

# Business Basics Grants

## Round 4 Frequently Asked Questions

The Frequently Asked Questions provide further clarification on making an application for a Business Basics Round 4 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 [basics@desbt.qld.gov.au](mailto:basics@desbt.qld.gov.au) or call the Small Business Hotline on 1300 654 687 for assistance.

### Quick Reference

Question	Y/N	<a href="#">Program Guidelines</a> Reference	Pg. No#
<b>Applying</b>			
How to apply?		When and how can you apply?	Pg. 3
<a href="#">What is a Registration of Interest?</a>		<b>See below</b>	
<a href="#">What is meant by a valid Registration of Interest?</a>		<b>See below</b>	
Can I submit an application in person?	No	When and how can you apply?	Pg. 3
Can my accountant (or other party) submit an application on my behalf? (Third Parties)	No	Stage 2: Full application	Pg. 5
Is there a fee for applying for the grant?	No	When and how can you apply?	Pg. 3
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Question	Y/N	<a href="#">Program Guidelines</a> Reference	Pg. No#
<b>Eligibility</b>			
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<a href="#">Why are applications only open to businesses registered for GST?</a>		<a href="#">See below</a>	
Can I apply if my business is emerging, or I don't yet have a turnover for the last financial year?	Yes	Who can apply, and what are the eligibility criteria	Pg. 1
Are sole traders and partnerships eligible?	Yes	Who can apply, and what are the eligibility criteria	Pg. 1
Are not-for-profit organisations eligible?	Yes	Who can apply, and what are the eligibility criteria	Pg. 1
<a href="#">Are businesses with more than one director eligible?</a>	Yes	<a href="#">See below</a>	
Are businesses that don't have owners/directors eligible? i.e., Presidents and Chairs	Yes	Who can apply, and what are the eligibility criteria	Pg. 1
<a href="#">Who are counted as employees of a business?</a>		<a href="#">See below</a>	
Can I apply if I successfully applied and received a Business Basics grant in Rounds 1, 2 or 3?	No	Who can apply, and what are the eligibility criteria	Pg. 1
<a href="#">Am I eligible to apply for other Small Business Grants?</a>		<a href="#">See below</a>	
If I have more than one small business with a different ABN for each, can I submit an application for each business?	No	Stage 2: Full Application	Pg. 5
What is a related party/financial beneficiary of a business?		Stage 2: Full Application	Pg. 5
Do I have to be operating an existing business?	Yes	Who can apply, and what are the eligibility criteria	Pg. 1
<a href="#">Does my business have to be operating in Queensland to be eligible?</a>	Yes	<a href="#">See below</a> and Who can apply, and what are the eligibility criteria	Pg. 1
<b>Suppliers - applicable for Stage 2 applicants only</b>			
What is the <b>minimum total</b> that my supplier quotes can be to be funded?		What can't I spend the grant funding on?	Pg. 3
What do you mean <b>by no more than two</b> supplier quotes?		Stage 2: Full Application	Pg. 6
Should I upload <b>comparative quotes</b> for the services to be funded?	No	Stage 2: Full Application	Pg. 6

Question	Y/N	Program Guidelines Reference	Pg. No#
Suppliers (continued)			
Can a relative or other related party be a supplier?	No	What can't I spend the grant funding on?	Pg. 3
<a href="#">How do I get supplier quotes to support my application?</a>		See below	
<a href="#">What is an acceptable supplier quote?</a>		See below and What can't I spend the grant funding on?	Pg. 3
Statutory declaration - applicable for Stage 2 applicants only			
<a href="#">What is a statutory declaration and why do I have to submit one with my application?</a>		See below and Stage 2: Full Application	Pg. 6
Who can sign the statutory declaration?		Stage 2: Full Application	Pg. 6
Grant funding			
Will I be reimbursed for GST spent?	No	What can't I spend the grant funding on?	Pg. 1
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Assessment and Outcomes			
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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 are eligible to submit a ROI by confirming that your business:

- have **fewer than 20 employees** (by headcount);
- be operating and have an **active Australian Business Number (ABN)** be **registered for GST**
- has a Queensland headquarters
- have an expected turnover of \$300,000 **or less** for the last financial year (2021-22);
- has **not** have been **approved for funding** under an earlier round of Business Basics;

If you answer No to any of the above, you will not be able to submit a ROI

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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.

