

# Business Boost Grants

## Round 1 Guidelines

These guidelines have the 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 Boost grants program supports businesses to **advance improvements in their efficiency and productivity**.

The grant-funded project must be in any of the following three **priorities**:

1. Future planning
2. Specialised and automated software
3. Staff management, development and planning

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

### Program outcomes

The expected outcomes of the grants program are 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) on completing their proposed project and compliant acquittal documentation.
- Successful applicants **must co-contribute at least 30%** of the total project costs.
- The project must fall within any of the three priorities outlined above.
- The minimum grant funding amount is \$7,500, and the maximum is \$15,000.

For example:

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



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

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

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

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

To be eligible to apply, the business must (at the time of applying):

- have **fewer than 20 employees** (by headcount);
- have an **active Australian Business Number (ABN)** and **registered for GST**;
- have a **Queensland headquarters**;
- have a **turnover of between \$300,000** (minimum) and **\$600,000** (maximum) in the last financial year (2020-21);
- have a publicly reachable **web presence** to identify business operations (for example, business website, social media pages); and
- have owners/directors that are not insolvent or undischarged bankrupt.

## What can I spend the grant funding on?

DESBT **will fund** the following eligible project activities (*continues next page*):

<b>Priority</b>	<b>Example</b>
<p><b>1. Future planning</b></p> <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>	<p><i>The business commissions a report based on evidence to assess diversifying its operations to meet potential growth opportunities and maximise financial returns.</i></p>
<p><b>2. Specialised and Automated software</b></p> <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>○ Quality &amp; Compliance management</li> <li>○ Risk management</li> <li>○ Production systems</li> <li>○ Project management systems</li> </ul> </li> <li>• Bespoke/Complex website design and build including e-commerce, software integration, booking systems</li> <li>• Cybersecurity tools</li> <li>• Innovative technology that improves or diversifies service offerings</li> </ul>	<p><i>The business is expanding quickly and needs a real-time inventory system to speed up operations and meet delivery expectations.</i></p>

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.</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** projects with:

- a total cost of less than **\$10,715** (excluding GST); or
- payments for projects undertaken before grant approval.

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

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

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

## What are the timeframes?

Approved applicants **must**:

- Complete their projects **six to twelve months following their approval letter and funding agreement.**
- Advise DESBT of any variations to the completion dates.

DESBT may revoke funding of applicants that do not meet their completion dates.

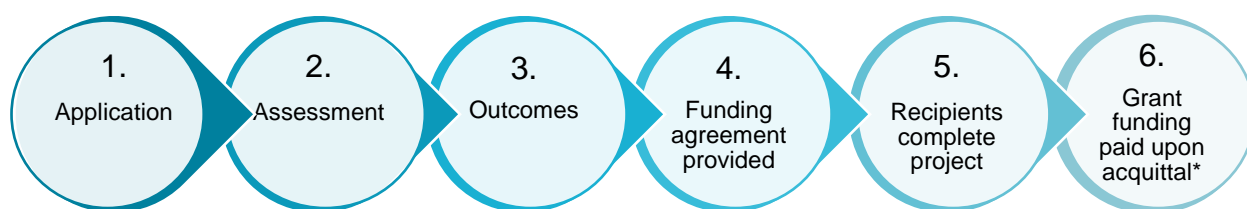
## When and how can you apply?

**Applications open 9am, 30 July 2021 and close when DESBT receives enough applications for a competitive assessment.** Not all applications will be funded. DESBT gave notice of the grant opening date and provided supporting documents on **15 July 2021**.

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

**The grant may be in high demand, so please monitor the application tracker. In addition, you must complete the application and validate every question before submitting it.**

## What is the grant process?



\*(by acquittal, we mean successful applicants must submit sufficient and correct evidence of appropriate spending to receive grant funding).

### Step 1: Apply

Businesses must complete an online **application** via the DESBT SmartyGrants portal. Applying is completely free. Before applying, applicants will need to register for a [DESBT SmartyGrants Applicant account](#) (if applicants do not have an account already). Once applications open on the 30 July, you will be able to access, fill out and submit the application.

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 **certified statutory declaration** from the business owner or director stating the business:
  - has a **turnover\* of between \$300,000 (minimum) and \$600,000 (maximum)** 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 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 (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 (including correcting submitted documents).**
- only submit **original answers** in their application.
- DESBT considers **application submissions or 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. Therefore, DESBT will not fund all applications.

DESBT will assess applications against these guidelines (including eligibility criteria) and the 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 prioritise applications for fair distribution across:

- geographic areas;
- other economic factors such as priority industries;
- Queensland's diverse business population (including diversity in ethnicity, culture, people with disability, gender and age).

## Step 3: Outcomes

Following assessment, assessors recommend applications to the DESBT decision-maker, who will approve funding allocations.

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

## Step 4: Funding agreement

Successful applicants 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 Boost grant program terms and conditions (Terms and Conditions);
- these guidelines; and
- the application submitted by the applicant relating to the grant-funded project.

## Step 5: Recipients complete their project

Recipients must:

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

## Step 6: Acquittal report, 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 upload evidence of payments.

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

Upon successfully completing 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.

## 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, subsequent applications from one IP address are 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](#)
- [Register for a DESBT SmartyGrants Applicant account](#)

## Further information

For more information about grants or your application, call DESBT **Small Business Hotline 1300 654 687** or email [boost@desbt.qld.gov.au](mailto:boost@desbt.qld.gov.au).

## More information for businesses

- [www.business.qld.gov.au](http://www.business.qld.gov.au) has information on starting and developing businesses.
- [www.business.gov.au](http://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](http://www.ato.gov.au).
- [ablis.business.gov.au](http://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:	8 July 2021
Effective Date:	15 July 2021
Version:	v.1

## Privacy statement

DESBT collects 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 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).

## Disclaimer

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