

Small Business Disaster Recovery Grants

Application guidelines

The Small Business Disaster Recovery Grants program (the Program) will provide \$3 million for up to two years for small businesses impacted by the North and Far North Queensland Monsoon Trough (Monsoon Trough) disaster event that occurred from 25 January to 14 February 2019. This assistance will enable eligible small businesses to engage expertise to help them recover and rebuild business confidence.

Overview and objectives

Small businesses are vital to Queensland's economy through their contribution to the prosperity of the regions and job creation, which fosters more sustainable communities.

Natural disasters, such as the Monsoon Trough, negatively affect small business with effects felt throughout communities. The viability of local communities is at risk when there are significant impacts to industry, income and activity for small businesses, including the supply chain.

DESBT's services and initiatives play a key role in the Queensland Government's objectives for *Our Future State: Advancing Queensland's Priorities* by supporting small business.

DESBT aims to support North Queensland's small businesses affected by the Monsoon Trough by providing small business disaster grants to assist with recovery. The principal goals of the Program are to:

- provide access to expertise and advice to rebuild business confidence and increase resilience for the future
- promote new skills to reduce potential labour rationalisation during current and future recovery efforts
- provide funding to support building, plant and equipment repairs as a flood-proofing measure (specific eligibility criteria applies – refer Table 1)
- enhance business sustainability to minimise future effects of natural disasters.

How much funding is available and what can it be used for?

Funding up to \$10,000 (excluding GST) is available to eligible businesses under the Program.

A single grant payment will be made directly to the business, and grant recipients will be required to submit receipts to demonstrate how grant funding was used no more than six months after an application has been approved.

Resilience Funding

Funding is available to support small businesses to engage a business consultant, mentor, coach or advisory service. Expertise and advice will be provided to assist with business

recovery and resilience for future disaster events. Funding may also be available to support retraining of owners, managers or staff to implement sustainability or recovery plans.

Building, Plant and Equipment Repair Funding

Funding may also be available for building, plant and equipment repairs for small businesses as a flood-proofing measure – specific eligibility applies (see Table 1). This funding will only be provided to businesses who:

- were directly inundated
- were eligible to receive Category C or B funding (Disaster Assistance Small Business Loans) under the DRFA
- are located in one of the Local Government Areas (LGAs) outlined in Table 1 as eligible locations for this assistance.

Who can apply and what is the eligibility criteria?

These grants are available to established small businesses severely impacted by the Monsoon Trough.

Table 1: Eligibility

Category of DRFA Assistance	Eligible LGA	Resilience \$10,000	Repairs \$10,000	Assessment required
Received Category C assistance (directly inundated; approved for Special Disaster Recovery Grant)	Cloncurry Shire Council Flinders Shire Council McKinlay Shire Council Richmond Shire Council Townsville City Council	✓	✓	No eligibility assessment for Resilience funding – deemed as eligible due to receipt of Category C assistance To be eligible for Repair funding, small business must have exhausted the DRFA payment of \$50,000 and have any insurance assessment completed. <u>Evidence Required for Repair Funding:</u> Evidence of acquittal of DRFA funding e.g. acquittals provided; letter from QRIDA/QRA Evidence of completed insurance assessment e.g. letter from insurance company
Not eligible Category C assistance (indirectly impacted)	Cloncurry Shire Council Flinders Shire Council McKinlay Shire Council Richmond Shire Council Townsville City Council	✓	X	Suffered indirect loss as a result of the natural disaster e.g. unable to operate under normal day-to-day business arrangements. Examples of evidence required: <ul style="list-style-type: none"> • evidence of closure e.g. web page notices; notices in papers; road closures • financial statements detailing loss of income within and immediately after monsoon event dates • statutory declaration stating business suffered loss of trade
Eligible to receive Category B assistance; Not eligible Category C (directly inundated, approved for Disaster Assistance Small Business Loan)	Burdekin Shire Council Burke Shire Council Carpentaria Shire Council Charters Towers Shire Council Croydon Shire Council Douglas Shire Council Etheridge Shire Council Hinčinbrook Shire Council Winton Shire Council	✓	✓	To be eligible for Repair funding, small business must have any insurance assessment completed. <u>Examples of evidence required:</u> <ul style="list-style-type: none"> • Photographs of damage • Insurance Claims assessed • Statutory declaration stating business suffered loss of trade • Letter outlining Category B assistance if received

Category of DRFA Assistance	Eligible LGA	Resilience \$10,000	Repairs \$10,000	Assessment required
Not eligible Category B or C assistance (indirectly impacted)	Burdekin Shire Council Burke Shire Council Carpentaria Shire Council Charters Towers Shire Council Croydon Shire Council Douglas Shire Council Etheridge Shire Council Hinchinbrook Shire Council Winton Shire Council	✓	X	Suffered indirect loss as a result of the natural disaster e.g. unable to operate under normal day-to-day business arrangements. Examples of evidence required: <ul style="list-style-type: none"> evidence of closure e.g. web page notices; notices in papers; road closures financial statements detailing loss of income within and immediately after monsoon event dates statutory declaration stating business suffered loss of trade

Additional criteria required to be eligible for this grant include that the business must:

- have fewer than 20 employees on 1 January 2019
- have an [Australian Business Number \(ABN\)](#) and be [registered for GST](#)
- not have an owner or director who is an undischarged bankrupt or insolvent.

