Business Basics Grants
Round 3 Guidelines

About the Program

The Queensland Government provides specific support for the small business sector through the Big Plans for Small Business Strategy. The Business Basics grants program (Program) provides support to businesses to **increase core skills** and **adopt best practice.**

The Program is **competitive**, meaning that applications are competitively assessed against the assessment criteria and **not all applications will be funded**.

Applicants can apply for funding for grant funded activities in one of five **priorities**:

1. Training and coaching
2. Website build/upgrades
3. Professional business advice
4. Strategic marketing services
5. Business continuity and succession

The Department of Employment, Small Business and Training (DESBT) manage the grants.

Program outcomes

The expected outcomes of the grants program are to:

- increase confidence for business owners across core skills;
- boost turnover, profit, and employment; and
- improve business survivability and resilience.

What funding is available?

For this round, there are **two funding streams** based on what Local Government Area (LGA) eligible businesses are headquartered. These LGAs are grouped into either **South East Queensland** or **regional Queensland**. If successful, applicants will receive upfront fixed grant funding of **$5,000** (excluding GST). Successful applicants do not have to co-contribute to this grant; however successful applicants must pay for any related expenses in excess of the $5,000 grant funding.

Who can apply, and what are the eligibility criteria?

To be eligible to **apply** for this grant, the business must:

- have **fewer than 20 employees** (by headcount);
- be operating and have an **active Australian Business Number (ABN)**[1];
- be **registered for GST**[1];
- have a Queensland headquarters and an operating address in the relevant funding stream[1];
- have an expected turnover of $300,000 **or less** for the current financial year;
- **not** have been **approved for funding** under an earlier round of Business Basics;
- have owners/directors that **are not** undischarged bankrupt[1]; and be solvent[1].

[1] **The business must maintain their eligibility for the duration of the grant funded activity where reasonably possible.**

For the purpose of the program, **the following Queensland LGAs are in South East Queensland**:

- Brisbane
- Gold Coast
- Ipswich
- Lockyer Valley
- Logan
- Moreton Bay
- Noosa
- Redland
- Scenic Rim
- Somerset
- Sunshine Coast
- Toowoomba

For the purpose of the program, **the following Queensland LGAs are in regional Queensland**:

- Aurukun
- Balonne
- Banana
- Barcaldine
- Barcoo
- Blackall-Tambo
- Boulia
- Bulloo
- Bundaberg
- Burdekin
- Burke
- Cairns
- Carpentaria
- Cassowary Coast
- Central Highlands
- Charters Towers
- Cherbourg
- Cloncurry
- Cook
- Croydon
- Diamantina
- Doomadgee
- Douglas
- Etheridge
- Flinders
- Fraser Coast
- Gladstone
- Goondiwindi
- Gympie
- Hinchinbrook
- Hope Vale
- Isaac
- Kowanyama
- Livingstone
- Lockhart River
- Longreach
- Mackay
- Mapoon
- Maranoa
- Mareeba
- McKinlay
- Mornington
- Mount Isa
- Murweh
- Napranum
- North Burnett
- Northern Peninsula Area
- Palm Island
- Paroo
- Pormpuraaw
- Quilpie
- Richmond
- Rockhampton
- South Burnett
- Southern Downs
- Tablelands
- Torres
- Torres Strait Island
- Townsville
- Weipa
- Western Downs
- Whitsunday
- Winton
- Woorabinda
- Wujal Wujal
- Yarrabah

You can confirm which Local Government Area your business operating address is in by visiting **Where is my electorate? | Electoral Commission of Queensland (ecq.qld.gov.au)**.

What can I spend the grant funding on?

DESBT **will fund** the following eligible activities:

Priority	Grant funding will ONLY BE APPROVED for the following eligible activities:
1. Training and coaching	• Business development, marketing, human resources, or business planning topics • Training/coaching of up to 4 months in duration
2. Website build/upgrades	• Website build or upgrade (including website refresh) • Adding ecommerce • Developing new website content
3. Professional business advice	• Business plans
4. Strategic marketing services	• Strategic marketing plans including search engine optimisation advice
5. Business continuity and succession	• Business continuity or succession plans • Cybersafety training and tools

What can't I spend the grant funding on?

DESBT **will not fund** activities with:

- a total cost of less than **$5,000** (excluding GST),
- payments made on any activity undertaken before Grant approval

DESBT **will not fund** the following activities:

- activities bought using crypto-currencies, barter, or services in-kind
- general business operating costs (e.g., bookkeeping/accounting, tax returns)
- real estate/property, hire, lease, or rental fees
- goods, services, or fees from *related parties**
- travel
- franchise fees
- purchase of stock
- GST, registration, and fees
- maintenance of existing digital technologies
- salaries
- fleet vehicles
- computer hardware (e.g., computer servers, PCs, tablets\iPad, mobile phones)
- other hardware / devices / equipment (e.g., televisions, EFTPOS, card and chip readers)
- activities bought via direct selling (e.g., by party plan or network marketing)
- delivery, credit card and transaction fees
- memberships and joining fees
- website hosting
- implementation of marketing tactics such as advertising, direct marketing or campaign delivery (e.g. Google AdWords, Facebook advertising or similar expenses)

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

What are the timeframes?

It is intended that the grant funded activity be started, completed, and expected benefits determined by **six months**.

DESBT is unable to provide estimates on the duration of the application process, assessment or releasing outcomes.

For further details see *Step 6: Recipients complete their grant funded activity* on page 6.

When and how can you apply?

Opens	**9am, Monday, 16 May 2022 for regional applications**
	9am, Tuesday, 17 May for South East Queensland applications
Closes	When DESBT receives enough applications for a competitive assessment

DESBT gave notice of the grant opening date and supplied supporting documents on **13 April 2022**.

