

# Business Boost Grants

## Round 2 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 Boost grants program (Program) supports businesses to **advance improvements** in their **efficiency** and **productivity**.

The Program is **competitive**, meaning that applications are competitively assessed against the assessment criteria and **not all applications will be funded**. Funding is **paid after completion** of the project and submitting compliant acquittal documentation. Applicants must also **co-contribute** to the project costs.

The grant-funded project must be in any of these three priorities:

- Future planning
- Specialised and automated software
- Staff management, development and planning

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

### Program outcomes

**Funded businesses are expected to:**

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

### What funding is available?

If successful, applicants will receive grant funding of up to **\$15,000** (excluding GST), and not less than \$7,500 (excluding GST) on **completing their proposed project**. **This Program's grant funding is not paid upfront.**

**Successful applicants must co-contribute 30% of the total project costs.**

**For example:**

- Your business has the opportunity to export your products to the USA and you need export advice on regulations and a detailed strategic growth plan
- The total project cost for this project is \$10,715 (excluding GST) and you are requesting \$7,500 in grant funding
- If successful, the Queensland Government will provide you with your approved funding amount (\$7,500 in this case) **AFTER** you complete your project. The funding is subject to DESBT receiving **compliant** acquittal documentation.
- You are required to contribute 30%, or in this example, \$3,215.



The table below shows the breakdown of total project costs and the required co-contribution amounts, excluding GST.

	Minimum	Maximum
<b>Total project costs (excluding GST)</b>	<b>\$10,715</b>	<b>\$21,429*</b>
<b>Your contribution (at least 30% of total project costs)</b>	\$3,215	\$6,429*
<b>Grant funding (post project)</b>	\$7,500	\$15,000

\*Your project can cost more than \$21,429, but the maximum amount of grant funding provided by DESBT is limited to \$15,000.

## Who can apply, and what are the eligibility criteria?

To be eligible for this grant, the business must (**at the time of applying**):

- have **fewer than 20 employees** (by headcount);
- have an **active Australian Business Number (ABN)** and be **registered for GST\***;
- have **Queensland headquarters\***;
- have had a **turnover of between \$300,000** (minimum) and **\$600,000** (maximum) in the last financial year (2021-22);
- have a publicly reachable web presence to identify business operations (for example, business website, social media pages);
- not have been **approved for funding** under Round 1 of the Business Boost grant program; and
- not be insolvent or have owners/directors that are an undischarged bankrupt\*

\* The business must be registered for GST and have Headquarters in Queensland at all stages of the application process, and also maintain their eligibility for the duration of the grant funded activity.

## What can I spend the grant funding on?

DESBT will fund the following eligible project activities in any of these **three** priorities:

Priority	Example
<b>1. Future planning</b> <ul style="list-style-type: none"> <li>• Strategic business planning for innovation or growth</li> <li>• Implementing a governance board to guide strategic planning</li> <li>• Exporting opportunities and requirements</li> <li>• Compliance with industry regulations and standards</li> </ul>	<i>The business commissions a business plan based on evidence to assess diversifying its operations to meet potential growth opportunities and maximise financial returns.</i>
<b>2. Specialised and Automated software</b> <ul style="list-style-type: none"> <li>• Design and implementation of management systems, including: <ul style="list-style-type: none"> <li>○ Data warehouses</li> <li>○ Asset management</li> <li>○ Customer Relationship Management systems</li> <li>○ Risk management</li> <li>○ Production systems</li> <li>○ Project management systems</li> <li>○ Quality &amp; Compliance management</li> </ul> </li> <li>• Bespoke/Complex website or application design and build including: <ul style="list-style-type: none"> <li>○ e-commerce</li> <li>○ software integration</li> <li>○ booking systems</li> <li>○ Cybersecurity tools</li> <li>○ webinar/conferencing</li> <li>○ customer accounts/logins</li> <li>○ paywalls</li> </ul> </li> </ul>	<i>The business is expanding quickly and needs a real-time inventory system to speed up operations and meet delivery expectations.</i>

Priority	Example
<b>3. Staff management, development and planning</b> <ul style="list-style-type: none"> <li>• Human Resource Management skills building</li> <li>• Professional Development and Training</li> <li>• Digital Workplace plans and systems for a remote workforce</li> </ul>	<i>The business is experiencing growth but is finding it challenging to attract staff, build skills and effectively manage the workforce. They commission a training program lasting at most 12 months to build the skills of their staff.</i>

The above list of eligible projects activities is not exhaustive. DESBT will consider similarly scoped project activities.

