

QUEENSLAND ENTREPRENEURS OF TOMORROW

Home-based Business Grants Program

Application guidelines 2015–16

Support for stay-at-home parents



These guidelines contain essential information on the Queensland Entrepreneurs of Tomorrow Home-based Business Grants Program. They outline who is eligible to apply for a grant, how you can apply and your obligations as an applicant.

You should read these guidelines before completing an application.

About the program

The Queensland Government has made these grants available to help parents keep a healthy balance between work and family. The objectives of the program are to:

- support Queensland stay-at-home parents to establish and develop successful home-based businesses
- encourage entrepreneurship and increase business capability and skills
- facilitate and encourage access to professional business advice
- improve business confidence and business sustainability
- promote a culture of successful home-based businesses within Queensland.

How much can you apply for?

Funding of up to \$5000 (excluding GST) will be provided to each successful applicant in two stages:

- **Stage one:** A grant of up to \$2500 may be provided to assist a stay-at-home parent to engage a consultant for professional advice, and to help establish or develop a home-based business. As part of this advice, the consultant will assist with developing a business action plan to support and improve the business.
- **Stage two:** Matching grant funding (dollar-for-dollar) of up to a further \$2500 may be provided to a successful recipient of a stage one grant, to improve or establish the business as detailed in the business action plan developed as part of stage one.

Grant payments will be made directly to the consultant or service provider on successful completion of the project.

Who can apply?

Any stay-at-home parent who operates or plans to operate a home-based business can apply. As defined by the Australian Taxation Office (ATO), a home-based business is one where the owner operates the business under either of the following circumstances:

- at home—that is, most of the business's work is carried out at the owner's home

- from home—that is, the business does not own or rent any premises other than the owner's home.

Direct-selling businesses—where sales of another business's goods or services are made in the customer's home, work or other meeting place through methods such as party plan—are not eligible for funding.

The applicant must:

- have a Queensland-based business that meets the definition of a home-based business
- have at least one child under 12 in their care for at least 50% of the time
- have an Australian Business Number (ABN)
- own at least 50% of the business
- be an Australian resident living in Queensland
- declare if they (or any owners of the business) are bankrupt or insolvent.

Applicants seeking funding under stage two will be subject to an income test, and be asked to provide proof of matching funding. An applicant with a total household pre-tax income greater than \$100 000 will not be eligible for a stage two grant.

Only one application per funding stage will be accepted from an individual ABN or home-based business address.

What can the grants be used for?

Stage one grant

- Professional business, tax, computing, legal or financial (accounting) advice
- Mentoring/coaching
- Business and strategic planning
- Market research and marketing strategies, including branding strategies and social media/digital strategies

In providing the services above, the consultant will assist with developing a business action plan to support and improve the business. Providing an action plan is a mandatory requirement of funding.

Developing an action plan will help you to focus your ideas and to decide what steps you need to take to achieve particular goals that you may have for your business. Each action in the plan should detail the task or activity, its objective, implementation date, who's responsible, and the costs or resources required to deliver.

Stage two grant

- Further professional business, tax, computing, legal or financial (accounting) advice
- Ongoing mentoring/coaching
- Business and strategic planning
- Market research and marketing strategies, including branding strategies and social media/digital strategies
- Incorporation costs
- Licence fees
- Development of processes or procedures
- Skills development or training (business related)
- Website development and search engine optimisation

What won't be funded?

- Fees for services provided by related parties (such as companies with common shareholdings or directorship with the applicant, and employees or immediate family of the applicant)
- Franchise fees
- Purchase of stock
- Salaries
- General business operating costs (including bookkeeping/accounting and tax returns)
- Non-business costs (such as child care)
- Purchase of plant and equipment (assets)

When must the project be completed?

All projects approved for funding must be completed within:

- 2 months of the date of approval for stage one
- 4 months of the date of approval for stage two.

If these timeframes are not met the offer of funding may be withdrawn, and funding may not be available to pay the consultant or service provider.

When and how can you apply?

Round one applications open on 24 August 2015 and close on 24 September 2015.

Dates for further funding rounds will be announced on www.business.qld.gov.au/homebusinessgrants.

Applications for stage two funding can only be made after the successful completion of stage one.

You can lodge an application online at www.business.qld.gov.au/homebusinessgrants.

Your application must contain all the information specified in the application form and should be submitted online. If you cannot submit an application online, email your details to smallbusiness@dtesb.qld.gov.au and you will be contacted about other options.

You may only lodge one application at a time. Successful applicants for stage one funding may not reapply for this stage of funding.