## Why are applications only open to businesses registered for GST?

To be eligible for the Business Basics grant a business must be registered for GST. With the resources available for supporting Queensland small business, the Business Basics grants program targets emerging businesses who want to develop core skills, adopt best practice, and prioritise growth. One of the ways to demonstrate commitment to growth is to be registered for GST.

See the *Who can apply, and what are the eligibility criteria* section on page 1 and *Stage 2: Apply* section on page 4 of the Guidelines for more information about who can apply.

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## Are businesses with more than one director eligible?

Yes. Businesses with more than one director are eligible to apply if the business meets the eligibility criteria of the grant. **If an individual is a director of another business that applies for the grant, this is not allowed.**

Also see the *Who can apply, and what are the eligibility criteria* section on page 1 and the *Stage 2: Apply* section on page 4 of the Guidelines for more details.

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## Who are counted as employees of a business?

All small business grants administered under the Big Plans for Small Business Strategy, including the Business Basics grants have an employee count determined by **headcount**. This includes all full time, part-time and casual employees. Business owners, directors and contractors are excluded from this headcount tally.

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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## Am I eligible to apply for the other Small Business Grants?

The Business Basics, Business Boost and Business Growth Fund grants target specific groups within the sector. Each grant has a different set of eligibility criteria to target businesses at different lifecycle phases. For example, a business that is eligible for Business Basics may be ineligible for Business Boost due to the eligibility around annual turnover.

*The grants are not mutually exclusive and does not preclude you from applying for both grants so long as you meet the eligibility criteria for each grant.* View our [small business grants schedule](#) or use our [coronavirus \(COVID-19\) business assistance finder](#) to learn what other support you may be eligible for.

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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## Does my business have to be operating in Queensland to be eligible?

Yes. The business must be operating and must have a Queensland headquarters. To demonstrate this, the applicant's [Australian Business Register](#) (ABR) ABN profile's 'Main Business Location' must be listed as being in Queensland on the at the time of the application.

If the ABR listing for the applying business **does not list Queensland** as the main business location, you **must provide evidence** of a Queensland headquarters in your application by answering **No** to the "In the "Information from the Australian Business Register" box above, is the main business location in Queensland?" question and **attach evidence of Queensland Headquarters**.

Acceptable evidence of a 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'; or
- a letter from the applicant's accountant confirming the business has changed to a Queensland main business location

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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## How do I get supplier quotes to support my application?

**NB. This is applicable for 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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## What is an acceptable supplier quote?

**NB. This is applicable for Stage 2 applicants only**

Quotes from suppliers must include:

- Supplier name
- Address
- Contact details
- ABN if an Australian business
- Full project and/or service description

Please ensure that quotes are sufficiently itemised to prevent your application being declined for containing ineligible activities.

Also see the *What can't I spend the grant funding on?* section on page 2 of the Guidelines for more information on ineligible activities.

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## What is a statutory declaration and why do I have to submit one with my application?

**NB. This is applicable to Stage 2 applicants only.**

A statutory declaration is required for Stage 2: Full Application only. A statutory declaration is a written statement that you sign and declare to be true and correct in the presence of an authorised witness.

To be valid they must be signed and witnessed by an approved witness.

If you make a false statement in a statutory declaration, you can be charged with a criminal offence.

A statutory declaration is needed in your Business Basics application (stage 2) instead of you having to provide a profit and loss statement and balance sheet and other evidence of how your business meets the grant eligibility criteria.

See the *Stage 2: Apply* section on page 4 of the Guidelines for information about the statutory declaration.

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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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## If my application is 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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