

Business Boost Grants

Round 2 Frequently Asked Questions

The Frequently Asked Questions provide further clarification on making a Registration of Interest (ROI) application for a Business Boost Fund Round 2 Grant. Further information can also be found in the [Guidelines](#) and [Terms and Conditions](#) and [ROI application sample](#).

In the Quick Reference below, the Question is followed by a yes/no answer if applicable and primarily references the program guidelines. If further information is available that is not covered in other Program documents, the question will link to a section within the document.

If your question isn't included in these Frequently Asked Questions and you're unable to find the answer in any of the Program documents, email boost@desbt.qld.gov.au or call the Small Business Hotline on 1300 654 687 for assistance.

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What is a Registration of Interest?

The Registration of Interest (ROI) is Stage 1 of the grant application process. It is a short online form that will ask applicants to provide core business information and confirm the business meets the eligibility criteria of the grant program.

ROIs must be made online via the DESBT SmartyGrants portal.

ROIs are not limited however **only one registration** is allowed per eligible small business.

ROIs are not time sensitive, and can be **completed anytime** during the Stage 1 opening period.

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What is meant by a valid ROI?

You must be eligible to submit a ROI by confirming that your business:

- has fewer than 20 employees (by headcount)
- has an active Australian Business Number (ABN) and be registered for GST
- has a Queensland headquarters
- has not received funding under Round 1 of the Business Boost grant program

If you answer No to any of the above you will not be able to submit a ROI. Businesses that are not registered for GST are ineligible for this grant. Ineligible applicants will not be considered for a Stage 2 Application.

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Are sole traders or partnerships eligible?

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

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Are not-for-profit organisations eligible?

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

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How will ROIs be assessed and selected to progress to Stage 2?

Valid ROIs will be subject to a ballot process with selected applicants being invited to submit a Stage 2: Full Application. Each valid ROI has an equal opportunity to be selected to progress to Stage 2. The number of ROIs selected to progress to Stage 2 will be suitable for competitive assessment. Not all ROIs will be invited to submit an application.

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Is there a fee for applying for the grant?

There is **no fee** for applying for the grant. However, all costs incurred in relation to the application process (such as seeking financial advice to apply) are to be borne by the applicant.

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What if my business activities operate under a Trust's ABN?

If you nominate an ABN of a trust in your application, you will need to provide evidence of the two entities being clearly related and operated by the same parties. **Acceptable evidence** includes:

- a copy of the applicant's Australian Securities and Investments Commission (ASIC) Company Statement listing both entities, and
- an accountant's letter confirming the two entities are operated by the same parties and outlining the business relationship.

See the *Who can apply, and what are the eligibility criteria* section on page 1 of the Guidelines for more details on who can apply.

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What is the definition of turnover?

The Australian Taxation Office (ATO) defines turnover as the “amount of money that passes through a business entity in a financial year”.

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What do you mean by a web presence?

To be eligible for the Business Boost grant, applicants must demonstrate they have a publicly reachable web presence to identify the business is operating, for example, a business website or social media pages.

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What do you mean by employee headcount?

To be eligible for the Business Boost grant, 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.

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Payment of grant funding

If your application is successful, you will receive a single grant payment of up to \$15,000 (excluding GST) and a minimum of \$7,500 (excluding GST), into your nominated bank account via Electronic Funds Transfer **AFTER** you complete your project. The funding is subject to DESBT receiving **compliant** acquittal documentation.

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What are the timeframes?

It is intended that the grant funded activity be started, completed and expected benefits determined within a **minimum of six and maximum of twelve months** following their approval letter and funding agreement.

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I have two projects in mind. Can I apply for a grant for each project in this round?

No. You may only submit one application for assessment at any one time.

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How do I get supplier quotes to support my application?

NB. This is applicable to Stage 2 applicants only

We have prepared a handy guide on how to [choose your suppliers](#) available on the Business Queensland website. If you are in a regional/remote location, please consider calling or emailing a supplier regarding your requirements and timely receipt of quotes.

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Can I use more than one supplier?

NB. This is applicable to Stage 2 applicants only

Yes. You need evidence on how you will spend the grant funding. The grant funding of up to \$15,000 must be used to procure services from independent supplier/s. The services from the supplier/s must equal in total, a minimum of \$10,715 (excluding GST). Note successful applicants must co-contribute at least 30% of the total project costs.

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 \$21,429 but only a maximum \$15,000 in grant funding will be available for successful grant applicants.

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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.

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What is a statutory declaration and why do I need to submit one?

NB. This is applicable to Stage 2 applicants only

A statutory declaration is required for Stage 2: Full Application only. It 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 Boost 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.

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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 advisor to determine any taxation implications that may apply.

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What does compliant acquittal documentation mean?

NB. This is applicable to successful Stage 2 applicants only

An acquittal report is to be completed at the end of the grant funded activity. To be compliant, the grant recipient is required to answer a series of questions on the grant activity outcomes and **provide evidence of deliverables and payment**. The grant activity must have been fully implemented and project outcomes clearly demonstrated before acquittal documentation is submitted. Once submitted, the acquittal documentation will be assessed and if approved, the grant recipient will receive their approved grant funding amount.

Completing the report also helps the department to better understand how the Business Boost grants program has contributed to your business's success and determines how we might support Queensland small businesses in the future.

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If my Full Application is not approved or declined, can I appeal the decision?

Yes. Businesses may request a Review of Decision in respect to their submitted application outcome.

There is no Review of Decision available to unsuccessful ROI applicants.

Further details on the appeals process will be available when outcomes are announced for the grant.

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