

# Small Business Adaption Grant Guidelines

The guidelines contain essential information on the purpose of the grant including eligibility, how to apply and your obligations as an applicant. You should read these guidelines before completing an application.

## Overview

Small businesses are vital to Queensland's economy through their contribution to the prosperity of the regions and job creation, which in turn fosters more sustainable communities. They represent around 97 per cent of all businesses and employ over 970,000 people, or 45 per cent of the private sector workforce in Queensland. As a result, any economic downturn will have a significant impact on the labour market and local communities.

The COVID-19 pandemic is having significant impacts on the ongoing viability of Queensland small businesses, including income, activity and supply chains.

In response, the Queensland Government has announced a **Worker Assistance Package** that aims to assist employees and businesses who have lost their jobs or income as a result of the impacts of the COVID-19 pandemic.

A key part of the *Worker Assistance Package* is the **Small Business Adaption Grant Program** (the Program), which will assist small businesses in Queensland with a payroll less than \$1.3 million who have been forced into hibernation, or those who have experienced a significant structural adjustment or forced re-pivoting of their business operations as a result of the pandemic.

The Program will be administered by the Department of Employment, Small Business and Training (DESBT).

## About the program

The objective of the Program is to support small businesses subject to closure or highly impacted by the COVID-19 shutdown restrictions to adapt and sustain their operations, and build resilience.

The Program aims to see small and micro businesses:

- prepare for the safe resumption of trading in the post COVID-19 recovery;
- access digital technologies to rebuild business operations and transition to a new way of doing business;
- respond to online opportunities, where possible, to sustain employment and maintain potential for longer-term growth;
- upskill and reskill business owners and staff to benefit from new technologies or business models;
- embrace business diversification to adapt and sustain operations; and
- create or retain employment.

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

The available grant amount is up to a maximum of \$10,000 per eligible small or micro business.

Grant funds can be used towards the following activities:

- financial, legal or other professional advice to support business sustainability and diversification;
- strategic planning, financial counselling or business coaching aligned to business sustainability and diversification;
- building the business through marketing and communications activities, such as content development (web pages, mobile apps, visual and audio media etc.);
- digital/technological strategy development;
- digital training or re-training to adapt to new business models;
- capital costs associated with meeting COVID-19 safe requirements;
- specialised digital equipment or business specific software to move business operations online (e.g. logistics program for online ordering); and
- meeting business costs, including utilities, rent.

Please note that grant funds can be used towards any of the above activities occurring from **23 March 2020** onwards, keeping in mind that the project must be completed within a maximum of six months from the date of approval.

Applying small and micro businesses must meet the eligibility and assessment criteria to be considered.

## Who can apply?

All small businesses and micro businesses registered and operating in Queensland can apply, as well as those small businesses and micro businesses who may be operating outside of Queensland but have a Queensland headquarters.

## What are the eligibility criteria?

To be eligible for this grant, the small or micro business must:

- have been subject to closure or otherwise highly impacted by the shutdown restrictions [announced by Queensland's Chief Health Officer on 23 March 2020](#);
- demonstrate that business revenue has experienced a significant decline since 23 March 2020 over a minimum one-month period due to the onset and management of COVID 19;
- employ staff and have fewer than 20 employees at the time of applying for the grant;
- have a valid Australian Business Number (ABN) active as at 23 March 2020;
- be registered for GST;
- have a Queensland headquarters;
- have an annual turnover over \$75,000 for the last financial year;
- have a payroll of less than \$1.3 million; and
- 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.**

## What won't be funded?

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

- applications with a total cost less than \$2,000;
- business costs otherwise supported by other Queensland and Commonwealth Government financial assistance measures;
- salaries;
- services delivered in-kind (grant funding will only cover services paid for via a financial transaction);
- purchase of business assets, such as stock or fleet vehicles/machinery;
- fees for services and/or goods provided by related parties (such as companies with common shareholdings or directorship with the applicant, and employees or immediate family of the applicant);
- 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); and
- goods or services purchased, or any payments made, prior to 23 March 2020.

## When and how can you apply?

The program is now open. You can lodge an application online at [www.business.qld.gov.au/adaption-grant](http://www.business.qld.gov.au/adaption-grant).

An applicant must only submit the applicant's own original answers. Applications that are found to have been derived from a third party will be considered invalid. An applicant who does not properly comply with the application process will be ineligible to receive the grant or receive funding under further Programs run by DESBT.

## What should you include in your application?

Your application must include:

- a statement describing how the funding will contribute to your small business during the COVID-19 crisis in terms of employment retention or outcomes, business capability and resilience, continuity, diversification, and/or digital capability of the business;
- evidence to demonstrate that business revenue has experienced a minimum 30 per cent decline since 23 March 2020 over a minimum one-month period due to the onset and management of COVID 19 (e.g. BAS statement, dated accountant letter on letterhead from a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants);
- invoice and/or receipt of purchase if related to the purchase of specialised digital equipment or business specific software on or after 23 March 2020;
- declaration of employee head count;
- evidence of annual turnover; and
- evidence of annual payroll.

## How will applications be assessed?

In addition to meeting the eligibility criteria, applications will be assessed against:

- funding availability – applications will be processed on a first come, first serve basis, and therefore not all applications will be successful;
- submission of a complete application form, with all requested supporting documentation included (i.e. your application must contain the requested supporting documentation, otherwise you will be contacted to provide appropriate evidence and this may delay your application's progress); and
- value for money, as determined by DESBT.

A final decision will be made based on this information and the information contained within the application.

The Program Terms and Conditions allow DESBT to validate and check the authenticity of applications and the applicant's details at any time. Applicants who are awarded the grant must refund the grant to DESBT if the grant is subsequently found to be based on an invalid application.

