We use the above address for mapping purposes. Please ensure the pin is in the right place on the map.

Postal address *

Address

Suburb State Postcode

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Must be an Australian post code

Primary phone number *

(XX) XXXX XXXX or XXXX XXX XXX

Secondary phone number

(XX) XXXX XXXX or XXXX XXX XXX

Primary email address *

Must be an email address. Please note: the outcome of your application will be sent to this email address.

Primary website

Must be a URL

Business contact details

Business contact name *

Title

First Name

Last Name

Business contact phone number *

Must be an Australian phone number.
(XX) XXXX XXXX or XXXX XXX XXX

Business contact position *

Business contact email *

Must be an email address.

Business details

* indicates a required field

Which industry sector (ANZSIC code) does your business fall under * How many years has the business been trading for? *

If you are unsure, you can look up your ANZSIC code at: <https://www.ato.gov.au/Calculators-and-tools/Business-industry-code-tool/AnzsicCoder.aspx>

a number and at least 3
Format X.X

Does your business identify as working within the following sectors

- Tourism
- Social Enterprise
- National Disability Insurance Scheme (NDIS)

This question is for reporting purposes only.

How many employees does the business have? *

a whole number (no decimal place) and between 0 and 49

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Describe your business including the products or services it provides and your target market. *

Must be no more than 100 words.

Must be a whole number and between 0 and 19. Please provide a simple headcount. Do not include contractors.

Business Plan

Please upload a copy of your business plan *

Attach a file:

A minimum of 1 file must be attached.

You can upload multiple files here one at a time

Turnover and Gross Profit: last financial year (Last FY)

Please provide the turnover and gross profit for the last financial year.

Last FY Turnover *

\$

Must be a dollar amount and at least 500000.

Gross profit *

\$

Gross profit is your turnover (revenue) less the cost of goods sold (or the cost of sales). Must be a dollar amount.

Evidence: last FY profit and loss *

Attach a file:

A minimum of 1 file must be

attached.

Turnover: current financial year to date (FYTD)

Turnover FYTD *

Must be a dollar amount.

Evidence: FYTD profit and loss *

Attach a file:

A minimum of 1 file must be

attached.

Turnover: forecast for the remaining month/s of the current financial year (Forecast)

Turnover Forecast *

Must be a whole number (no decimal place).

Turnover: change

Over the last 12 months what has been the percentage change in turnover for the business? *

This number is calculated. The formula: ((Turnover FYTD + Turnover forecast) - Last FY Turnover) / Last FY turnover

What are the three (3) major factors contributing to this change?

Word count:

Must be no more than 100 words.

List up to three factors

Balance Sheet

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Upload a **simple balance sheet** for your business – this includes the current asset, debt and equity structure of the business. Clearly and separately identify the value of the intellectual property held by the business, and who holds any debt and on what terms.

Upload your balance sheet *

Attach a file:

A minimum of 1 file must be attached.
You can upload multiple files here one at a time

Diversity

Is the business 50% or more owned by Aboriginal or Torres Strait Islander people? *

- Yes No

Is the business registered with Supply Nation? *

- Yes No

www.supplynation.org.au

Is the business registered on Black Business Finder? *

- Yes No

www.bbf.org.au

Please indicate if the owner/s of the business identifies as any of the following groups *

- Women in business
- People with a disability in business
- Young people in business
- Seniors in business
- Culturally and linguistically diverse
- None of the above

What percentage of your business is women-owned?

Must be a number.
Your answer is a percentage.

Project details

* indicates a required field

Project title *

Proposed start date *

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Give the work to be undertaken a title to make it easier to reference. Must be no more than 15 words

Must be at least 3 months away. Funding will not be approved for work already started or completed.

- Which program objectives align with your project? (check all that apply) ***
- Create employment - assist the business to employ more staff and grow
 - Increase capability - increase the capability and resilience of the business
 - Embrace opportunities - enable the business to embrace new opportunities
 - Access innovation - improve business innovation and competitiveness

Proposed end date *

The project (including implementation if purchasing equipment) must run for a minimum of 6 months to a maximum to 12 months.

Provide a short description of the proposed project, the purchases to be funded and how they will be implemented. *

no more than 200 words

Provide a short description (100 words recommended) of your project - what are you out to do?

What is the high growth opportunity for the business and how will this project assist the business to achieve it? *

Word count:
Must be between 150 and 250 words.
Describe the specific issue or need you want to address. Describe how implementing the proposed project will enable the business to move to the next stage of growth. Your application will be assessed on this question so be very clear.

Expected project outcomes

What are the expected outcomes of the project? *

Word count:
Must be between 150 and 250 words.
Describe the business improvements you want to achieve. Your application will be assessed on this question so be very clear.

6 months after completing the project
Please provide your forecast for revenue growth, gross profit increase and additional employees you **expect 6 months after completing the project.**

Forecast revenue growth *

\$

Must be a dollar amount.

Forecast gross profit increase *

\$

Must be a dollar amount.
This is the expected increase, not the total Gross Profit.

Forecast additional employees *

Must be a number.

Suppliers

* indicates a required field

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Please complete the details for each supplier to be engaged. You can add additional suppliers (up to a maximum of 4 suppliers).

Any proposals must include:

- product specification and costs
- a breakdown of implementation activities
- delivery timeframes
- the payment schedule
- names of key people who will supply and install the equipment.

All quotations must be formal quote on business letterhead.

Supplier 1

Supplier 1 business name *

Provide a brief description of the proposed items from this supplier *

Upload a copy of the supplier's proposal or quote *

Attach a file:

Supplier 1 website

Must be no more than 20 words.

