

Advancing
Small Business
Queensland

Small Business Entrepreneur Grants Program
Application Guidelines

Queensland

the place for small business
to **start, grow & employ**



Queensland
Government

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Small Business Entrepreneur Grants Program

Application guidelines 2017-18 Round 3

The Small Business Entrepreneur Grants Program provides small businesses access to planning, coaching and training to help businesses get a better start.

These guidelines contain essential information on the program including eligibility, how to apply and your obligations as an applicant.

You should read these guidelines before completing an application.

About the program

The Queensland Government through the Office of Small Business (OSB), Department of Employment, Small Business and Training has made these grants available to newly started small businesses to enable them to access professional advice and support in the critical early stages of establishing a business.

The objectives of the program are to:

- support new Queensland small businesses to establish and develop
- 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 small business within Queensland
- assist small businesses to work smarter, be more innovative and work fewer hours
- result in more small businesses surviving, growing and employing staff
- create an environment that makes it easier to do business.

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

Matched funding of up to \$5 000 (excluding GST) may be provided to eligible businesses to participate in training, engage a consultant, advisor, or business coach **for up to three months** to help establish or develop the business. The minimum grant funding amount is \$1 000.

The training, advice or services must fall under one or more of the following areas:

- mentoring/coaching
- business and strategic planning
- professional business advice (information technology (IT), legal or financial)
- marketing strategy development (branding strategies, social media/digital strategies, market research).

Some implementation costs may be considered as part of an overarching and comprehensive strategy.

As part of the services, the consultant will assist with developing a business action plan for the next 12 months to support and improve the business. Developing an action plan will focus ideas and determine what steps need to be taken to achieve particular business goals. 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.

Who can apply?

All new, and recently established Queensland-headquartered small businesses can apply.

What are the eligibility criteria?

To be eligible for this grant, the business must:

- have a business name registered within the last four years
- have fewer than 20 employees at the time of applying for the grant
- have an active Australian Business Number (ABN)
- have a Queensland headquarters
- not be insolvent or have owners/directors that are an undischarged bankrupt.

Only one application will be accepted from an individual ABN or a financial beneficiary of a business for consideration under each round.

Previous successful applicants cannot reapply for funding under this grant program.

Successful applicants from this round cannot reapply for funding under this grant program in future rounds.

Unsuccessful applicants can submit a new application in subsequent rounds of the program.

What won't be funded?

There are a range of activities that will not be funded:

- project proposals delivered over a timeframe longer than three months
- projects with a total cost less than \$2 000 will not be funded, as the minimum grant funding amount that can be provided is \$1 000
- travel costs for any party
- services delivered in-kind (funding will only cover services paid for via a financial transaction)
- fees for services provided by related parties (such as companies with a common shareholding or directorship with the applicant, and employees or immediate family of the applicant)
- franchise fees or related costs
- direct-selling businesses (where sales of another business' goods or services are made in the customer's home, work or other meeting place through methods such as party plan and network marketing)
- purchase of assets, such as stock
- salaries

- general business operating costs (including bookkeeping/accounting and tax returns)
- paid advertising campaigns e.g. Google AdWords, Facebook advertising or similar expenses. The grant can cover the development of a marketing strategy but not the actual advertising cost itself
- retrospective payments for expenses already incurred prior to the grant funding approval date or for work already undertaken.

When must the project be completed?

All projects approved for funding **must be completed within three months of the date of approval**. You must advise the Office of Small Business of any variations to the project dates. If these timeframes are not met, the offer of funding may be withdrawn.

When and how can you apply?

Applications open 10 May 2018 and close on 6 June 2018. You can lodge an application online at www.business.qld.gov.au/entrepreneur.

What should you include in your application?

Your application must include:

- a detailed proposal and quote from the consultant or service provider for services delivered in up to three months
- a clear outline of how the advice or assistance will support the development of the business
- details of how the training, advice or services will build the owners business skills and abilities
- the potential outcomes for the business
- confirmation of your matched financial contribution.

If you will be using a consultant to deliver a service, a project proposal and quote from the consultant must be submitted with your application, and must include:

- the services the consultant will provide, including a breakdown of key activities
- delivery timeframes – up to three months (proposals over three months will not be funded)
- consultant/service delivery costs
- the estimated number of consulting hours for each of the key activities
- the names of the key people who will undertake the project work.

How will applications be assessed?

In addition to meeting the eligibility criteria, applications will be prioritised on:

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

What is the process?

A. Online application

Applicants are required to complete an application form online and attach the required documentation (quote/proposal from supplier and/or service provider).

B. Eligibility check

The Office of Small Business reviews all applications against the key eligibility criteria and provides the assessment panel with the applications that meet the key eligibility criteria.

C. Assessment panel

An assessment panel considers all eligible applications and provides recommendations to the delegate for approval. The delegate then considers the applications and recommendations, as well as the available funding.

The Office of Small Business may give consideration to ensuring successful applications are equitably distributed across the state and industry sectors, and to recognised Aboriginal and Torres Strait Islander businesses.

