



GOODMAN  
CHARTERED ACCOUNTANTS

## SMALL BUSINESS COVID-19 ADAPTION GRANT PROGRAM – QUEENSLAND STATE GOVERNMENT

The Queensland State Government have just released a Grant Program to aid businesses who have been affected by the COVID-19 shutdowns. Applications are now open. Please read the following to determine if you are eligible to apply. At the time of writing, 903 applications have been received with 9% of the funds requested.

**Applications opened on 19 May 2020 and close at 5pm on 30 June 2020.**

The objective of the program is to support small businesses subject to closure or highly impacted by the coronavirus shutdown restrictions announced by the Queensland Government, 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 new ways 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
- Create or retain employment.

### AVAILABLE FUNDING

The available grant amount is up to a maximum \$10,000 per eligible small or micro business. In recognition of the significant impacts of COVID-19 on small businesses, the funding can be used towards the following:

- Financial, legal or other professional advice to support business sustainability and diversification
- Strategic planning, financial counselling or business coaching aligned to business development and diversification
- Building the business through marketing and communications activities, for example, 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)
- Meeting business costs, including utilities, rent

Note: Grant funds can also be used towards any of the above activities occurring from 23 March 2020 onwards, keeping in mind the project must be completed within a maximum of 6 months from the date of the approval.

Once the program budget has been fully allocated, applications for the program will close. It is estimated approximately 10,000 small businesses will be supported through this program.

### WHAT WON'T BE FUNDED

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

- Applications with a total cost of 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 other businesses' 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.

## ELIGIBILITY CRITERIA

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

To be eligible, the business **must**:

- Have been subject to closure or otherwise highly impacted by current shutdown restrictions announced by the Queensland's Chief Health Officer on 23 March 2020
- Demonstrate that business revenue has been significantly impacted since 23 March 2020 over a minimum 1-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 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
- Not be insolvent or have owners/directors that are an undischarged bankrupt.

**Only 1 application will be accepted from an individual ABN or a financial beneficiary of a business.**

Successful applicants cannot reapply for funding under this grant program.

## APPLYING FOR THE GRANT

To apply, complete the following steps:

1. Read the eligibility criteria
2. Read the [applications guidelines](#), [terms and conditions](#) and [FAQ's](#)
3. Apply using the SmartyGrants link: <https://dtesb.smartygrants.com.au/adapt>. A preview of the application form can be downloaded from that link.

### A. ONLINE APPLICATION

Applicants are required to complete an application form via the SmartyGrants platform and attach the required documentation as outlined in the *What you should include in your application* section.

### B. ELIGIBILITY CHECK

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

### C. ASSESSMENT

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

- Funding availability – applications will be processed on a 'first come, first served' 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)

- Value for money, as determined by the DESBT.

#### 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 that DESBT has approved the application. The letter will also reiterate the terms and conditions of funding.

**Applicants must not pay for the services, in part of 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% of the eligible funding amount approved.

#### E. AQUITTAL

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.

Grant recipients may be subjected to a random audit by DESBT 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 to DESBT some or all of the grant funding.

## WHAT SHOULD YOU INCLUDE IN YOUR APPLICATION?

Your applications 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% 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 from a member of CPA Australia, Chartered Accountants Australia & New Zealand and 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.

## CONTACT US

Our Office remains open for business however, we have closed the doors to the public and our Accountants are now working remotely from home until the Government allows us to return to work in the Office. Please phone the office on 07 4038 8888 and Angela will arrange for the Accountant to call you back, or alternatively email us at: -

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**Return phone calls from the Accountant will display as unknown number.**

**You can now find us on [Facebook](#) and [Instagram](#), and we will be posting updates regularly to keep you informed.**

**If you are satisfied with our service, please do us the honour of leaving a review!**

We are here to support all of our clients and provide advice regarding your particular situation.

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