

# Regional Queensland - Business Basics Grants - Round 3

## Application Form

Form Preview

### Regional Queensland - Business Basics Grants - Round 3

\* indicates a required field

Applicants: please note

Before completing this application form, you should have read the **Business Basics Grants, Round 3** [guidelines](#) (Guidelines) and [Terms and Conditions](#).

The **Applicant** and/or **You** mean/s the business entity submitting the Application to the Department of Employment, Small Business and Training (DESBT).

**DESBT will only accept applications for this grant online through SmartyGrants. Posted, emailed, or PDF attached applications will not be accepted.**

**Applicants will not have an opportunity to submit any additional information or evidence after submitting their application (including correcting submitted documents).**

### Confirmation of Eligibility

This section of the application form is designed to help you, and DESBT, understand your eligibility for this grant.

If you have any questions regarding the eligibility criteria, please contact the DESBT **Small Business Hotline on 1300 654 687** or email [basics@desbt.qld.gov.au](mailto:basics@desbt.qld.gov.au).

**I confirm the Applicant has read and understood the Guidelines and Terms and Conditions \***

☐ Yes ☐ No

I confirm the Applicant at the time of applying for this grant:

- has **fewer than 20 employees** (by headcount);
- is operating and has an **active Australian Business Number (ABN)**
- is registered **for GST**;
- has a **Queensland headquarters**; and
- has an **expected turnover of \$300,000 or less** for the current financial year.

**I confirm the above \***

☐ Yes ☐ No

You must confirm that all statements above are true and correct.

**I confirm the owners/directors are NOT bankrupt or insolvent \***

☐ Yes ☐ No

**I confirm that the Applicant has NOT received funding under Round 1 or 2 of the Business Basics grant program \***

☐ Yes ☐ No

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**I am authorised/delegated to apply on behalf of my organisation and I am NOT a third party \***

☐ Yes

☐ No

**Notice: Answered No in Confirmation of Eligibility questions**

You have answered No to a/some Confirmation of Eligibility question/s above.

\*~\*~\*~\*~\*~\*~\*~\*~\* **HELP** \*~\*~\*~\*~\*~\*~\*~\*~\*

**Please check your responses before you proceed.**

**If you answer No to any, you will not be able to fill out the rest of the application.**

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

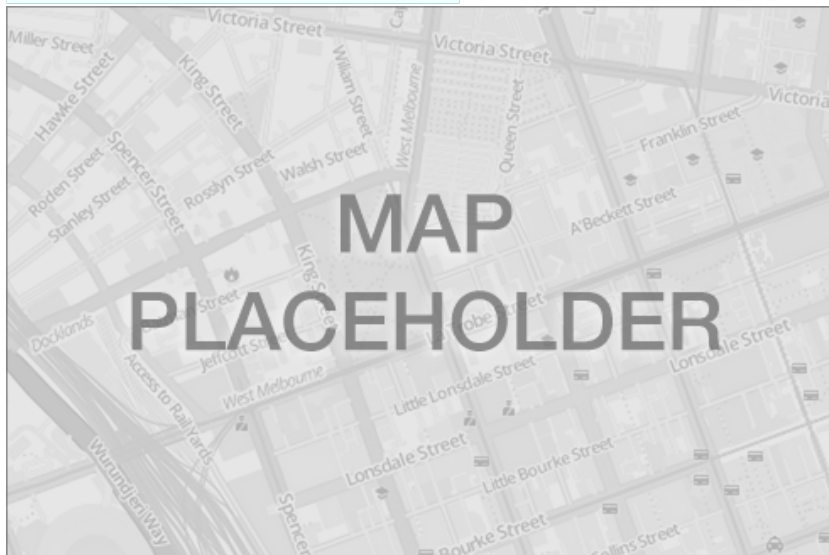
**Business operating address**

Please enter the Queensland street address location you operate your business from.

**We use this address to determine what region your business is located in.**

**Street address \***

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia  
Must be a street address (not a PO Box).

\*~\*~\*~\*~\*~\*~\*~\*~\* **HELP** \*~\*~\*~\*~\*~\*~\*~\*~\*

**Can't find your address?**

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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](http://www.qld.gov.au/legal/privacy).

## Organisation details

### Applicant business name

Organisation Name

### Does your business trade as a:

- ☐ Sole Trader
- ☐ Company
- ☐ Partnership
- ☐ Cooperative
- ☐ Trust
- ☐ Other

### Do you conduct this business under:

- ☐ Your own name
- ☐ A registered/trading business name

### Registered / trading business name:

### Provide a publicly reachable web presence to identify the business is operating

Must be a URL.

This may be a business website or social media pages.

You can add more weblinks if you have more than one, by clicking **Add More**.

