

2021 COVID-19 Business Support Grants

Guidelines

These guidelines include essential information you should read before completing an application. Please note that further information on one-off grants for non-employed businesses under this support program is separately available on the Business Queensland website.

About the Program

The Queensland Government supports businesses and not for profit organisations across the state through a range of initiatives. The 2021 COVID-19 Business Support Grants program supports eligible **employing Queensland small and medium businesses and employing Queensland not for profit organisations** that are impacted by lock downs taking effect during August 2021 in response to COVID-19 outbreaks. This includes the South-East Queensland lock down that commenced on 31 July 2021 and the Cairns and Yarrabah lock down that commenced on 8 August 2021 and any other lock downs that may occur in the month of August 2021.

Noting the impact COVID-19 has had on the Tourism and Hospitality sector, this program is also available for **employing Queensland large businesses and not for profit organisations in the hospitality and tourism sector** state wide, subject to meeting eligibility criteria.

The Program is jointly funded by the Commonwealth and Queensland Governments and will be administered by the Queensland Government.

What payments are available?

Eligible applicants will receive grant funding as follows:

- A **\$10,000** grant to employing small businesses and not for profit organisations with an annual payroll of less than \$1.3 million;
- A **\$15,000** grant to employing medium sized businesses and not for profit organisations with an annual payroll between \$1.3 million and \$10 million (inclusive);
- A **\$30,000** grant to employing large sized tourism and hospitality focused businesses and not for profit organisations with an annual payroll of more than \$10 million.

Who can apply?

Employing Queensland small businesses and not for profit organisations:

- turnover of more than \$75,000 per annum and have an annual payroll of less than \$1.3 million
- not restricted to lock down areas

Employing Queensland medium sized businesses and not for profit organisations:

- turnover of more than \$75,000 per annum and have an annual payroll of between \$1.3 million and \$10 million
- not restricted to lock down areas



Employing Queensland large tourism and hospitality businesses and not for profit organisations:

- businesses and not for profit organisations operating in the tourism and hospitality sector ([link to ANZSIC Codes](#))
- turnover of more than \$75,000 per annum and have an annual payroll of more than \$10 million
- not restricted to lock down areas

AND

The business or not for profit organisation has been impacted by restrictions to limit or stop operating or has been otherwise affected by a lock down event detailed in:

- *Restrictions for Locked Down Areas (South-East Queensland) Direction* made on 31 July 2021 (revoked);
- *Restrictions for Locked Down Areas (South- East Queensland) Direction (No. 2)* made on 1 August 2021 (revoked);
- *Restrictions for Locked Down Areas (Cairns and Yarrabah) Direction* made on 8 August 2021 (revoked); or
- *Any other public health direction which restricts the reasons for which people can leave their homes and which takes effect in August 2021.*

These restrictions are collectively referred to as **the lock down events** in these Guidelines.

What are the eligibility criteria?

To be eligible, a business or not for profit organisation must (at the time of applying):

- employ staff (in addition to the business owners and be employed on the business's payroll);
- have an **Australian Business Number (ABN)** for the business or not for profit organisation continuously held since 30 June 2021;
- be **registered for GST**;
- have a **Queensland headquarters** (i.e. the principal place of business is located in Queensland) and the impacted business was based and trading in Queensland on 31 July 2021;
- not be insolvent or have owners/directors that are insolvent or an undischarged bankrupt;
- have an **annual payroll of not more than \$10 million** (except for large tourism and hospitality businesses in the identified tourism and hospitality sector ([link to ANZSIC Codes](#)) during any of the 2018-19, 2019-20 or 2020-21 financial years;
- have an **annual turnover of over \$75,000** during any of the 2018-19, 2019-20 or 2020-21 financial years;
 - *For a recently started business, provide financial records to indicate this will reasonably be met in the 2021-22 financial year.*
- demonstrate the business was directly or indirectly affected by a lock down event;
- demonstrate or declare a **reduction in turnover of 30% or more** during a nominated 7-day period which must include at least 1 full day of a lock down event when compared against turnover achieved by the entity during the same 7-day period in 2019 (or if that 2019 period is not indicative of the entity's typical weekly turnover, a comparable 7-day period).
 - *For comparison, this period should be against either:*
 - *the same period in July or August 2019; or*
 - *where the 2019 comparison period is not indicative of the entity's typical weekly turnover (e.g. a recently started small business or a business that*

has experienced structural changes), another comparable period can be nominated (e.g. the same period in July/August 2020).

