

# Queensland Small Business Month Grants 2020

## 2020 Grant program guidelines

### Program guidelines

The Queensland Government, through the Department of Employment, Small Business and Training (DESBT), has made the Queensland Small Business Month Grants available to support eligible applicants to host an event, project or initiative during Queensland Small Business Month (QSBM) 2020 that benefits their small business community.

The **objectives** of this program are to:

- provide a platform for collective investigation of local small business community challenges and solutions specific to an area or locality;
- empower local small business communities to come together to learn from experts and specialists in areas relevant to their sector or region; and
- enable local leadership in small business communities.

### About the program

QSBM 2020 will be run for the month of May and is one of the most important events on the Queensland business calendar.

The success of QSBM 2020 depends heavily on third party event hosts who, in 2019, delivered more than 270 events and activities that championed and supported small businesses right across Queensland. Historically these events are run to support small businesses to network and connect, as well as to acquire new skills and contacts.

The QSBM 2020 Grants program will provide grants of up to \$5,000 (excluding GST) to eligible organisations and individuals to facilitate their hosting of events, projects and initiatives to be delivered during QSBM that benefit small businesses.

The program is designed to give applicants the opportunity to offset the costs incurred by delivering events, projects and initiatives as part of QSBM that will provide transformative impacts for small businesses.

### Who can apply?

Queensland small businesses, community groups, individuals, local councils and peak industry associations. You must show how the proposed event, project or initiative will benefit small business and how it aligns with the program objectives outlined above.

## What are the eligibility criteria?

To be eligible for this grant, you must:

- hold an event, project or initiative in Queensland during QSBM 2020 (Friday, 1 May 2020 to Sunday 31 May 2020);
- have a valid Australian Business Number (ABN) with a main business location in Queensland;
- have a Queensland-based headquarters and/or residency in Queensland; and
- not be insolvent or have owners/directors that are an undischarged bankrupt;
- where necessary, have public liability insurance of at least \$10 million.

## How much can you apply for and what can it be used for?

Funding of up to \$5,000 (excluding GST) is available as a **reimbursement** for the costs incurred from hosting an approved event, project or initiative as part of QSBM 2020. Please note the grant will not be available to reimburse the portion of expenditure attributable to GST. As such, you will be required to pay up front for the approved product/s and/or service/s in full. Approved applicants will be reimbursed following submission and acceptance of supplier invoices and proof of purchase.

**The minimum grant funding amount is \$1,000.**

The funding is available for the purchase of event, project or initiative-related costs such as:

- speakers, consultants or business coaches;
- venue and equipment hire;
- marketing and advertising; and
- catering (no alcohol).

## What won't be funded

The following activities will not be funded:

- service and/or provision of alcohol;
- goods and services tax (GST);
- services delivered in-kind or money spent without proof of purchase documentation (e.g. receipts and bank statements) from an external supplier;
- fees for services and/or goods provided by related parties (such as companies with common shareholdings or directorship with the applicant, and employees or immediate family of the applicant);
- projects less than \$1,000;
- usual general business operating costs (including rent, staff salaries, franchise fees, bookkeeping/accounting etc); and
- gifts (e.g. prizes, raffles etc.).

## When and how can you apply?

**Applications open on Tuesday, 18 February 2020 and close at 5:00pm on Tuesday, 10 March 2020.**

All applications must be submitted online via [www.business.qld.gov.au/smallbusinessmonth](http://www.business.qld.gov.au/smallbusinessmonth).

An applicant must only submit the applicant's own original answers. Applications that are found to have been derived from a third party will be considered invalid. An applicant who does not properly comply with the application process, will be ineligible to receive the grant or apply for further programs run by DESBT.

## What should you include in an application?

Applications must show how the proposed event will benefit small business and how it aligns with the objectives of the program and must include the following:

- an outline of the proposed event, project or initiative including when and where it will be held, its objectives, audience and expected attendance numbers;
- specific detail on how the event, project or initiative aligns to the objectives of the program;
- detailed information on why and how the event, project or initiative will benefit small business;
- advice on how the objectives and benefit to small business will be measured or assessed; and
- a budget outlining the projected costs to deliver the proposed event, project or initiative.

## How will applications be assessed?

An assessment panel will assess all eligible applications.

In addition to meeting the eligibility criteria, priority may be given to events, projects or initiatives that focus on supporting:

- regional/rural small businesses
- social enterprises
- small business skills development (e.g. agile leadership, financial literacy)
- priority sectors (agriculture, construction industry, professional services)
- Aboriginal and Torres Strait Islander businesses
- young people in business (under 30-year-olds who are business intenders, entrepreneurs or running their own small business) and
- women in business.

## What is the process?

### 1. Online application

Applicants are required to complete the online application form and attach the required documentation.

