

Business Basics Grants

Round 1 Guidelines

These guidelines have essential information you should read before completing an application.

About the Program

The Queensland Government supports the small business sector through a range of initiatives. The Business Basics grants program provides support to businesses to **increase core skills** and **adopt best practice**.

Grant funded activities must be in one of five **priorities**:

1. Training and coaching
2. Website build/upgrades
3. Professional business advice
4. Strategic marketing services
5. Business continuity and succession

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

Program outcomes

The expected outcomes of the grants program are to:

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

What funding is available?

If successful, applicants will receive upfront fixed grant funding of **\$5,000** (excluding GST). The grant is for funding activities in one of the five priorities outlined above. Successful applicants do not have to co-contribute to this grant however successful applicants must pay for any related expenses in excess of the \$5,000 grant funding.

Who can apply and what are the eligibility criteria?

To be eligible to apply for this grant, the business must:

- have **fewer than 20 employees** (by head count) at the time of applying for the grant;
- have an **active Australian Business Number (ABN)** and be **registered for GST**;
- have a **Queensland headquarters**;
- have an expected turnover of **\$300,000 or less** for the current financial year; and
- have owners/directors that are not insolvent or an undischarged bankrupt.



What can I spend the grant funding on?

DESBT **will fund** the following eligible activities:

Priority	Grant funding will ONLY BE APPROVED for the following eligible activities:
1. Training and coaching	<ul style="list-style-type: none">• Business development, marketing, human resources or business planning topics• Training/coaching
2. Website build/upgrades	<ul style="list-style-type: none">• Website build or upgrade (including website refresh)• Adding ecommerce• Developing new website content
3. Professional business advice	<ul style="list-style-type: none">• Business plans
4. Strategic marketing services	<ul style="list-style-type: none">• Strategic marketing plans including search engine optimisation advice
5. Business continuity and succession	<ul style="list-style-type: none">• Business continuity or succession plans• Cybersafety training and tools

What can't I spend the grant funding on?

DESBT **will not fund** activities with:

- a total cost of less than **\$5,000** (excluding GST),
- payments made on any activity undertaken before Grant approval

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

- | | |
|---|--|
| <ul style="list-style-type: none">• activities bought using crypto-currencies, barter, or services in-kind• general business operating costs (e.g., bookkeeping/accounting, tax returns)• real estate/property, hire, lease, or rental fees• goods, services, or fees from <i>related parties</i>• travel• franchise fees• purchase of stock• GST, registration, and fees• maintenance of existing digital technologies | <ul style="list-style-type: none">• computer hardware (e.g., computer servers, PCs, tablets\iPad, mobile phones)• activities purchased via direct selling (e.g., by party plan or network marketing)• delivery, credit card and transaction fees• memberships and joining fees• salaries• fleet vehicles• website hosting• any advertising costs or advertising campaign delivery (e.g. Google AdWords, Facebook advertising or similar expenses) |
|---|--|

Related parties to applicants include companies with common shareholdings or directors, employees or immediate family.

What are the timeframes?

Approved applicants must complete their grant funded activity **within four months of receiving their approval letter**. Applicants **must** advise DESBT of any variations to the completion dates. If applicants do not meet their completion dates, they may have to return grant funding to DESBT.

When and how can you apply?

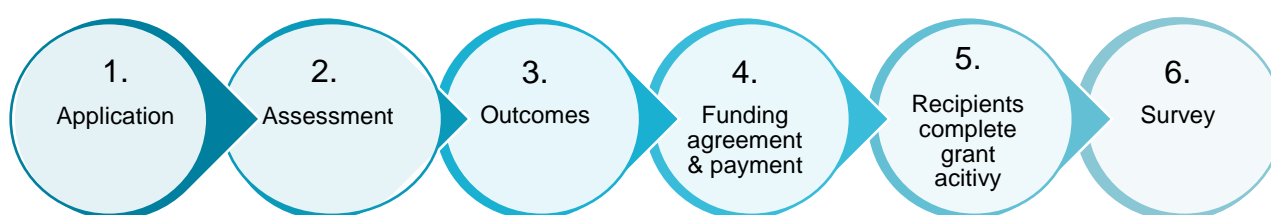
Applications open 31 May 2021 and close the earlier of:

- the date DESBT receives sufficient applications for a competitive assessment or
- 30 June 2021.