For this criteria:

- **Direct impact:** businesses that **must not operate** as specified in the lock down events can self-declare the impact on their turnover in the application form.
- **Indirect impact:** businesses that **are able to operate** for a limited purpose during the lock down events, or whose activities are not specified in the health directions for the lock down events but are impacted by lock down events, or are located outside of the lock down areas must provide evidence to show a reduction in turnover of more than 30% (see Supporting evidence section below).
- large tourism and hospitality businesses and not for profit organisations must undertake business activities in one of the industry areas in the ANZSIC Codes ([link to ANZSIC Codes](#)) and meet all of the above eligibility criteria (although can have an annual payroll greater than \$10 million).

Who isn't eligible to apply?

- Businesses and not for profit organisations located outside of Queensland.
- Businesses and not for profit organisations eligible to receive income support through the Australian Government's COVID-19 Disaster Payment will not be eligible. For further information on the COVID-19 Disaster Payment, visit: <https://www.servicesaustralia.gov.au/individuals/services/centrelink/covid-19-disaster-payment>
- Businesses and not for profit organisations for which the only source of income is made up of rents, dividends and/or interest payments.
- A person applying for an eligible business or not for profit organisation that has already received a grant under this program (ie. only one grant will be approved for an eligible business). Note that a business that has received or is eligible to receive a grant under this program would be ineligible for the proposed one-off cash grant of \$1,000 to non-employed businesses impacted by lock downs taking effect during August 2021 in response to COVID-19 outbreaks. Further information for non-employed businesses on the proposed one-off grant is available on the Business Queensland website [[link to info or page or OSR portal](#)]

What are the lock down areas?

For this program, lock down areas will include any areas subject to public health directions taking effect in August 2021 which restrict the reasons people may leave their homes. On the date these Guidelines are published those lock down areas include the following:

South-East Queensland lock down – 31 July to 8 August 2021

The following 11 Local Government Areas:

- City of Brisbane
- City of Gold Coast
- City of Ipswich
- Lockyer Valley Regional Council
- Logan City
- Moreton Bay Region
- Noosa Shire Council

- Redland City
- Scenic Rim Regional Council
- Somerset Regional Council
- Sunshine Coast Regional Council

Cairns and Yarrabah lock down – 8 August to 11 August 2021

The following two Local Government Areas:

- Cairns Regional Council
- Yarrabah Aboriginal Shire Council

Please go to <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions> for any changes to the lock down areas during August 2021 as a result of future public health directions.

What can I spend the grant funding on?

The grant has been provided to offer relief and support to your business on the back of a lock down period. Funding may be used for business expenses.

What are the timeframes?

Complete grant applications will be processed in order of receipt. Grant funds will be paid within two weeks of approval.

Approved applicants must agree to complete an acquittal survey within three to six months after approval of their application and funding being transferred to their nominated bank account. Failure to do so may impact on eligibility for future grant programs.

When and how can you apply?

Applications open at midday on 16 August 2021 and will close after three months on 16 November 2021 as stated on QRIDA's website.

All applicants will receive notification via email of the outcome of their application.

What is the process?

Step 1: Apply

Complete an online **application** at www.business.qld.gov.au/supportgrant. All applications must be submitted electronically – physical applications will not be accepted by any office or post. There is no application fee.

Applicants must fully complete their application and provide all supporting evidence. **If QRIDA asks for additional information, applicants must provide that information as directed by QRIDA.** Unless in exceptional circumstances determined by QRIDA, applications must be submitted by applicants and not by third parties.