### 2. Eligibility check

DESBT reviews all applications against the eligibility criteria and provides the assessment panel with only the eligible applications.

### 3. Panel review

The assessment panel will review and rank all eligible applications. DESBT will then review the listing to determine how many events/activities can be funded within the allocated program funding.

### 4. Decision notification

All applicants will receive formal notification of the outcome of their application.

#### Successful applicants

Successful applicants will receive a notification by email from the online grants management system. The notification will include an offer outlining the amount of the grant and reiterate the terms and conditions applied to the grant. **The notification must be read carefully as it may contain special conditions.** To accept the Department's offer a Successful applicant must acknowledge the terms and submit their acceptance online **within 7 days** of the date of the notification. DESBT may withdraw the offer if the successful applicant does not submit acceptance in this timeframe or the event is not completed according to the guidelines and terms and conditions of the grant.

#### Unsuccessful applications

An unsuccessful applicant, at DESBT's sole discretion, may be invited to proceed with their event as a QSBM Event Host (see FAQs section below).

### 5. Acquittal

On completion of the project, successful applicants will be reimbursed based on costs in the approved application. To do this the applicant must:

- complete and submit an acquittal report;
- issue a valid tax invoice to DESBT;
- submit copies of supplier invoices and proof of purchase for the completion of the project (this should refer back to the budget proposed in the application);
- provide confirmation that the event took place during QSBM 2020 (Friday, 1 May 2020 to Sunday, 31 May 2020); and
- complete an event evaluation form detailing the success of the event, attendee statistics and feedback.

## Frequently Asked Questions

### If I am unsuccessful, can I still host a QSBM Event?

Unsuccessful applicants with an event that aligns with the objectives of QSBM criteria may be invited, at DESBT's absolute discretion, to deliver their event as part of QSBM 2020, but will do so at their own cost and will not receive funding under this program. DESBT will offer the applicant non-financial support.

### Can I alter my application after funding has been allocated?

If you are unable to deliver the approved event, project or initiative as planned, you must immediately notify DESBT in writing.

### 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.

### What are my tax obligations?

Grants are treated as assessable income for tax purposes, unless exempted by law. DESBT recommends you seek independent professional advice on your tax obligations.

### Can I submit applications for multiple events, projects or initiatives?

Yes. However, each application is assessed on its respective merit. There is no guarantee that if one event is funded, subsequent events will also be funded.

### I am receiving a grant from another Queensland Government department for this event, project or initiative, can I also receive funding from DESBT?

No. The Queensland Government will not provide multiple allocations of funding for the same activity.

### If I was successful in the 2019 Small Business Week Grant, can I apply for the 2020 QSBM Grant?

Yes. You are welcome to apply under the 2020 QSBM program.

## Feedback & further information

If you wish to speak to someone about your application, please contact the DESBT via telephone on (07) 3025 6478 or email at [QSBM@desbt.qld.gov.au](mailto:QSBM@desbt.qld.gov.au).

Complaints about the outcome of an application will be dealt with according to the [Department of Employment, Small Business and Training's complaints management policy](#).

## My checklist

Applicants are to ensure they have:

- read and understood the guidelines
- read and understood the terms and conditions in the application form
- completed the online application form
- uploaded a proposal and quote/s from the supplier/s
- submitted the application and viewed confirmation of submission email
- received notification of the application outcome before commencing the project

## Privacy statement

The Department of Employment, Small Business and Training is collecting your personal information to assess and coordinate grants in relation to the Queensland Small Business Month Grant.

The Department of Employment, Small Business and Training, its officers, employees, agents and subcontractors may use and disclose any of the information provided within the application to third parties including Queensland government departments and agencies; Commonwealth government departments and agencies; other state or territory government departments and agencies and non-government organisations for purposes associated with administration of the Queensland Small Business Month Grants Program.

Information relating to successful grant applicants may also be the subject of disclosure such as media releases as otherwise provided in the approval letter, the terms and conditions in the application, and the terms and conditions in these guidelines.

The Department of Employment, Small Business and Training or the Minister responsible for the Small Business portfolio may publish information relating to grant recipients such as business name, funding amount and suburb/postcode on government websites and other details in the course of publicising the outcomes of the grants program which may include details of outcomes achieved from the recipient's grant. Information may be disclosed to third parties for promotion and research purposes.

The Department of Employment, Small Business and Training and the Minister will only use your information for these purposes. Your personal information will be handled in accordance with the Information Privacy Act 2009 and will not otherwise be used or disclosed unless authorised or required by law.

The Department of Employment, Small Business and Training's privacy guide in relation to the treatment of information collected may be viewed at [www.qld.gov.au/legal/privacy](http://www.qld.gov.au/legal/privacy).

## Disclaimer

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