What should you include in your application?

A project proposal and quote must be submitted with your application, and include:

- the services the consultant will provide, including a break-up of key activities
- delivery timeframes
- consultant /service delivery costs
- the payment schedule (including hourly or daily rates)
- the estimated number of consulting hours or days for each of the key activities
- the key people who will undertake the project work.

Your application must also show:

- that the work is not part of the ordinary everyday operations of your business
- the extent to which the services will support establishment and development of the business
- how the project will build your skills and abilities in business
- the potential business improvements.

How will applications be assessed?

Criteria

All stage one and stage two applications will be assessed on:

- the extent to which the services will support establishment and development of the business
- the extent to which the services will enhance the owner's skills and abilities
- value for money
- potential business improvements.

Process

The Department of Tourism, Major Events, Small Business and the Commonwealth Games (DTEBS) will assess eligible applications against the assessment criteria and will provide recommendations to the delegate for approval.

The delegate will consider the applications and recommendations, as well as the available funding. You can expect to receive a decision within one month of a round closing.

Eligible stage two applications will be considered in the order in which they are received and against the available funding.

DTEBS may also give consideration to ensuring successful applications are equitably distributed across the state.

If your application is successful, you will be sent an approval letter and you must agree to the terms and conditions stated in these guidelines and in the application form.

You will then have 21 days from the date of the approval letter to begin the project. DTEBS will withdraw the offer if the project is not started within this timeframe.

You must not begin or pay for the project, in part or full, until you receive the approval letter to ensure that you have confirmation that the project has been approved.

DTEBS will carry out random audits of a sample of applications to ensure that the information provided is true and correct. Where it is found that false or misleading information has been provided penalties may apply, including refunding of some or all of the grant funding.

Application timeframes

The tables below summarise the important 2015–16 dates and timeframes in the application process.

Dates	
24 August 2015	Round one opens for applications
24 September 2015	Round one closes

The dates for further funding rounds will be announced on www.business.qld.gov.au/homebusinessgrants.

Timeframes	
6 weeks	Recommended number of weeks that the application should be lodged (stage one only) prior to starting the project
21 days	Number of days within which the project must start after an approval letter is received
2 months	Number of months in which a stage one project must be completed after an approval letter is received
4 months	Number of months in which a stage two project must be completed after an approval letter is received

Feedback

If your application is unsuccessful, you may ask for feedback. Email the Queensland Entrepreneurs of Tomorrow Grants Officer on smallbusiness@dtesb.qld.gov.au.

Complaints about the outcome of an application will be dealt with according to DTEBS's complaints management policy. To view this policy, visit www.dtesb.qld.gov.au.

Frequently asked questions

What do I need to do if I receive a grant?

You must:

- enter into a funding agreement with DTESB
- deliver the project as per the funding agreement
- provide a final report and business action plan within 4 weeks of the project's completion.

DTESB can provide a template for the action plan if requested. Each action listed in an action plan should detail the task or activity, its objective, implementation date, who's responsible, and the costs or resources required to deliver.

When will funding be available?

If your application is successful, funding will be provided once you complete and acquit the project. The funding will then be paid directly to each consultant or service provider. You must endorse payments directly to those third parties where required.

Can I alter my application after funding has been allocated?

If you are unable to complete the approved project, you must immediately notify DTESB in writing. Any change to your project will need to be reassessed to ensure funding will still be granted. If you change your project without approval, DTESB can withdraw the funding.

I have two projects in mind. Can I apply for a grant for each project in this round?

No. You may submit one application only for each stage.

Do I have to be setting up a new business?

No. Your application can be for a new or existing business.

Do I have to be operating an existing business?

No. Your application can be for a new or existing business.

Where can I find a consultant?

Your closest Business Enterprise Centre or local chamber of commerce may be able to help you find someone with the relevant experience to help you.

Can I use my own consultant?

Yes. It is always good to work with someone who already knows your business and has your trust.

Can I use more than one consultant?

Yes. You can use one or more consultants, but the total grant limit of \$2500 (excluding GST) applies.

Why do I need to produce an action plan?

Your action plan is a very important document—it sets out what you will need to do to develop and grow your business. To receive payments under stage one, and to progress to stage two, you must provide your action plan.

Do I have to be located in Queensland?

Yes. The funding is provided by the Queensland Government for Queensland home-based businesses.

Do I need to be registered for GST?

No. You do not need to be registered for GST to receive a grant. However, we recommend you seek independent professional advice on your GST obligations.