It is important to note that this grant program is competitively assessed. Not all applications will be funded.

You can monitor the application tracker, and apply at www.business.qld.gov.au/businessbasics.

What is the grant process?



Step 1: Application

Businesses must complete an online **application** in SmartyGrants.

The application requires supporting information and evidence about how the proposed grant-funded activities will meet the expected outcomes of the grant (see page 1).

Supporting evidence

The application **must** include the following documents:

- a **certified statutory declaration** from the business' owner or director stating the business:
 - does not have a turnover* exceeding \$300,000 per annum; and
 - meets all grant eligibility criteria; and
- supplier **quotes** (no more than two) detailing description and costs of services, who will undertake the activity, and an outline of key activities.

**turnover is the gross turnover, actual or estimated, to be earned by business at the conclusion of the current financial year (2020-21).*

Applicants must:

- fully complete their application and provide all supporting evidence. **Applicants will not have an opportunity to submit any additional information or evidence.**
- only submit **original answers** in their application. DESBT considers **answers from third parties ineligible**.
- 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.

Step 2: Assessment

Following closure of the Round, DESBT runs a competitive assessment process. Not all applications will be funded.

DESBT will assess applications against these guidelines (including eligibility criteria) and the assessment criteria.

Assessment criteria

Applicants should show the extent to which the grant funded activity will:

- positively impact revenue growth, gross profit, and other economic factors;
- enhance the business's core skills and adopt best practice;
- be likely to create jobs growth within the business; and
- demonstrate value for money.

DESBT may prioritise applications for fair distribution across:

- geographic areas; and
- Queensland's diverse business population (including diversity in ethnicity, culture, people with disability, gender and age).

Step 3: Outcomes

Following assessment, recommendations are made to the DESBT decision maker who will approve funding allocations.

DESBT will then advise all applicants of the outcome of their grant application. Successful applicants will receive Letter of Approval outlining the funding agreement.

Step 4: Funding agreement and payment of grant funding

Grant recipients enter into a funding agreement with DESBT. The funding agreement consists of:

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

DESBT will pay grant recipients a **single grant payment of \$5,000 (excluding GST)** into their nominated bank account.

Step 5: Recipients complete their grant funded activity

Recipients must:

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

You **must** keep all application evidence, supplier quotes, corresponding invoices and bank transactions for audit purposes.

Step 6: Survey

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

Other conditions

DESBT:

- may vary assessment processes and criteria **at any time, for any reason;**
- will only consider those applications that **meet the eligibility criteria; and**
- will only consider **one application** for a **business or financial beneficiary** under each round (for example, multiple applications from one IP address may be deemed ineligible).

Applicants:

- that fail to follow the Program terms and conditions may have to return grant funding to DESBT;
- **who are successful in this round cannot reapply in future rounds; and**
- who are unsuccessful in this round can submit a new application in later rounds.

Useful links

- [Application sample](#)
- [Frequently asked questions](#)
- [Statutory declaration template](#)
- [Choosing a supplier](#)

Further information

For more information about grants or your application, call DESBT **Small Business Hotline 1300 654 687** or email basics@desbt.qld.gov.au.

More information for businesses

- www.business.qld.gov.au has information on starting and developing businesses.
- www.business.gov.au is a resource for the Australian business community provided by the Australian Government.
- To find answers to your tax questions, go to www.ato.gov.au.
- ablis.business.gov.au has information on topics such as government licences and permits that you need to know to meet your compliance responsibilities.

My checklist

I have read and understood the:

- ☐ Guidelines
- ☐ Terms & Conditions

and have:

- ☐ uploaded detailed quote/s from supplier/s
- ☐ uploaded your signed statutory declaration
- ☐ completed and submitted the application form

Policy Owner:	Deputy Director-General, Investment Department of Employment, Small Business and Training
Approval Date:	11 May 2021
Effective Date:	17 May 2021
Version:	v.1

Privacy statement

DESBT collects your personal information for the purposes of:

- managing the Business Basics 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 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.

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