

# News Alert: \$100m Small Business Adaption Grant Program Now Open

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Queensland small businesses can now apply for a grant of up to \$10,000 under an announcement from the Queensland Government on 19 May 2020 as outlined in Queensland's Economic Recovery Strategy.

The grant is designed to support small businesses who have been affected by the COVID-19 shutdown restrictions. The funding will be used to assist businesses to get back on their feet and to adapt to a new way of doing business.

***Applications are being considered on a first in first assessed basis and the program will close when allocated funding has been exhausted. Eligible business owners should act now to avoid missing out.***

## Eligibility Criteria

To be eligible, a business must:

- be a small or micro business with their headquarters located in Queensland
- have an annual turnover over \$75,000 for the last financial year and be registered for GST
- employ staff and have fewer than 20 employees at the time of applying for the grant, with a payroll of less than \$1.3 million
- have been subject to closure or otherwise highly impacted by current shutdown restrictions
- be able to demonstrate that business revenue has been significantly impacted since 23 March 2020 over a minimum 1-month period
- have a valid Australian Business Number (ABN) active as at 23 March 2020
- not be insolvent.

## What can the funds be used for?

While the funding can be used for a variety of activities, the purpose of the grant is to assist businesses who are reviving or adapting their existing models, to make them sustainable in this new business environment. Therefore, when completing the application process, you should be mindful that the below activities have been specifically listed as approved for funding:

- 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 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 approval.

## Application Process

Applications are open now and will remain open until the funding has been exhausted. The process will be conducted online via the [SmartyGrants](#) link.

Ensure you have all your documentation ready before you start the process. This will include:

- documentation of your financial data (e.g. BAS, tax return or dated accountant letter on letterhead)
- evidence you meet the eligibility criteria (e.g. copy of ASIC Company Statement, evidence of annual payroll, declaration of employee headcount)
- proposal quotes, invoices and receipts that support your proposed use of the grant funding.

You can find out more about these requirements by reading the below documentation:

[Application Guidelines](#)

[Terms and conditions](#)

[FAQs](#)

A copy of the application form can be found [here](#).

If you need assistance with the application process or have further questions, please don't hesitate to contact our office.

If you have any questions or would like more information, please contact our office:

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