



Eligibility

* indicates a required field.

Applicants: please note

Before completing this EOI application form, you should have read the **Business Growth Fund Round 4 [guidelines](#)** (Guidelines) and [terms and conditions](#) (Terms and Conditions).

The **Applicant** and/or **You** mean/s the entity submitting the Application to the Department of Employment, Small Business and Training (DESBT).

DESBT will only accept complete online applications for this grant. Posted, emailed or PDF attached applications will not be accepted.

Confirmation of Eligibility

This section of the EOI application form is designed to help you, and DESBT, understand your eligibility for this grant. It's crucial that you complete these questions before any others to help you decide if this grant is suitable for an application.

If you have any questions in regard to the eligibility criteria, please contact the DESBT **Small Business Hotline** on 1300 654 687 or email grants@desbt.qld.gov.au.

I confirm that the Applicant has read and understood the Business Growth Fund Round 4 Guidelines and Terms and Conditions *

Yes No [Clear](#)

I confirm that the Applicant at the time of applying for this grant:

- has a trading history of a minimum of three years at the time of applying for the grant;
- has a minimum turnover of \$500,000 for the last financial year;
- has fewer than 50 employees (by headcount);
- has an active Australian Business Number (ABN) and is registered for GST;
- has a Queensland headquarters;
- has not have been approved for funding under an earlier round of Business Growth Fund
- has competitive opportunities in domestic or international markets; and
- is experiencing growth and has clearly defined high-growth and employment opportunities in Queensland.

I confirm the above statements are true and correct *

Yes No [Clear](#)

You must confirm that all statements above are true and correct.

I confirm that any owners/directors of the business are not insolvent or an undischarged bankrupt *

Yes No [Clear](#)

I confirm the business has not previously been approved to receive a Business Growth Fund grant *

Yes No [Clear](#)

Applicant details

* indicates a required field.

Privacy Statement

DESBT collects your personal information for the purposes of:

- managing the Business Growth Fund;
- 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.

Applicant organisation details

Applicant business name *

Applicant ABN *

Lookup

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
ACNC Registration
Tax Concessions
Main business location

[More information](#)

Must be an ABN. The ABN lookup is extracted from the Australian Business Register (<https://abr.business.gov.au/>)

Is the main business location in the above ABR record in Queensland? *

Yes No [Clear](#)

Applicant Primary Address *

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
Country must be Australia

+
-

Re-
Centre

Leaflet | Map © 2016 HERE

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

Is the above street address in Queensland? *

Yes No [Clear](#)

Postal address *

Address line 1

Address line 2

Suburb

State

Postcode

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.

Industry and sectors

Below is a guide on how to select your industry below:

- Start typing a keyword into the box below.
- A list of matching industries will show.
- Please select the most indented matching industry.
- If you can't find anything that matches, try using the [Australian Bureau of Statistics \(ABS\) ANZSIC search](#) to find out the likely industry.
 - On the results page of the ABS ANZSIC search, copy the name of the **class name** into the below box.
 - A list of matching industries will show.
 - Select the most indented industry that matches the class name you copied.

Which industry (ANZSIC code) does your business fall under? *

Type a keyword in the box and select the applicable industry at the lowest level (most indented)

About your business

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

Word count:

Must be no more than 100 words.

Please upload a copy of your business plan. *

Attach a file: No file chosen

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

Years trading and employee headcount

What year did the business commence trading? *

Must be a number and no more than 2019.

Years trading

This number/amount is calculated.

How many employees (by headcount) does the business have? *

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

Please note, to be eligible:

- your business must have a trading history of a **minimum of three years**, and
- you must have an employee headcount of **fewer than 50 employees**.

Definitions:

- **Employee headcount** - excludes owners, directors of the business and contractors.
- **Turnover** - the amount of money that passes through a business entity in a financial year.

Last financial year (FY 2020-2021) financials

Please provide financial details for the last financial year.

Please note, to be eligible you must have a turnover for the last financial year of **at least \$500,000**.

Definitions:

- **Turnover** - amount of money received by a business (revenue).
- **Gross profit** - business's turnover less the cost of goods sold (or cost of sales)

Last FY Turnover *

Must be a whole dollar amount (no cents) and at least 500000.

Last FY Gross profit *

Must be a whole dollar amount (no cents).

Provide a letter from your Certified Practising Accountant (CPA) or Chartered Accountant Australia and New Zealand (CA ANZ) declaring projected business figures, turnover and employee count. *

Attach a file: No file chosen

A minimum of 1 file must be attached.

Current financial year (FY 2022)

Please provide financial details for:

- the financial year to date (FYTD)
- forecast for the remaining month/s of the financial year

Turnover FYTD *

Must be a whole dollar amount (no cents).