Payments will be made directly to the consultant or service provider on receipt of a valid tax invoice, and the value of the grant payment increased to compensate for any GST.

What are my tax obligations?

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

I have not started my business. Can I get an ABN?

Yes. To get an ABN before starting your business, you must be able to show that your business structure is in place (this includes being a sole trader), and you must also have undertaken sufficient activities to commence an enterprise. These activities can include:

- consulting with financial or business advisors
- completing a business plan and/or financial projections
- applying for finance
- conducting feasibility studies
- leasing or purchasing equipment for the business
- obtaining licences to operate
- advertising your business.

For more information, visit www.abr.gov.au.

What are some examples of home-based businesses?

Home-based businesses cover a range of areas. Some examples are in the table below.

Business area	Examples
Agriculture, forestry and fishing	Shearer, market gardener
Communication services	Mail service provider, web designer, desktop publisher, graphic designer
Construction services	Bricklayer, plumber, carpenter, tiler, fencer, electrician, builder, engineer, draftsman, cabinetmaker, woodworker
Culture and recreation services	Motion picture editor, sound engineer, artist, musician, piano tuner
Education	Tutor, lecturer, music teacher
Finance and insurance	Financial adviser, consultant, accountant, bookkeeper, insurance broker
Health and wellbeing	Dietician, chiropractor, counsellor, physiotherapist, psychologist, massage therapist
Hospitality	Bed and breakfast operator, caterer, camping ground owner
Personal and other services	Personal trainer, photographer, hairdresser, beautician, childminder, dressmaker, event manager, cake decorator, jeweller, pet groomer
Property and corporate services	Plant hire or leasing operator, architect, surveyor, interior decorator, house painter, cleaner, gardener, service and repair operator, sign-writer, tree lopper
Transport and storage	Courier, freight carrier, removalist
Wholesale and retail trade	Fresh fruit and vegetable wholesaler, confectionery supplier, florist, watchmaker

Can my husband or wife own or be employed by the business?

Your spouse or de facto can part-own or be employed by the business. However, the person applying for the grant must own at least 50% of the business.

Can I get paid directly?

Wherever possible, payment will be made directly to the consultant providing the advice (after you have advised that the work is complete and satisfactory). If for some reason this is not possible, DTESB may consider other options. Make sure that you include the reason in your application.

Further information

For more information about the grants or advice on your application, call the Small Business Division of DTESB on **13 QGOV** (13 74 68) or email smallbusiness@dtesb.qld.gov.au.

Additional information on home-based businesses

The Queensland Government's business and industry portal has a wealth of information on starting and developing businesses. Visit www.business.qld.gov.au to find out more.

You can also visit www.business.gov.au, another online government resource for the Australian business community.

To find answers to your tax questions, go to www.ato.gov.au and search for 'home-based businesses'.

The Australian Business Licence and Information Service (ABLIS) helps you find the government licences, permits, approvals, registrations, codes of practice, standards and guidelines you need to know about to meet your compliance responsibilities. Find out more by visiting <https://ablis.business.gov.au>.

Your local government and closest Business Enterprise Centre can also provide valuable advice on setting up a home-based business.

My checklist

- Read and understand the guidelines
- Speak with a consultant about the advice you need
- Get a proposal and quote from the consultant
- Complete the online application form
- Read and understand the terms and conditions in the application form
- Submit your application
- Wait for notification
- Start the project

Terms and conditions

1. The Queensland Entrepreneurs of Tomorrow Home-based Business Grants Program is conducted by the State of Queensland acting through the Department of Tourism, Major Events, Small Business and the Commonwealth Games (ABN 83 481 966 722) in accordance with the guidelines and on the following terms and conditions.
2. By lodging an application, you agree to be bound by the following terms and conditions and by the applicant's agreement and submission on the website.

Definitions

3. In these terms and conditions:
 - a) 'application' means the official application for a grant submitted by the applicant as part of the Queensland Entrepreneurs of Tomorrow Home-based Business Grants Program
 - b) 'DTESB' means the State of Queensland acting through the Department of Tourism, Major Events, Small Business and the Commonwealth Games (ABN 83 481 966 722)
 - c) 'minister' means the minister with responsibility for the Queensland Entrepreneurs of Tomorrow programs
 - d) 'project' means the project or activity detailed in the application for which the applicant is seeking a grant
 - e) 'personal information' has the same meaning as in the *Information Privacy Act 2009* (Qld)
 - f) 'funding agreement' means the written funding agreement to be entered into between DTESB and each successful applicant on terms to be further agreed
 - g) 'home-based business' is one where the owner operates the business under either of the following circumstances:
 - i. at home—that is, most of the business's work is carried out at the owner's home
 - ii. from home—that is, the business does not own or rent any premises other than the owner's home.

