

Advancing  
**Small Business**  
Queensland

Small Business  
Entrepreneur  
Grants Program

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 2

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 Small Business Entrepreneur Grants Program. They outline who is eligible to apply for a grant, 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 Tourism, Major Events, Small Business and the Commonwealth Games (DTESB) 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 businesses within Queensland
- assist small businesses to work smarter, be more innovative and work less 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 advice must fall under one or more of the following areas:

- 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.

As part of this advice, the consultant will assist with developing a business action plan for the next twelve 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-based small businesses can apply.

## What is the eligibility criteria?

To be eligible 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 Australian Business Number (ABN)
- be based in Queensland
- not be insolvent or have owners/directors that are an undischarged bankrupt.

The participating business must provide the Office of Small Business a project report on completion of the project detailing how the funds were spent and the impact it has had on the business.

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

Only one application will be accepted from an individual ABN or business address.

**Successful applicants cannot reapply for funding under this grant program.**

Unsuccessful applicants will be able to submit a new application in subsequent rounds of the program.

## What won't be funded?

The grant is specifically aimed at funding businesses to engage a consultant, advisor, or business coach, therefore there are a range of activities that will not be funded.

- project proposals delivered over a timeframe longer than three months
- the minimum grant funding amount is \$1 000 therefore projects with a total cost less than \$2 000 will not be funded
- 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 common shareholdings 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’s goods or services are made in the customer’s home, work or other meeting place through methods such as party plan
- 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
- retrospective payments for expenses already incurred or 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 25 October 2017. You can lodge an application online at [www.business.qld.gov.au/entrepreneur](http://www.business.qld.gov.au/entrepreneur).

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 [grants@dtesb.qld.gov.au](mailto:grants@dtesb.qld.gov.au) and you will be contacted about other options.

## What should you include in your application?

Your application must include:

- a detailed proposal and quote from the consultant for services delivered in up to three months
- clear outline of how the advice or assistance will support the development of the business
- how the advice or assistance will build the owners business skills and abilities
- what the potential outcomes for the business will be
- 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 include:

- the services the consultant will provide, including a break-up 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, all applications must demonstrate:

- 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
- potential business improvements
- value for money.

## What's the process?

All applications will undergo an initial eligibility and compliance check.

An assessment panel will then consider eligible applications and 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 **six weeks of close of applications**.

The Office of Small Business may also give consideration to ensuring successful applications are equitably distributed across the state and industry sectors, and to recognised Aboriginal and Torres Strait Islander businesses. Once the funds for a round have been exhausted no further grants will be made in that round.

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.**

The participating business must pay for the approved service/s in full. On completion of the project, the participating business will be reimbursed for 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 Tourism, Major Events, Small Business and Commonwealth Games and submit copies of supplier invoices and proof of payment.

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 6 months after the completion of the project.

The Office of Small Business will carry out random audits of 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 2017–18 dates and timeframes in the application process.

Dates	
<b>25 October 2017</b>	Applications open.
<b>21 November 2017</b>	Applications close at 5:00PM.

Timeframes	
<b>3 months</b>	Number of months in which the services should be paid for and the project must be completed after an approval letter is issued
<b>4 months</b>	Number of months in which the funding must be acquitted from the date on the approval letter
<b>6 months</b>	Number of months after project completion in which the business must complete a short survey on the impact the project has had on the business.

Funding Payment Timeframes	
<b>On completion</b>	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 regarding the outcome of an application will be dealt with according to the Department of Tourism, Major Events, Small Business and the Commonwealth Games complaints management policy. To view this policy, visit [www.dtesb.qld.gov.au](http://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 Department of Tourism, Major Events, Small Business and the Commonwealth Games
- purchase the service/s as per the funding agreement
- deliver the project as per the funding agreement
- provide a final project report and grant acquittal within 4 weeks of the project's completion
- complete a follow-up survey 6 months after the grant has been acquitted.

### When will funding be available?

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 a maximum of the amount approved, on receipt of a copy of a valid tax invoice and proof of payment of the total project cost. 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 Tourism, Major Events, Small Business and the Commonwealth Games 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 Tourism, Major Events, Small Business and the Commonwealth Games can withdraw the funding.

### Do I have to be operating an existing business?

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

### Do I have to be located in Queensland?

Yes.

### Do I need to be registered for GST?

No.

### How will payments be made?

The participating business must pay for the approved service/s in full. On completion of the project, the participating business will be reimbursed for 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 Tourism, Major Events, Small Business and Commonwealth Games and submit copies of supplier invoice/s and proof of purchase.

### Will I be reimbursed for GST spent?

No. Grants are not subject to GST. The grant amount sought will be GST exclusive. Grant funding will not compensate for GST spent.



### 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.

### If I have problems with submitting my application?

Before contacting the Office of Small Business on 13 QGOV or SmartyGrants on (03) 9320 6888, please ensure you have answered all the mandatory questions in the application.

## 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](mailto:grants@dtesb.qld.gov.au).

## Additional information for businesses

The Queensland Government's Business Queensland website has a wealth of information on starting and running a business. Visit [www.business.qld.gov.au](http://www.business.qld.gov.au) to find out more.

You can also visit [www.business.gov.au](http://www.business.gov.au), an Australian Government online resource for the Australian business community.

To find answers to your tax questions, go to [www.ato.gov.au](http://www.ato.gov.au)

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 [ablis.business.gov.au](http://ablis.business.gov.au).

## My checklist

- Read and understand the guidelines
- Source a quote for the services
- Complete the online application form
- Read and understand the terms and conditions in the application form
- Submit your application
- Wait for notification – email advising if successful or unsuccessful
- If successful, pay for the service/s
- Submit acquittal report, proof of purchase and request for reimbursement

## Privacy statement

The Department of Tourism, Major Events, Small Business and the Commonwealth Games is collecting information to assess and coordinate grants in relation to the Small Business Entrepreneur Grants Program.

The Department of Tourism, Major Events, Small Business and the Commonwealth Games, 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 Small Business Entrepreneur 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.

The Department of Tourism, Major Events, Small Business and the Commonwealth Games privacy guide in relation to the treatment of personal information collected may be viewed at [www.dtesb.qld.gov.au](http://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 himself or herself 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.

# Advancing Small Business Queensland

## Find out more

To find out more about the Advancing Small Business Queensland Strategy, visit <https://www.dtesb.qld.gov.au/smallbusiness>

Connect with Business Queensland:

 [smallbusiness@dtesb.qld.gov.au](mailto:smallbusiness@dtesb.qld.gov.au)

 [business.qld.gov.au](http://business.qld.gov.au)

 [facebook.com/businessqldgov](https://facebook.com/businessqldgov)

 [linkedin.com/company/business-queensland](https://linkedin.com/company/business-queensland)

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