D. Applicants notified of outcome

All applicants will receive formal notification of the outcome of the application. Successful applicants will receive an approval letter advising that the delegate has approved the application. The letter will also reiterate the terms and conditions of funding.

You can expect to receive a decision within **eight weeks of close of applications**.

Successful applicants will then have **three months from the date of the approval letter to complete the project**. The Office of Small Business may withdraw the offer if the project is not completed within this timeframe.

Applicants must not begin the project or pay for the service/s, in part or full, without confirmation that the project has been approved.

After approval, successful applicants must pay for the approved service/s **in full**.

E. Acquittal

On completion of the project, successful applicants will be reimbursed for 50 per cent of the total project cost, up to the approved grant funding amount. To do this the applicant must complete and submit an acquittal report through SmartyGrants, issue a valid tax invoice to

the Department of Employment, Small Business and Training and submit copies of supplier invoices and proof of purchase for the total project cost.

The acquittal report is a simple online document providing information on the success and outcomes of the project to date, the activities undertaken, and the learnings.

Businesses will be surveyed six months after the completion of the project.

The Office of Small Business will carry out random audits on a sample of applications to ensure 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 dates and timeframes in the application process.

Dates	
10 May 2018	Applications open.
6 June 2018	Applications close at 5:00PM.

Key Timing
Application lodged at least three months prior to proposed project start date.
Applications considered and approval letter issued to successful applicants approximately two months after applications close.
Project must be completed within three months of approval letter being issued
Successful applicants must acquit projects within four months of approval letter being issued.

Funding Payment Timeframes
On completion A single payment will be made directly to the business upon acceptance of a final acquittal report, a valid tax invoice and a completed grant acquittal.
NOTE: Successful applicants will be required to provide proof of payment for all services purchased as part of this grant.

Feedback

Please note, the Office of Small Business cannot provide feedback on individual applications.

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

Frequently asked questions

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

You must:

- enter into a funding agreement with Department of Employment, Small Business and Training
- purchase the training or service/s as per the funding agreement
- deliver the project as per the funding agreement
- complete a final acquittal within one month of the project completion date
- complete a follow-up survey 6 months after the grant has been acquitted.

When will funding be available and how will payments be made?

If your application is successful, funding will be provided once you complete the project. The applicant will be reimbursed 50 per cent of the total project cost, up to the approved grant funding amount. To do this, the participating business must complete and submit an acquittal report through SmartyGrants, issue a valid tax invoice to the Department of Employment, Small Business and Training and submit copies of supplier invoice/s and proof of purchase. The funding will be paid directly to the applicant.

Can I alter my application after funding has been allocated?

If you are unable to complete the approved project, or purchase the approved service/s, you must immediately notify the Department of Employment, Small Business and Training in writing. Any change to your project will need to be reassessed to ensure funding will still be granted. If you change your project or purchase without approval, the Department of Employment, Small Business and Training can withdraw the funding.

Do I have to be operating an existing business?

Yes. Your application must be for an existing operating business.

Do I have to be located in Queensland?

Yes. The business must have a Queensland headquarters. **To demonstrate this, the 'Main Business Location' of the applicant's ABN must be listed as being in Queensland** on the [Australian Business Register](#) (ABR) at the time of application. If the ABR listing for the applying business does not list Queensland as the main business location, you must provide evidence of a Queensland headquarters in writing to grants@dtesb.qld.gov.au prior to the grant round closing. Evidence of a 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'
- or
- a letter from the applicant's accountant confirming the business has changed to a Queensland main business location.

Do I need to be registered for GST?

No.

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. The grant amount is GST exclusive.

What are my tax obligations?

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

Further information

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

Additional information for businesses

www.business.qld.gov.au has information on starting and developing businesses.

www.business.gov.au is an online government 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 government licences, permits, approvals, registrations, codes of practice, standards and guidelines you need to know about to meet your compliance responsibilities.

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
- received notification of the application outcome before commencing the project

Privacy statement

The Department of Employment, Small Business and Training collects information to assess and coordinate grants in relation to the Small Business Entrepreneur 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 Queensland Government departments or agencies, Queensland Government bodies, non-government organisations and/or the Commonwealth Government or other state or territory governments for any purpose in connection with the administration of the Queensland Business Growth Fund 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.

The Department of Employment, Small Business and Training's privacy guide in relation to the treatment of information collected may be viewed at www.dtesb.qld.gov.au.

Disclaimer

This publication has been prepared as a guide only and all reasonable steps have been taken to ensure the information contained in this publication is accurate at the time of publication. The State of Queensland accepts no responsibility and gives no warranty, guarantee or representation about the accuracy, reliability, timeliness or otherwise of the information contained within the publication. No warranties or assurances can be given about the suitability of this information for any particular purpose. The State of Queensland expressly excludes legal liability in all jurisdictions in relation to the use or reliance of any information contained in this publication. Any direct or consequential loss or damage suffered as a result of reliance on this information is the sole responsibility of the user. Persons using this information should conduct their own enquiries and rely on their own independent professional advice. This exclusion shall extend to both the user and to any other person who may suffer loss as a result of the use of material, and shall apply notwithstanding any negligence by the State of Queensland.

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