Applications

4. Applications received, including material and documents accompanying the applications, shall not be returned to the applicants.
5. The conduct of inviting applications does not give rise to any legal or equitable relationship.
6. DTESB may, by direct notification to applicants or via its website (www.business.qld.gov.au), change the program guidelines (including these terms and conditions), or cancel or vary the application process at any time prior to the closing date.
7. No person shall be entitled to claim compensation or loss from DTESB for any matter arising out of the application process, including but not limited to failure by DTESB to comply with the program guidelines or these terms and conditions.
8. An applicant may withdraw his or her application at any time by notifying DTESB in writing.

Disclosure and publication

9. By submitting an application, the applicant:
 - a) authorises the use and/or publication of the applicant's name and details of the project, in relation to any promotional or advertising purposes in conjunction with the Queensland Entrepreneurs of Tomorrow Home-based Business Grants Program
 - b) acknowledges that DTESB, its officers, employees, application review panel, agents and subcontractors may use and disclose any of the information provided with the application, including personal information, to Queensland Government departments or agencies, Queensland Government bodies, non-government organisations and/or the Commonwealth, states or territories for any purpose in connection with the administration of the Queensland Entrepreneurs of Tomorrow Home-based Business Grants Program
 - c) acknowledges that the *Right to Information Act 2009* (Qld) provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies, subject to the exemptions under the Act
 - d) warrants that the applicant is not in breach of any law, constitution or any other requirement the applicant is bound to comply with
 - e) warrants that the applicant is not bankrupt or insolvent
 - f) warrants that the use of such information or material as above will not infringe the rights of any third party or any law.

Assessment

10. DTESB will assess applications against the assessment criteria and will provide recommendations to the DTESB delegate for approval.
11. All decisions and recommendations of DTESB are binding and final and there is no process of appeal.

Successful applications

12. The successful applicant must:
 - a) commence the project within 21 days of being notified in writing that the application has been successful—provision of the funding support to the successful applicant will be subject to and conditional upon the applicant agreeing to the terms and conditions of funding, acquitting the project and providing final documentation
 - b) obtain all appropriate documentation (e.g. permits, approvals, consultant's bank details, insurances) and provide copies to DTESB on request
 - c) complete the project within 2 months (stage one) or 4 months (stage two) of notification that the application has been successful, unless otherwise stated
 - d) advise DTESB of all project changes immediately
 - e) fulfil all reporting and acquittal requirements as per the funding agreement.

Payments, GST and reporting

13. Grants are subject to GST. The grant amount sought will be GST exclusive.
14. The total amount of funding committed to the applicant's project will be paid by DTESB directly to the consultant or service provider on DTESB's acceptance of a final report detailing the outcomes of the project, a copy of the action plan, and acquittal (due within 4 weeks of the project's completion).
15. The applicant must submit valid tax invoices to DTESB in accordance with GST legislation and reporting requirements.
16. Payments will be made via electronic funds transfer to the consultant(s) and/or service provider(s).

Other

17. DTESB reserves the right to amend these conditions at any time.
18. DTESB reserves the right not to allocate the total amount of funding available in a funding round if, in the opinion of the application review panel, there are insufficient applications of suitable merit.
19. All costs associated with the preparation of applications and any associated costs will be the responsibility of the applicant.
20. Additional terms and conditions will be included in the approval letter.
21. Complaints related to the outcome of an application will be dealt with in accordance with DTESB's complaints management policy. This policy can be viewed by visiting www.dtesb.qld.gov.au.

Privacy statement

DTEBSB is collecting information to assess and coordinate grants in relation to the Queensland Entrepreneurs of Tomorrow Home-based Business Grants Program.

DTEBSB, its officers, employees, agents and subcontractors may use and disclose any of the information provided with the application to Queensland Government departments or agencies, Queensland Government bodies, non-government organisations and/or the Commonwealth, states or territories for any purpose in connection with the administration of the Queensland Entrepreneurs of Tomorrow Home-based Business Grants Program. Successful applications may also be the subject of media releases and disclosure as otherwise provided in the approval letter, the terms and conditions in the application, and the terms and conditions in these guidelines.

Submitted documents may be subject to disclosure under the *Right to Information Act 2009*, subject to the exemptions under that Act.

DTEBSB's privacy guide in relation to the treatment of personal information collected may be viewed at www.dtesb.qld.gov.au.

Disclaimer

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