

Small Business COVID-19 Adaption Grant Program – Round 2

Application tips

The Small Business COVID-19 Adaption Grant application form will ask you a series of questions and require you to upload files. Sections of the application form may include:

Eligibility

These are important questions that determine your eligibility for a grant. As part of these questions you'll need to provide evidence and upload documentation to show that your business has an annual turnover of more than \$75,000.

Evidence must be one of the following:



- Business Activity Statement (BAS)
- Tax Return for the business
- CPA Accountant's letter declaring turnover
Please make sure your accountant includes their CPA registration number

Impact of COVID-19

This section of the application form looks at how your business has been impacted by COVID-19. You will need to demonstrate that your business has experienced a 30% reduction in turnover from 23 March 2020 for a period of at least one month.

Evidence must be one of the following:



- Business Activity Statement (BAS) clearly showing reduction – for example BAS submissions over two quarters
- Financial reports clearly showing a reduction in turnover
- CPA Accountant's letter declaring impact as above
Please make sure your accountant includes their CPA registration number. The accountant's letter can cover both turnover and impact requirements.

Applicant contact details

We'll need your contact details! Please note that these must be the contact details of the business applying.

Quick tips:



- Make sure you've got your Australian Business Number (ABN) on hand when you're completing your application.
- You must be able to show us that your business is registered for **GST** and has a **Queensland address**. (Refer to the guidelines for more details.)

Business details

Along with contact details we'll also need information about your business, particularly:

- financial performance (including annual turnover and gross profit data)
- who owns the business (including questions about diversity)
- how many employees your business has (noting that you need to employ staff and have fewer than 20 employees at the time of applying for the grant).

Quick tips:



- Have your financial reports for 2019/20 ready and on hand to enter this information in quickly.
- These questions are mostly for data collection, so we know which Queenslanders are accessing funding support.

Understanding more on the impact of COVID-19 on your business

In this section of the form we're seeking information about how COVID-19 impacted your business, including:

- staff reductions
- lost trading
- financial losses.

Quick tips:



- Start thinking about the impact of COVID-19 in terms of facts and figures. Have you been collating data and statistics?
- These questions help us understand the impact of COVID-19 on Queensland small business.

What your business would do with the grant funding \$

In this section of the form you will need to describe and upload important documents about how the business will use the funding. Key points to cover include:

- type of spending – is it an operating cost or a digital project?
- project description along with start and finish dates.

Evidence:



- Don't forget to include the all-important evidence for your project! **An external quote/proposal/invoice/receipt is required.**
- Make sure the external quote/proposal/invoice/receipt is reputable. Does it have a visible supplier ABN, company logo and website details? Does it clearly outline the cost of activities and product specifications?

Quick tips:



- Make sure your activity is eligible and complies with the guidelines. **Stock, salaries and/or super payments are NOT allowed.** Check the guidelines to make sure you are applying correctly.
- Have the bank details of the business applying for the grant ready. (This isn't mandatory but is helpful.)

Declarations

Before submitting your application, you'll need to complete this section to confirm that your application is true and accurate.