Ensure that you attach a copy of the proposal or quote as your application cannot be assessed until one is received

Supplier 1 - quote amount (excluding GST) *

\$

Must be a dollar amount.
Excluding GST

Is there another supplier? *

Yes

No

If no, proceed to 'Total amount requested' section.

Supplier 2

Supplier 2 business name *

Provide a brief description of the proposed items from this supplier *

Upload a copy of the supplier's proposal or quote *

Attach a file:

Supplier 2 website

Must be no more than 20 words.

Ensure that you attach a copy of the proposal or quote as your application cannot be assessed until one is received

Supplier 2 - quote amount (excluding GST) *

\$

Must be a dollar amount.
Excluding GST

Is there another supplier? *

Yes

No

If no, proceed to 'Total amount requested' section.

Supplier 3

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Supplier 3 business name

Supplier 3 website

Provide a brief description of the proposed items from this supplier

Must be no more than 15 words.

Supplier 3 - quote amount (excluding GST) *

\$

Must be a dollar amount.
Excluding GST

Upload a copy of the supplier's proposal or quote *

Attach a file:

Ensure you attach a copy of the proposal or quote as your application cannot be assessed until one is received

Is there another supplier? *

Yes

No

If no, proceed to 'Total amount requested' section.

Supplier 4

Supplier 4 business name *

Supplier 4 website

Provide a brief description of the proposed items from this supplier *

Must be no more than 20 words.

Supplier 4 - quote amount (excluding GST) *

\$

Must be a dollar amount.
Excluding GST

Upload a copy of the supplier's proposal or quote *

Attach a file:

Ensure you attach a copy of the proposal or quote as your application cannot be assessed until one is received

Total amount requested

* indicates a required field

Amounts

Total project cost: total of supplier/s quote amount/s (excluding GST)

\$

This number/amount is calculated.
Read only.

Enter your total requested grant amount: this amount should be between 50 and 75% of the total project cost up to a maximum \$50,000 (excluding GST) *

a dollar amount and no more than 50000
Excluding GST

Confirmation and acknowledgement

I confirm the applicant organisation will fund a co-contribution of between 25 and 50 per cent of the total project cost if the application is approved *

Yes

I acknowledge the submitted total project cost and total requested grant amount is subject to a compliance check. This could result in a change to the approved grant funding amount. *

Yes

I acknowledge that to receive this funding a representative of the business will be required to pitch the project proposal to an assessment panel either in person or via videoconference/teleconference if unable to attend in person. *

Yes

Applicant agreement and submission

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* indicates a required field

Privacy Statement

The Queensland Government is collecting your personal information to assess and coordinate grants in relation to the Business Growth Fund Program.

The Queensland Government, its officers, employees, agents and subcontractors may use and disclose any of the 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 associated with administration of the Business Growth Fund Program, promotion and research purposes.

Information relating to successful grant applicants may also be the subject of disclosure such as media releases as otherwise provided in the approval letter, the terms and conditions in the application, and the terms and conditions in these guidelines.

The Queensland Government or the Minister responsible for the Small Business portfolio may publish information relating to grant 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 grants program which may include details of outcomes achieved from the recipient's grant.

The Queensland Government 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 be used or disclosed unless authorised or required by law.

The Queensland Government's privacy guide in relation to the treatment of information collected may be viewed at www.qld.gov.au/legal/privacy.

Personal contact details will be retained on the Department of Employment, Small Business and Training (DESBT) Customer Relationships Management (CRM) database so that we can contact you in the future to advise you of new issues or offers you may be interested in and to assist us to provide better services to you.

You may opt-out of any contact we initiate with you at any stage. Go to www.business.qld.gov.au/privacy to learn more about privacy and our CRM and the Business Queensland website.

Conditions

I certify the following:

- 1.The information supplied in this Business Growth Fund application is true, accurate and not misleading to the best of my knowledge;
- 2.My organisation is not in financial distress or trading insolvently;
- 3.The owner/s and/or director/s of my organisation are not an undischarged bankrupt;
- 4.I have not previously been approved to receive a Business Growth Fund grant;
- 5.I have received no guarantees or assurances that this Business Growth Fund application will be approved by the Queensland Government;
- 6.I have reviewed and accepted the Business Growth Fund Grants Terms and Conditions; and
- 7.I am authorised/delegated to make this declaration on behalf of my organisation.

I acknowledge the following:

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- 1.A successful applicant will have to accept legal and financial responsibility for the grant under the program terms and conditions before any grant is awarded;
- 2.All applications must be made by completing a Business Growth Fund Grants application form and submitting it online according to the instructions. All relevant questions must be completed. The application may not be considered if all relevant questions are not answered;
- 3.The official Business Growth Fund application form and any attachments required by the application can be submitted only via this website;
- 4.All matters that would affect the Queensland Government's decision to approve the funding allocation must be disclosed;
- 5.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;
- 6.This application form is used for one application only; and
- 7.If my Business Growth Fund application is successful both myself and my organisation will be bound by the Business Growth Fund Guidelines and Business Growth Fund Terms and Conditions, copies of which were available on the Business Queensland website when I completed this application.

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

Yes

Submitting the application

- Pressing the submit button lodges your application. Please ensure you review your application before submitting, as you cannot change your application after lodgement.
- When the application has been successfully submitted a return email receipt will be sent.
- 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 two 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.
- By submitting this application, you declare that the information provided in this application is true and correct. The department's obligation to provide a grant 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 grant funding.

Enquiries

For further enquiries on this application form please contact the Department by email grants@desbt.qld.gov.au or telephone 13QGOV (13 74 68).