Supporting evidence:

- Applicants are required to demonstrate or declare they have experienced a **reduction in turnover of 30% or more** over a nominated 7-day period (including at least 1 full day of a lock down event) compared against the same 7-day period in 2019 (or if that period is not indicative of the entity's typical weekly turnover another nominated 7-day period). To demonstrate:
 - **Direct Impact:** you may complete a declaration in your application to this effect.
 - **Indirect Impact:** you may:
 - provide sales turnover information from your business records for the relevant periods, or
 - rely on a dated letter on letterhead issued by a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants, registered tax agent or registered BAS agent.
- Applicants are required to demonstrate they **employ staff** (in addition to the business owners and be employed on the businesses payroll). Evidence may include:
 - business financial statements, business payroll records, payroll tax return information; or
 - a dated letter on letterhead issued by a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants, registered tax agent or registered BAS agent.
- Applicants are required to demonstrate their **annual payroll** during any of the 2018-19, 2019-20 and 2020-21 financial years. Evidence may include:
 - business payroll records, payroll tax return information; or
 - a dated letter on letterhead issued by a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants, registered tax agent or registered BAS agent.
- Applicants are required to demonstrate **annual turnover of over \$75,000** during any of the 2018-19, 2019-20 and 2020-21 financial years (or for a recently started business, provide financial records to indicate this will reasonably be met in the 2021-22 financial year). Evidence may include:
 - BAS statements or ATO records, or
 - a dated accountant letter on letterhead from a member of CPA Australia, Chartered Accountants Australia & New Zealand or the Institute of Public Accountants, registered tax agent or registered BAS agent.
- To verify your **trading location**, you may provide:
 - publicly reachable web information to identify business operations for example, website or social media pages; or
 - utility bills for the business location.

A template is available at www.business.qld.gov.au/supportgrant setting out what the accountant or tax professional's letter must include.

Step 2: Outcomes

All applicants will be notified of the outcome of their application by email.

Approved applicants will receive grant funds into their nominated bank account within two weeks of approval. Information on the process for appeals will be provided to declined applicants as part of the outcome notification.

Step 3: Acquittal survey

Within three to six months after the funding has been provided, recipients must agree to complete and submit an acquittal survey. The survey will include questions regarding how you used the grant funding.

You **must** keep all application evidence; the Queensland Government reserves the right to audit grant recipients.

Other conditions

The Department of Employment, Small Business and Training is responsible for the program and have engaged the Queensland Rural and Industry Development Authority (**QRIDA**) to deliver the program as an approved assistance scheme under the *Rural and Regional Adjustment Act 1994* (Qld) and the *Rural and Regional Adjustment Regulation 2011* (Qld).

The Queensland Government:

- may vary assessment processes **at any time, for any reason**;
- will only consider those applications that **meet the eligibility criteria**; and
- will only consider **one application** for an eligible **business**.

Applications unless in exceptional circumstances, must be submitted by applicants and not by third parties.

Applicants that fail to follow any conditions imposed on the grant may have to return grant funding to the Queensland Government.

Useful links

- [Frequently asked questions](#)
- [QRIDA Regulation](#)
- [Creating a QRIDA business profile](#)

Further information

For more information about your application, contact the Small Business Hotline on: 1300 654 687

More information for businesses

- www.business.qld.gov.au has information on starting and developing businesses.
- www.business.gov.au is a resource for the Australian business community provided by the Australian Government.
- To find answers to your tax questions, go to www.ato.gov.au.
- ablis.business.gov.au has information on topics such as government licences and permits that you need to know to meet your compliance responsibilities.

My checklist

I have read and understood the:

- Guidelines

and have:

- uploaded complete documentation
- completed and submitted the application form

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| Policy Owner: | Deputy Director-General, Investment Department of Employment, Small Business and Training |
| Approval Date: | 2021 |
| Effective Date: | 2021 |
| Version: | v2 |

Privacy policy

Applicants will be required to accept and acknowledge QRIDA's Privacy Policy when submitting an application for funding under this Program. QRIDA's Privacy Policy is available at: www.qrida.qld.gov.au/privacy, and sets out general information on how QRIDA collects, uses and discloses individuals' personal information.

Disclaimer

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