Apply at https://www.business.qld.gov.au/businessbasics on the opening date and time.

The grant may be in **high demand**, so **please monitor the application tracker**. The grant round can close at any time, even mid-application. Please ensure you have all documentation correct and ready prior to the grant launch.

In addition, you must complete the application and validate any input errors before submitting it. We don't accept late submissions under any circumstances.

What is the grant process?

Step 1: Prepare

Grant applicants have at least **two weeks** to prepare their grant applications. To prepare:

- Ensure you are eligible for and familiar with the grant by reviewing these Guidelines, the program Terms and Conditions and the Frequently Asked Questions.
- Apply for a DESBT SmartyGrants Applicant account (if you do not have one already).
- Ensure your **Australian Business Register profile** for your business is up to date (check your ABN status, GST status and Main Business Location)
- Have your **statutory declaration** (link to template) signed and witnessed
- Choose your suppliers – collect detailed **quote/s** from **supplier/s** – please review page 4 for the quote requirements and the Finding the right suppliers guide on Business Queensland.
- Review the sample application form and devise your answers prior to the grant opening.

Step 2: Apply

Businesses must complete an online application form in SmartyGrants. Applications received via email, post or in person will be ineligible. Applying is completely free.

Once the grant opens (see page 3), the "apply now" link becomes available on the Business Queensland website after completing the eligibility check. You will then be able to apply for the grant. **The form will not be available before the open date and time.**The application requires supporting information and evidence about how the proposed grant-funded activities will meet the expected outcomes of the grant (see page 1).

Supporting evidence

The application **must** include the following documents:

- a **signed and appropriately witnessed[2] statutory declaration** from the business' owner or director stating the business meets all grant eligibility criteria; and
- independent supplier **quotes** (no more than two[3]), dated after the round launch, detailing description and costs of services, who will undertake the activity, and an outline of key activities. You will only be able to upload **one quote per supplier**.

2 see Statutory declarations during COVID-19 for a list of approved witness.

3 the two quotes should be for separate goods/services (from your preferred suppliers), not comparative quotes

Applicants must:

- fully complete their application and provide all supporting evidence. **Applicants will not have an opportunity to submit additional information or evidence (including correcting submitted documents).**
- only submit **original answers** in their application.
- submit their own applications - DESBT considers **submissions or answers from third parties[4] ineligible.**
- only submit **realistic** and **probable** answers and evidence in your application. You may be required to provide this at any time at the discretion of DESBT.

DESBT will only consider **one application** for a **business or financial beneficiary[5]** under each round.

Step 3: Assess

Following closure of the Round, DESBT runs a competitive assessment process. DESBT will assess applications against these guidelines (including eligibility criteria) and the assessment criteria.

Assessment criteria

Applicants should show the extent to which the grant funded activity will:

- enhance the business's core skills and adopt best practice;
- positively impact revenue growth and gross profit;
- be likely to create jobs growth within the business; and
- demonstrate value for money.

DESBT may prioritise applications for fair distribution across geographic areas; other economic factors such as priority industries; and Queensland's diverse business population (including diversity in ethnicity, culture, people with disability, gender and age).

Step 4: Outcomes

Following assessment, assessors recommend applications to the DESBT decision-maker, who will approve funding allocations.

DESBT will then advise applicants of the outcome of their grant application. Successful applicants will receive a Letter of Approval outlining the funding agreement.

Step 5: Funding agreement and payment of grant funding

Grant recipients enter into a funding agreement with DESBT and consists of:

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4 third parties can include a business or 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).

5 DESBT considers a related party and/or financial beneficiary to be those who gain an advantage and/or profits from something including receipt of distribution from a trust, will, or life insurance policy. This can include companies with common shareholdings, directors, employees, or immediate family.

- the Letter of Approval;
- any other terms agreed in writing between the parties;
- the Business Basics grant program terms and conditions (Terms and Conditions);
- these guidelines; and
- the application submitted by the applicant relating to the grant funded activity.

DESBT will pay grant recipients a **single grant payment of $5,000 (excluding GST)** into their nominated bank account via Electronic Funds Transfer.

Step 6: Recipients complete their grant funded activity

Approved recipients must:

- start their grant funded activity within **one month** of entering into the funding agreement;
- complete their grant funded activity **within four months of receiving approval;**
- not pay for grant funded activities before entering into the funding agreement;
- deliver the grant funded activity as per the funding agreement; and
- advise DESBT of any **proposed variations** for **approval** (see next section).
- keep all application evidence, supplier quotes, corresponding invoices and bank transactions for **audit purposes**.

Variation requests

Variations are considered on a case-by-case basis.If you need to vary your grant agreement or unable to complete the approved grant funded activity, you must immediately notify DESBT by emailing basics@desbt.qld.gov.au to request prior approval.

Any change to your grant funded activity must be reassessed and approval provided by DESBT before changes can be made.

If you vary your grant funded activity without prior approval the funding agreement may be terminated by DESBT and you may be required to return grant funds.

Step 7: Survey and audit

DESBT will survey recipients within six months after completion of the grant program. The survey asks questions about how the grant funded activity has been of assistance to recipients. Recipients must complete and return the survey to DESBT.

After the survey stage, DESBT will run an audit process. As per section *Step 6: Recipients complete their grant funded activity* on page 6, recipients must keep all application evidence, supplier quotes, corresponding invoices and bank transactions, and submit them on request from DESBT for audit purposes.

Further information

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

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Privacy statement

DESBT collects your personal information for the purposes of:

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

DESBT, 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; and
- non-government organisations.

DESBT 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.

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

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