Only one application will be accepted from a business owner, individual ABN or business address for each funding stream.

What activities are not funded?

The following activities are not funded:

- leasing temporary premises to resume operations
- fees for services or products provided by related parties (such as companies with common shareholdings or directorship with the applicant, and employees or immediate family of the applicant)
- shareholder or franchise fees
- salaries
- general business operating costs (including bookkeeping/accounting and tax returns)
- purchase of assets, such as plant, equipment or stock, unless essential to resuming operations of the small business
- advertising or marketing costs.

Small businesses who are only eligible and approved to receive resilience funding under the Program are unable to use the funding for building, plant or equipment repairs and vice versa.

What should you include in your application?

Resilience Funding Application

Your application must include:

- supporting evidence as outlined in Table 1
- a detailed quote from the business consultant, mentor, coach or advisory service who will be providing the assistance for which you are seeking funding
- details of the impact the Monsoon Trough has had on your business
- a declaration of employee head count
- ASIC or ACNC Current Extract.

The project proposal and quote from the consultant must be submitted with your application and should include:

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

Repairs Funding Application

Your application must include:

- supporting evidence as outlined in Table 1
- a detailed quote from the repairer (builder, repair company or similar) who will be undertaking the building, plant and/or equipment repairs
- if repairs already undertaken and paid for, receipt/s demonstrating evidence of payment by the owner or business (with dates on receipts to be post-25 January 2019)
- details of the impact the Monsoon Trough has had on your business
- a declaration of employee head count
- ASIC or ACNC Current Extract.

What is the process?

A. Online application

Funding under the Program will be allocated through an expression of interest process, limited to small businesses in Queensland impacted by the Monsoon Trough and located within the eligible LGAs in Table 1.

Applicants are required to complete an application form online via the SmartyGrants platform via an entry point at www.business.qld.gov.au/recovery. Your application must outline how you intend to use grant funding to support your small business recovery and attach the required documentation (as outlined above and in Table 1).

If you cannot submit an application online, telephone 1300 369 935 or email your details to grants@desbt.qld.gov.au or info@desbt.qld.gov.au and you will be contacted about other options.

B. Eligibility check

DESBT will only assess those applications that meet the key eligibility criteria.

C. Assessment

All eligible applications will be considered. The delegate will then consider the applications and make recommendations for approval against the available funding.

D. Applicants notified of outcome

DESBT will assess eligible applications against the eligibility criteria and determine the amount of funding allocated to the applicant. The Department aims to respond to applicants within two weeks following submission of an eligible and complete application with all satisfactory evidence and supporting documentation attached.

Successful applicants will then have **six months from the date of the approval letter to complete the project**. DESBT may withdraw the offer if the project is not completed within this timeframe.

E. Acquittal

You must keep all tax invoices, receipts and other documentation to verify you have spent the funds for the approved purpose and justify the expenditure. Once grant funding is spent, evidence and justification of how the funds were spent must be submitted as part of your acquittal.

Tax invoices and receipts must be dated after the approval date of the grant. However, if **approved** by DESBT to receive Repairs funding only and those repairs have already been completed, tax invoices and receipts must be dated post-25 January 2019.

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

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 Small Business Recovery Grants Program if there are insufficient eligible applications. Likewise, DESBT can close the funding available at any time if the funding allocation is exhausted.

Where it is found that false or misleading information has been provided, DESBT may take further action, including asking for a refund of some or all of the grant funding.

Disclosure and publication

By submitting an application, the applicant:

- a) acknowledges that submitting an application does not guarantee the applicant will be eligible to receive a grant. Selection of the applicant for a grant shall be at DESBT's sole and absolute discretion
- b) DESBT makes no representations or warranties regarding the qualifications and experience of the available consultants, repairers or service providers, or the information sources contained in the guidelines. The applicant shall make its own enquiries before deciding whether the particular consultant, repairer or service provider chosen is suitable for the applicant's needs.

Application timeframes

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

Dates and timeframes	
29 May 2019	Applications announced
10 June 2019	Applications open
10 June 2021	Applications close (DESBT may close before this date if the funding allocation is exhausted)

Funding Payment Timeframes	
On approval	100% of the grant amount will be paid upon approval by DESBT
6 months	Funding must be acquitted within 6 months after approval letter is issued.

Feedback

DESBT cannot provide feedback on individual applications. Complaints about the outcome of an application will be dealt with according to DESBT's complaints management policy. To view this policy, visit <https://desbt.qld.gov.au/contact-us>.

Further information

For more information about the grants or advice on your application, call 1300 369 935 or email grants@desbt.qld.gov.au.

Privacy statement

DESBT is collecting information to assess and coordinate grants in relation to the Small Business Recovery Grants Program. DESBT, 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 Recovery 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.