Turnover forecast *

Must be a whole dollar amount (no cents).

Change in turnover

The change in turnover is calculated by comparing the current financial year turnover (plus forecast turnover) with last financial year's turnover.

Percentage change in turnover *

This number is calculated. The formula: $\frac{((\text{Turnover FYTD} + \text{Turnover forecast}) - \text{Last FY Turnover})}{\text{Last FY turnover}} \times 100$

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

Diversity

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

Yes No [Clear](#)

What stage is your business at? *

- Growth
 Established
 Expansion
 Mature
 Exit
 Not sure

[Clear](#)

Which of the following best describes the owner operator/s gender identity? *

- Man
 Woman
 Non-binary
 I use a different term
 I do not wish to answer this question

[Clear](#)

What is the owner operator/s age range? *

- 15-24 years
 25-34 years
 35-44 years
 45-54 years
 55-64 years
 65-74 years
 75-84 years
 85 years and over
 Rather not say

[Clear](#)

Does the owner operator/s speak a language other than English at home? *

- Yes, I speak a language other than English at home
 No
 I do not wish to answer this question

[Clear](#)

Is the owner operator/s of Australian Indigenous descent? *

- Aboriginal
 Torres Strait Islander
 Australian South Sea Islander

None of the above

I do not wish to answer this question

[Clear](#)

Project details

* indicates a required field.

Project title *

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

I acknowledge that if the Applicant is successful in receiving the Business Growth Fund Round 4 funding, the Applicant must:

- start their project within **one month** of entering into the grant funding agreement;
- complete their project within **twelve months** of receiving their approval letter;
- **not pay** for project activities before entering into the funding agreement; and
- deliver the project as per the funding agreement.

I acknowledge the above *

Yes No [Clear](#)

Proposed start date *

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

Proposed end date *

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

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

Word count:

Provide a short description (200 words maximum) 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

Twelve months after completing the project, what do you **expect the growth** in the following to be?

- **revenue**
- **gross profit**
- **employees** (by headcount)

Applicants must only submit answers that are:

- **original** - DESBT considers answers from third parties ineligible.
- **realistic and probable** - Unrealistic answers may weaken the strength of your application.
- **true and accurate** - You may be required to provide evidence of your responses at any time.

Revenue growth *

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

Gross profit growth *

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

Additional employees (by headcount) *

Must be a number. This is the expected increase, not the employee headcount.

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.

Total amount requested and co-contribution

* indicates a required field.

Total Amount Requested

If the total amount requested is less than \$25,000 you will not be able to proceed with the application.

Total Project Cost *

This must a dollar amount and more than \$33,333

Total Amount Requested (excluding GST) *

This must a dollar amount between \$25,000 and \$50,000 but no less than 75% of the total project cost.

Co-contribution

For this grant, Applicants must co-contribute at least 25% of the Total Project Costs.

If the Co-contribution amount is less than 25% in the Calculated co-contribution percentage, then you cannot proceed with the application.

Calculated co-contribution percentage *

This number/amount is calculated. Formula = $100 - (\text{Total Amount Requested} / \text{Total Project Cost} \times 100)$

Certification and submission

* indicates a required field.

Certification and acknowledgement

I certify that:

1. to the best of my knowledge, the statements made within this application are true and correct;
2. all matters that would affect the funding allocation decision have been disclosed;

3. submitting an application does not guarantee that I receive a grant;
4. I have read and I accept the [Business Growth Fund Grants Terms and Conditions](#); and
5. I am authorised/delegated to make this declaration on behalf of my organisation.
6. I accept that no changes can be made to this application and if changes are required, I will submit a new application
7. I am authorised/delegated to make this declaration on behalf of my organisation and I am **NOT a third party**; and
8. if I am successful in receiving grant funding, I am accepting the grant funding agreement (Letter of Approval, Terms and Conditions, Guidelines and this application).

I certify the above statements are true and correct *

Yes No [Clear](#)

You must confirm that you certify all statements above.

Acknowledgement *

- I acknowledge that this expression of interest forms Stage 1 of the application process. If my application is successfully shortlisted, I will be invited to submit a full application (Stage 2).

[Clear](#)

Submitting the application

- Pressing the **submit** button lodges your application.
- Review your application before submitting, as you **cannot change** your application after lodgement.
- You will receive an email receipt after submitting the application (please check your junk folders).
- DESBT has not received your application until you have received an **email receipt**.
- If you do not receive an **email receipt within two business days** of submitting your application, please contact DESBT.

Enquiries

For further enquiries on this application form please email grants@desbt.qld.gov.au or call DESBT Small Business Hotline on 1300 654 687.