### Responsible Person

This must be the business owner / director / shareholder / trustee of the business conducting the business activity

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#### Business owner / director / shareholder / trustee

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Role in business applying for funding:

- ☐ Owner
- ☐ Director
- ☐ Shareholder
- ☐ Trustee

#### Owner-operator diversity

#### Which of the following best describes the owner operator/s gender identity?

- ☐ Man
- ☐ Woman
- ☐ Non-binary
- ☐ I use a different term
- ☐ I do not wish to answer this question

#### What is the owner operator/s age range?

- ☐ 15-24 years
- ☐ 25-34 years
- ☐ 35-44 years
- ☐ 45-54 years
- ☐ 55-64 years
- ☐ 65-74 years
- ☐ 75-84 years
- ☐ 85 years and over
- ☐ Rather not say

#### Does the owner operator/s speak a language other than English at home?

- ☐ Yes, I speak a language other than English at home
- ☐ No
- ☐ I do not wish to answer this question

#### Is the owner operator/s of Australian Indigenous decent?

- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Australian South Sea Islander
- ☐ None of the above
- ☐ I do not wish to answer this question

#### Organisation details - ABN

The ABN you enter below must be the ABN associated with the Business Name above.

If you enter a different ABN to the named business (e.g. a different legal entity such as a Trust) **your application may be deemed ineligible if it is not clear that the two entities are linked.**

#### Applicant ABN

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

The ABN lookup is extracted from the Australian Business Register (<https://abr.business.gov.au/>)

**In the 'Information from the Australian Business Register' box above, is Yes next to Goods & Services Tax (GST)?**

☐ Yes ☐ No

**What date was your business registered for GST?**

Must be a date.

You can find your business' GST registration date by searching for your ABN at <https://abr.business.gov.au/>

**In the 'Information from the Australian Business Register' box above, is the main business location in Queensland?**

☐ Yes ☐ No

**Please upload evidence that your business's main location is in Queensland**  
Attach a file:

Acceptable evidence of 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**', and
- an **accountant's letter** confirming the business has changed to a Queensland main business location.

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#### Trusts

Please explain the relationship between the trust and the business carrying out the business activity:

Word count:

Must be no more than 200 characters.

Provide evidence of the two entities being clearly related and operated by the same parties:

Attach a file:

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.

#### Postal Address

Address

Click in the box and select "Can't find my address" to enter a PO Box address

#### Organisation - primary contact details

##### Primary phone number

Must be an Australian landline with area code or mobile number

##### Secondary phone number

Must be an Australian landline with area code or mobile number

##### Primary email address

Must be the primary email address of the business applying for the grant. The outcome of your application will be sent to this email address.

#### Business contact details

Please provide contact details of a suitable representative from the business applying for the grant.

##### Business contact name

Title First Name Last Name

##### Business contact position



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#### Business contact phone number

#### Business contact email

### Bank details

To streamline the processing of grant payments if your application is successful, please add the Applicant's bank details in the section below.

#### Please note:

- Adding your bank details in this section is **optional**.
- **If you don't** provide your details now, **DESBT will request your bank details** if your application is successful.
- Providing **incorrect** bank details could **delay your grant payment**. Please double check your bank details before submitting.

#### BSB Number

Must be six digits exactly - enter the BSB without spaces or dashes

#### Account Number

Must be no more than 9 characters.

#### Account Name

Name of your bank account

## Business details

### Industry and sectors

Below is a guide on **how to select your industry** below:

- Start typing a keyword into the box below.
- A list of matching industries will show.
- Please select the most indented matching industry.
- If you can't find anything that matches, try using the [Australian Bureau of Statistics \(ABS\) ANZSIC search](#) to find out the likely industry.
  - On the results page of the ABS ANZSIC search, copy the name of the **class name** into the below box.
  - A list of matching industries will show.
  - Select the most indented industry that matches the class name you copied.

**Which industry sector (ANZSIC code) does your business fall under**

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Type a keyword in the box and select the applicable industry at the lowest level (most indented)

#### Does your business identify as working within the following sectors

- ☐ Tourism
- ☐ Social Enterprise (business exists to benefit the public and community rather than only shareholders)
- ☐ National Disability Insurance Scheme (NDIS)

This question is for reporting purposes only.

#### Years trading, business stage and employee headcount

##### How many years has the business been trading for?

Must be a number. Format X.X

##### How many employees (by headcount) does the business have?

A whole number and between 0 and 19.

Please note, to be eligible:

- you must have an employee headcount of **fewer than 20 employees**.

Definitions:

- **Employee headcount** - excludes owners, directors of the business and contractors.

##### What stage is your business at?

- ☐ Seed and development
- ☐ Start-up
- ☐ Growth
- ☐ Established
- ☐ Expansion
- ☐ Mature
- ☐ Exit
- ☐ Not sure

#### About your business

##### Describe your business including the products or services it provides and your target market.

Must be no more than 100 words.

#### Financial details expected for this financial year (2021-22)

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#### Expected Turnover 2021-22

\$

Must be a dollar amount and no more than 300000.

#### Gross profit 2021-22

\$

Must be a dollar amount.