## What's the process?

### A. Online application

Applicants are required to complete an application form online via the SmartyGrants platform and attach the required documentation as outlined in the *What Should You Include in Your Application* section.

### B. Eligibility check

DESBT will review all applications against the eligibility criteria to determine compliant applications.

### C. Assessment

DESBT will assess compliant applications and determine the amount of funding allocated to the applicant. The delegate will then consider the applications and approve applications against the available funding.

### D. Applicants notified of outcome

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

**Applicants must not pay for the service/s, in part or full, without confirmation the funding has been approved, notwithstanding the allowance of retrospective payments from 23 March 2020.**

After approval, successful applicants will receive 100 per cent of the eligible funding amount approved.

### E. Acquittal

Applicants will have six months to complete their projects after receiving approval for the funding, and must acquit the total amount of funding received within one month of completion. Applicants must complete and submit an acquittal report through SmartyGrants and submit copies of supplier invoices and proof of purchase for the total project cost.

The acquittal form 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 Program.

## Other conditions

Applications received, including material and supporting documents accompanying the applications, shall not be returned to the applicant. Please keep copies of any documents that you may need for other purposes.

DESBT may change the Program guidelines, or cancel or vary the application process, at any time without consultation.

DESBT reserves the right not to allocate the total amount of funding available for the Program if there are insufficient eligible applications. Likewise, DESBT can close the funding available at any time if the funding allocation is exhausted.

DESBT will require all successful applicants to form a grant funding agreement. The grant funding agreement will be formed in accordance with the Program Terms and Conditions. The grant funding agreement will set out the payment and program terms and conditions, and a warranty from the successful applicant regarding the accuracy of the material and statements submitted to DESBT as part of that application.

Applicants will be subject to audit by the Queensland Government (or its representatives) and will be required to produce evidence at the request of the Queensland Government for a period of four years after the grant has been approved.

If it is found that false or misleading information has been provided in the application process or in the supporting documentation, or grants are not used in accordance with the terms of funding as outlined in these guidelines and in the Program Terms and Conditions, DESBT may take further action, including asking for a refund of some or all of the grant funding or pursue other options, including legal recourse.

The decision of DESBT is Firm and Final. There is no avenue for appeal of decisions per the Program Terms and Conditions.

## Application timeframes

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

Dates	
19 May 2020	Applications open
	Applications close when funds have been exhausted

Key timing	
	An approval letter will be issued to successful applicants once applications have been assessed and approved.
	On approval, the approved grant amount will be paid directly to the applicant's business bank account.
	Successful applicants have six months to complete the project after approval letter being issued.
	<b>NOTE:</b> DESBT processes grant payment requests in order of receipt and endeavours to pay grant funding within 2 weeks of receipt of compliant documentation and issuing an approval letter. Successful applicants will be required to provide proof of payment for 100% of all products and services purchased as part of this grant.

## Further information

For more information about the grants or advice on your application, please contact the **Small Business Hotline** on **1300 654 687** or email [adapt@desbt.qld.gov.au](mailto:adapt@desbt.qld.gov.au).

Complaints about the outcome of an application will be dealt with according to [Department of Employment, Small Business and Training's complaints management policy](#). There is no avenue for appeal of grant decisions under this grant, as per the Terms and Conditions.

## Additional information for businesses

Please refer to our Frequently Asked Questions section on the Business Queensland website at [www.business.qld.gov.au/adaption-grant](http://www.business.qld.gov.au/adaption-grant).

### Support available in response to COVID-19

The Queensland Government has developed a number of responses aimed at businesses affected by COVID-19. Current Queensland and Australian Government support information is included on the Business Queensland website [www.business.qld.gov.au](http://www.business.qld.gov.au) and the DESBT website [www.desbt.qld.gov.au](http://www.desbt.qld.gov.au).

Please note that all of the latest updates are available on the [Business Queensland](#) website and it is suggested that you regularly visit this site to stay in touch with the most up to date information. You can also follow Business Queensland on [Facebook](#), [LinkedIn](#), [Twitter](#), [Instagram](#) and [YouTube](#) for further updates.

DESBT is here to listen and support where we can. We will help you navigate through all the available information. You can also contact the **Small Business Hotline 1300 654 687** to discuss your situation and options available or email [grants@desbt.qld.gov.au](mailto:grants@desbt.qld.gov.au).

## Privacy statement

The Department of Employment, Small Business and Training is collecting your personal information to assess and coordinate grants in relation to the Small Business Adaption Grant Program.

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 third parties including Queensland government departments and agencies; Commonwealth government departments and agencies; other state or territory government departments and agencies and non-government organisations for purposes associated with administration of the Small Business Adaption Grant Program.

Information relating to successful grant applicants may also be the subject of disclosure such as media releases as otherwise provided in the approval letter, the terms and conditions in the application, and the terms and conditions in these guidelines.

The Department of Employment, Small Business and Training or the Minister responsible for the Small Business portfolio may publish information relating to grant recipients such as business name, funding amount and suburb/postcode on government websites and other details in the course of publicising the outcomes of the grants program which may include details of outcomes achieved from the recipient's grant. Information may be disclosed to third parties for promotion and research purposes

The Department of Employment, Small Business and Training and the Minister will only use your information for these purposes. Your personal information will be handled in accordance with the Information Privacy Act 2009 and will not otherwise be used or disclosed unless authorised or required by law.

The Department of Employment, Small Business and Training's privacy guide in relation to the treatment of information collected may be viewed at [www.qld.gov.au/legal/privacy](http://www.qld.gov.au/legal/privacy).

## 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.