## What can't I spend the grant funding on?

DESBT **will not fund** activities with:

- a total project cost of less than **\$10,715** (excluding GST); or
- payments made on any activity undertaken before Grant approval

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

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• activities bought using crypto-currencies, barter, or services in-kind</li> <li>• GST, registration and fees</li> <li>• real estate/property, hire, lease, or rental fees</li> <li>• goods, services, or fees from <i>related parties</i>*</li> <li>• travel</li> <li>• franchise fees</li> <li>• purchase of stock</li> <li>• general business operating costs (e.g., bookkeeping/accounting, tax returns, marketing/advertising activities)</li> <li>• maintenance of existing digital technologies;</li> </ul> | <ul style="list-style-type: none"> <li>• computer hardware/gadgets (eg. computer servers PCs, tablets/iPads, mobile phones, point of sales systems, headphones)</li> <li>• website hosting</li> <li>• stand-alone marketing, advertising or campaign delivery costs (eg. Google AdWords, Facebook advertising or similar expenses)</li> <li>• activities purchased via direct selling (eg. by party plan or network marketing)</li> <li>• delivery fees, credit card surcharges and international transaction fees</li> <li>• memberships and joining fees</li> <li>• salaries</li> <li>• fleet vehicles</li> </ul> |
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*\*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 **within a minimum of six and maximum of twelve months following their approval letter and funding agreement.**

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

For further details, see *Completing your grant funded activity* on page 7.

## When and how can you apply?

Stage 1 – Registration of Interest (ROI) - will:

Open               **9am, Friday 12 August 2022**

Close               **Midnight, Friday 19 August 2022**

DESBT gave notice of the grant opening date and provided supporting documents on 28 July 2022.

Apply at <https://www.business.qld.gov.au/business-boost> on the opening date and time.

You must complete the registration form and validate any input errors before submitting it. DESBT does not accept late submissions under any circumstances.

There is no fee for applying for a ROI.

Registrations must be made online via the online grants administration system.

## What is the application process?

Funding is awarded through a two-stage application process:

**Stage 1:** Registration of interest (ROI)

**Stage 2:** Selected applicants will be invited to complete a Full Application as part of Stage 2.

Not all ROIs will be invited to submit a Full Application. The number of businesses invited will be sufficient to enable DESBT to undertake a competitive assessment process within the grant funding amount available.

Grant applicants have two weeks to prepare their ROI application. 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](#).
- Ensure your Australian Business Register (ABR) profile for your business is **up to date** (check your ABN status, GST status and Main Business Location).
- Review the [sample ROI application](#) form and prepare your answers prior to the grant opening.

You must complete your form/s and validate any input errors before submitting it.

**DESBT does not accept late submissions under any circumstances.**

## How will applications be assessed?

**Stage 1** – Valid ROIs will be assessed through a ballot process with a number of applications selected to move to Stage 2. Each valid ROI has an equal opportunity to be selected. The number of registrations selected will be sufficient to enable DESBT to undertake a competitive assessment process at Stage 2.

**Stage 2** – Businesses identified from the ballot will be invited to complete a Full Application, which will be competitively assessed. DESBT will not fund all applications.

DESBT will assess Full Applications against these guidelines (including eligibility criteria) and the following assessment criteria:

### Assessment criteria

Applicants should show the extent to which the applicant and project will:

- Meet the program outcomes listed on page 1 of these guidelines;
- Positively impact revenue growth and gross profit;
- Be likely to create jobs within the business; and
- Demonstrate value for money.

DESBT may also consider equitably distributing successful Full Applications across the state; industry sectors (including priority sectors); and Queensland's diverse business population.

## Stage 1: Registration of Interest

To reduce administrative effort for businesses, applicants must complete a Registration of Interest (ROI) via the DESBT SmartyGrants portal. Applying is completely free. The ROI is a short online form that will ask for core business information and confirm the business meets the eligibility criteria of the grant program.

Before applying, applicants will need to register for a [DESBT SmartyGrants Applicant account](#), if applicants do not have an account already. Once Registrations of Interest open on 12 August 2022, you will be able to access, fill out and submit the registration.

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

ROIs are not time sensitive and registrations can be completed anytime while the stage is open.

Once Stage 1 closes, valid ROIs will be subject to a ballot process with selected applicants being invited to submit a Stage 2 - Full Application. All valid ROIs have an equal opportunity of being selected to progress to Stage 2.

Businesses who are not invited to submit a Full Application will be notified within 5 business days that they will not proceed to Stage 2.

For Stage 1 outcomes, all decisions and recommendations of DESBT are final and there is no review of decision available.

## Stage 2: Full Application

Selected applications from **Stage 1** will be invited to submit a Full Application via the DESBT SmartyGrants portal. Full applications will open for submission at 9am, 29 August 2022 and close at midnight, 12 September 2022.

