



Eligibility

* indicates a required field.

Applicants: please note

The first stage of the Business Basics Grants, Round 4, is the Registration of Interest.

Before completing this registration you should have read the **Business Basics Grants, Round 4 guidelines** (Guidelines) and **terms and conditions**.

The **Applicant** and/or **You** mean/s the business entity submitting the registration to the Department of Employment, Small Business and Training (DESBT).

DESBT will only accept registrations for this grant online through SmartyGrants.

Applicants will not have an opportunity to submit any additional information or evidence after submitting.

Confirmation of Eligibility

This section of the registration is designed to help you, and DESBT, understand your eligibility for this grant.

If you have any questions regarding the eligibility criteria, please contact the DESBT Small Business Hotline on 1300 654 687 or email basics@desbt.qld.gov.au.

I confirm the Applicant has read and understood the Guidelines and Terms and Conditions *

Yes No [Clear](#)

I confirm the Applicant at the time of submitting this registration:

- has fewer than 20 employees (by head count);
- has an active Australian Business Number (ABN) and be registered for GST;
- has a Queensland headquarters

I confirm the above *

Yes No [Clear](#)

You must confirm that all statements above are true and correct.

I confirm that the Applicant has NOT received funding under an earlier round of the Business Basics grants program *

Yes No [Clear](#)

Applicant details

* indicates a required field.

Privacy Statement

DESBT collects your personal information for the purposes of:

- managing the Business Basics Grants;
- promoting relevant issues and services to you; and
- researching and reporting on grant programs.

DESBT, including its employees, may use and disclose the personal information provided in the application to third parties for these purposes. Third parties include:

- Queensland government departments and agencies;
- Commonwealth government departments and agencies;
- other state or territory government departments and agencies; and
- non-government organisations.

DESBT will only use your personal information for these purposes. DESBT will handle your personal information in accordance with the *Information Privacy Act 2009*. DESBT will not otherwise use or disclose the information unless authorised or required by law.

You may view the Queensland Government’s privacy guide at www.qld.gov.au/legal/privacy.

Organisation details

Applicant business name: *

This must be the entity that you conduct the business activity through.

Organisation details - ABN

The ABN you enter below must be the ABN associated with the Business Name above.

If you enter a different ABN to the named business (E.G. a different legal entity such as a Trust) your application may be deemed ineligible if it is not clear that the two entities are linked.

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN. The ABN lookup is extracted from the Australian Business Register (<https://abr.business.gov.au/>)

Confirm GST registration

In the grey box above, is Yes next to Goods & Services Tax (GST)? *

Yes No [Clear](#)

The grey box is titled "Information from the Australian Business Register"

Confirm Queensland Main Business Location

In the grey box above, is the Main business location in Queensland? *

Yes No [Clear](#)

The grey box is titled "Information from the Australian Business Register"

Business operating address

Please enter the **Queensland** street address location you operate your business.

Street address *

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia Must be a street address (not a PO Box).



***** HELP *****

Can't find your address?

1. Make sure you don't put in spaces on either side of a unit right-slash "/" or a dash "-".
2. If your address isn't in the lookup, first, search for the street only, select that and click back in the lookup box and select "Can't find your address?".
3. You can then enter the rest of your address in the address fields.

Confirm Queensland Street Address

I have checked that the street address above is entered correctly *

Yes No [Clear](#)

Is the above street address in Queensland? *

Yes No [Clear](#)

Organisation - primary contact details

Primary phone number *

Must be an Australian phone number

Primary email address *

Must be the primary email address of the business registering their interest for the grant.

Business contact details

Please provide contact details of the business owner applying for the grant.

Business contact name *

Title	First name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Business contact position *

Business contact phone number *

Must be an Australian phone number.

Business contact email *

Must be an email address.

Certification and submission

* indicates a required field.

Certification

I certify that: *

- 1. The statements made within this registration are true and correct;
- 2. I have read and understand the eligibility requirements for Business Basics Round 4 grant as specified in the Guidelines and Terms and Conditions;
- 3. I am aware that there is limited funding for this round, and that submitting a registration does not guarantee progress to Stage 2;
- 4. I understand there is no right to appeal the selection of businesses selected to move to Stage 2; and
- 5. I understand that if my registration is invited to Stage 2, my application will be subject to competitive assessment and not all applications will be funded.

[Clear](#)

Submitting the registration

- Pressing the **submit** button lodges your registration.
- Review your registration carefully before you submit it as you **cannot change** it after lodgement.
- You will receive an email receipt after submitting the registration (please check your junk folders).
- DESBT has **not** received your registration until you have received an **email receipt**.
- If you do not receive an **email receipt** within two business days of submitting it, please contact DESBT.

Enquiries

For further enquiries please email basics@desbt.qld.gov.au or call the DESBT **Small Business Hotline** on 1300 654 687.

SAMPLE