Please note, to be eligible:

- you must have an expected turnover for this financial year of **\$300,000 or less**.

Definitions:

- **Turnover** - gross turnover, actual plus estimated, to be earned by the business at the conclusion of the current financial year (2021-22).
- **Gross profit** - business's turnover less the cost of goods sold (or cost of sales).

## Diversity

**Is the business 50% or more owned by Aboriginal or Torres Strait Islander people?**

☐ Yes ☐ No

**Is the business registered with Supply Nation?**

☐ Yes ☐ No

[www.supplynation.org.au](http://www.supplynation.org.au)

**Is the business registered on Black Business Finder?**

☐ Yes ☐ No

[www.bbf.org.au](http://www.bbf.org.au)

## Grant-funded activity

### Title

Give the work to be undertaken a title to make it easier to reference. Must be no more than 15 words.

**I acknowledge that if the Applicant is successful in receiving the Business Basics Grants Round 3 funding, the Applicant 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.

**I acknowledge the above**

☐ Yes ☐ No

You must confirm that you acknowledge all statements above

**Notice: Answered No to the acknowledgement above**



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\$

Must be a dollar amount.

This is the expected increase, not the total revenue.

#### Gross profit growth

\$

Must be a dollar amount.

This is the expected increase, not the total gross profit.

#### Additional employees (by headcount)

Must be a whole number (no decimal place).

This is the expected increase, not the employee headcount.

#### How will the grant funded activity assist your business to grow revenue, profit, and create jobs.

Word count:

Must be no more than 200 words.

## Suppliers and total amount requested

#### Please note:

- **Upfront fixed grant funding of \$5,000** (excluding GST) is available.
- If your **Total supplier costs** (excluding GST) are less than \$5,000, **you will not be able to proceed in the application.**

Please complete the details for each supplier to be engaged.

You can add a **maximum of two suppliers** (one supplier per row in the table below).

Note: If you add more than two suppliers, those suppliers will not be assessed.

### Supplier details

Below is a guide on how to fill out the supplier details:

- **Supplier name** - as appears on the corresponding quote.
- **Additional information** - any helpful information regarding the details of the quote.
- **Quote amount (excluding GST)** - be careful to only input the GST exclusive amount. This is usually the subtotal.
- **Supplier attachments** - 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.

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- A shopping cart print-out (including suppliers name) for online purchases is acceptable where a formal quote is not possible.

**Please note:** each row of the below table corresponds to one supplier.

Supplier name	Supplier ABN	Any additional information about the quote	Quote amount (excluding GST)	Supplier attachments
		Must be no more than 25 words. This is to help with assessment Must be no more than 25 words.	Must be a dollar amount.	
			\$	

Total amount requested

**Total supplier costs (excluding GST)**

This number/amount is calculated.

If the amount is incorrect, please check the amounts in the Supplier section/s. If your Total supplier costs (excluding GST) are less than \$5,000, you will not be able to proceed in the application.

**Total amount requested**

This number/amount is calculated.

This grant is a set amount of \$5,000

## Certification and submission

### Certification

**I certify that:**

- 1.to the best of my knowledge, the statements made within this application are true and correct;
- 2.all matters that would affect the funding allocation decision have been disclosed;
- 3.submitting an application does not guarantee that I receive a grant;
- 4.I have read and I accept the [Business Basics Grants, Round 3 - Terms and Conditions](#);
- 5.I accept that no changes can be made to this application and if changes are required, I will submit a new application
- 6.I am authorised/delegated to make this declaration on behalf of my organisation and **I am NOT a third party**; and
- 7.if I am successful in receiving grant funding, I am accepting the grant funding agreement (Letter of Approval, Terms and Conditions, Guidelines and this application).

**I agree to the above certifications**

☐ Yes

☐ No

Submitting the application

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**I am submitting the application from my:**

- ☐ business' premises
- ☐ home office
- ☐ shared workspace
- ☐ accountant's / business consultant's office
- ☐ supplier's premises

## Application Alert

You have answered No to one or more confirmation, acknowledgement or agreement question/s earlier in the application.

\*~\*~\*~\*~\*~\*~\*~\*~\*~\* **HELP** \*~\*~\*~\*~\*~\*~\*~\*~\*~\*

This means if you submit this application, it will be incomplete and it **won't be assessed**.

Please go back and read the Notices warning you about not being able to complete the rest of the application and resolve those notices if you can.

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

- Pressing the **submit** button lodges your application.
- Review your application before you submit it as you **cannot change** it after lodgement.
- You will receive an email receipt after submitting the application (please check your junk folders).
- DESBT hasn't received your application until you have received an **email receipt**.
- If you do not receive an **email receipt** within two business days of submitting your application, please contact DESBT.

## Enquiries

For further enquiries on this application form please email [basics@desbt.qld.gov.au](mailto:basics@desbt.qld.gov.au) or call DESBT **Small Business Hotline on 1300 654 687.**