Applicants must:

- fully complete their application and provide all **supporting evidence**. **Applicants will not have an opportunity to submit any additional information or evidence (including correcting submitted documents)**.
- submit their own applications – DESBT considers **application submissions or answers from third parties ineligible**<sup>1</sup>.
- 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.

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<sup>1</sup> *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).*

DESBT will only consider **one application** for a **business or financial beneficiary**<sup>2</sup> under each round.

The application requires supporting information and evidence about how the proposed project 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**<sup>3</sup> **statutory declaration** from the business' owner or director stating the business:
  - had a **turnover\* of between \$300,000 (minimum) and \$600,000 (maximum)** in the last financial year (2021-22); and
  - meets all grant eligibility criteria; and
- independent supplier **quotes** (no more than two<sup>4</sup>) detailing description and costs of services, who will undertake the project/activity, and an outline of key services and output.

*\*turnover is the gross turnover earned by a business at the end of the last financial year (2021-22).*

### Statutory declaration

The Department of Justice and Attorney-General has produced [templates to complete a statutory declaration](#). For your application to be successful, please select the appropriate template and ensure the following declarations are included in your statutory declaration:

1. I am the [*insert your role title e.g. owner, director*] of [*insert legal name of business*] (**My Business**).
2. I am authorised to make this declaration on behalf of My Business in support of the application for a Business Boost Grants, Round 2 Grant.
3. My Business:
  - a. had a turnover of between \$300,000 and \$600,000 in the last financial year (2021-22), *and*
  - b. meets all grant eligibility criteria outlined in the Business Boost Grants, Round 2 Guidelines.

### Supplier quotes

Quotes must include:

- Supplier details - supplier's name, ABN (if Australian), contact details and website URL.
- Details of the grant-funded activity, description of services and outline key activities.
- Where possible, quotations must be a formal quote on business letterhead.
- A shopping cart print-out (including suppliers name) for online purchases is acceptable where a formal quote is not possible.

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2 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.

3 see [Statutory declarations during COVID-19](#) for a list of approved witness.

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



### ***Verify main business location***

If your ABR profile shows that your main business location is not in Queensland, you will need to provide evidence of Queensland Headquarters. **Acceptable evidence** includes:

- a copy of the applicant's Australian Securities and Investments Commission (ASIC) Company Statement listing a Queensland address as 'principal place of business', and
- an accountant's letter confirming the business has changed to a Queensland main business location.

### ***Verify link between trust and the business carrying out the business activity (if applicable)***

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.

## Outcomes

All applicants will be advised whether or not they have been successful at the end of each stage of the grant application process.

## Funding agreement and payment of grant funding

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

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

The funding agreement is between the recipient and DESBT, not a third party. DESBT will only correspond with the grant recipient.

## Completing your grant funded activity

Approved recipients must:

- start their grant funded activity within **three months** of entering into the grant funding agreement;
- complete their grant funded project **within a minimum of six and maximum of twelve months of receiving their approval letter**;
- 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 Variation requests below).

## Acquittal, grant payment and survey

On completion of the project, successful applicants must complete and submit an **acquittal report**. The acquittal report requires applicants to outline the outcomes of the project and provide **evidence of deliverables and payments**.

Upon successfully completing the acquittal, DESBT will pay the approved grant funds as per the funding agreement. All successful applicants **must** demonstrate their contribution of at least 30% of total project costs.

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

## Variation requests

Variations are considered on a case-by-case basis. If you need to change your grant agreement or are unable to complete the approved grant funded activity, you must immediately notify DESBT by emailing [boost@desbt.qld.gov.au](mailto:boost@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.**

### For example:

- After being advised that you have been successful in receiving grant funding for the project outlined in your funding agreement, your nominated supplier (as per your grant application) advises you they are no longer able to complete the grant project activities for you.
- Through your business networks, you identify another supplier who can complete the grant project activities and they provide you with a quote.
- Before you can progress with your project with the new supplier, you **must** contact DESBT via a Variation request to advise of the proposed change in supplier (and include a copy of the new supplier quote).
- DESBT will assess your Variation request and provide you with a written outcome within a reasonable timeframe. If approved, you can commence your grant funded project.

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

## Audit

Following the acquittal process, DESBT will run an audit process.

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 the DESBT **Small Business Hotline 1300 654 687** or email [boost@desbt.qld.gov.au](mailto:boost@desbt.qld.gov.au)

## Privacy Statement

DESBT is collecting your personal information for the purposes of:

- managing the Business Boost 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 information for these purposes. DESBT will handle your personal information in accordance with the Information Privacy Act 2009. DESBT will not otherwise be 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](http://www.qld.gov.au/legal/privacy)

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