

# Small Business Support COVID Recovery Stimulus

## Available Grants and Funding

### Up to \$10,000

#### Small Business COVID-19 Adaption Grant

The objective of this program is to support small businesses subject to closure or highly impacted by the coronavirus (COVID-19) shutdown restrictions announced by the Queensland Government, to adapt and sustain their operations, and build resilience.

For more information, visit  
[www.business.qld.gov.au](http://www.business.qld.gov.au)

### Up to \$20,000

#### Back to Work Employer Support and Youth Boost

This program is designed to give businesses the confidence to employ Queenslanders who have experienced a period of unemployment. Support payments of up to \$20,000 are available for eligible employers who hire eligible unemployed jobseekers.

For more information, visit  
[backtowork.initiatives.qld.gov.au](http://backtowork.initiatives.qld.gov.au)

## Free Business Support

### Mentoring for Growth

Mentoring for Growth (M4G) offers eligible businesses free access to volunteer business experts who provide insights, options and suggestions relating to challenges and opportunities you are experiencing in your business. The M4G program assists Queensland businesses to grow and succeed in the current business environment.

For more information, visit  
[www.business.qld.gov.au](http://www.business.qld.gov.au)

### Queensland Small Business Commissioner

The Queensland Small Business Commissioner provides information and advocacy support to small businesses, and informal resolution and mediation of COVID-19 affected small business leases under the *COVID-19 Emergency Response Act 2020*.

For more information, visit  
[www.desbt.qld.gov.au/small-business/qsbc](http://www.desbt.qld.gov.au/small-business/qsbc)

## Free Training

### Small Business Skills Hub

The aim of the Small Business Skills Hub is to aid in the recovery of Queensland small businesses impacted by COVID-19 through the delivery of free, on-demand, online training.

For more information, visit  
[www.qldskills.com.au](http://www.qldskills.com.au)

## Questions?

Contact us on **1300 369 935** and ask to speak with a North Coast Region Client Service Officer or email us at  
[ncoastraining@desbt.qld.gov.au](mailto:ncoastraining@desbt.qld.gov.au).



# Small Business COVID-19 Adaption Grant Program



This Queensland Government program supports small businesses subject to closure or highly impacted by the COVID-19 shutdown restrictions to adapt and sustain their operations, and build resilience.

**FUNDING:** Round 2 is still open for regional Queensland businesses. Applications will close when the funding allocation is exhausted. South East Queensland funding has now closed.

**WHAT IS FUNDED:** The available grant amount is a minimum of \$2,000 and up to a maximum of \$10,000 per eligible small or micro business. The funding can be used towards the following:

- financial, legal or other professional advice to support sustainability and diversification
- continuing to meet operational costs (utilities, council rates, rent, telecommunication charges, insurance fees, licensing or franchise fees)
- strategic planning, financial counselling or business coaching aligned to business development and diversification
- building the business through marketing and communications activities
- digital/technological strategy development
- digital training for employees to adapt to new business models
- capital costs associated with meeting COVID-19 safety requirements
- specialised digital equipment or business specific software to move business operations online

*NOTE: Funded activities must be completed within 6 months from the date of approval*

## WHAT IS NOT FUNDED:

- business costs otherwise supported by other government financial assistance measures
- salary or wage expenses for your employees
- services delivered in-kind
- purchase of business assets such as stock, vehicles or machinery
- fees for goods or services provided by related parties
- direct-selling businesses
- goods or services purchased, or any payments made, prior to 23 March 2020



## ELIGIBILITY:

- only one application per round will be accepted from an individual ABN or a financial beneficiary of a business
- successful applications from Round 1 of this program cannot apply for funding under Round 2

To be eligible, your business must:

- have experienced a minimum 30% decline since 23 March 2020, over a minimum 1-month period due to the onset and management of COVID-19
- employ staff and have fewer than 20 employees at the time of applying for the grant (employees must be on your payroll and does not include the business owners)
- have a valid ABN active as at 23 March 2020
- be registered for GST
- have a Queensland headquarters
- have an annual turnover over \$75,000 for the 2018–19 or 2019–20 financial year (or you can provide financial records that show this will be met for recently started small businesses)
- have a payroll of less than \$1.3 million
- not be insolvent or have owners or directors that are an undischarged bankrupt
- use the eligibility tool to see if your business is eligible - <https://www.business.qld.gov.au/starting-business/advice-support/grants/adaption#eligibility>

**HOW TO APPLY:** For more information on this grant and to apply go to: <https://www.business.qld.gov.au/starting-business/advice-support/grants/adaption>.



**BACK TO WORK**

**HIRE ME**

**AND YOU COULD  
BE ELIGIBLE FOR A  
BACK TO WORK  
PAYMENT**

## **Did you know that the Queensland Government will support your decision to employ an unemployed jobseeker with a support payment of up to \$20,000?**

The Queensland Government is committed to driving increased employment opportunities for unemployed people in regional Queensland and in some areas of South East Queensland.

Employer Support Payments, Apprentice and Trainee Boost and Youth Boost payments are available to employers who hire a previously unemployed Queenslanders who has experienced a minimum period of unemployment directly prior to commencing work with them.

### **Where is Back to Work available?**

An eligible job must be mainly located in in one of the following areas of regional Queensland:

- Wide Bay Burnett
- North Queensland
- Far North Queensland
- Mackay/Whitsunday
- Central Queensland
- North West Queensland
- South West Queensland

or one of these South East Queensland local government areas:

- Logan
- Scenic Rim
- Ipswich
- Lockyer Valley
- Somerset
- Moreton Bay



## What payments are available?

Back to Work gives you the confidence to take on someone new and the opportunity to grow your business.

Available payments include:

- Employer Support Payments of up to \$10,000 for a full-time jobseeker\* who has been unemployed between four and 52 weeks (available in Back to Work Regional only). This increases to \$15,000 for full-time jobseekers\* who have been unemployed for 52 weeks or more.
- Apprentice and Trainee Boost payments of up to \$20,000 are available for employers who hire an eligible full-time\* apprentice or trainee who has been unemployed for a minimum of four weeks.
- Youth Boost payments of up to \$20,000 for employing a full-time\* young jobseeker aged between 15-24 years who has been unemployed for a minimum of four weeks.

An eligible job must be:

- Mainly located in regional Queensland or eligible local government areas in South East Queensland
- Ongoing paid full-time (at least 35 hours per week on average) or
- Ongoing paid part-time (at least 20 hours per week on average) or
- For a person with a disability working between 8 and 20 hours per week, hours consistent with their approved benchmark, on average.

Ineligible apprenticeships or traineeships include:

- a current school-based apprenticeship or traineeship
- an apprenticeship or traineeship which is funded through the Queensland Government's Skilling Queenslanders for Work program.

\* Eligible part-time jobs attract 75 per cent of the full support payment.

For full details, please refer to the Back to Work – Guidelines for Funding.

## What do you need to know?

- All employers who hire an eligible employee in a job in regional Queensland or eligible local government areas in South East Queensland can apply, except for government entities including local, State and Commonwealth government, government owned corporations and statutory bodies.
- Eligibility criteria apply. Employers will need to ensure that their business, the job being offered, and the jobseeker being employed meet the eligibility criteria.
- You can apply for your first payment after four weeks of paid employment.
- From 15 July 2020, each eligible employer (based on their ABN) may claim a maximum of four Back to Work applications. This cap does not apply to applications for employees commencing before 1 July 2017 and does include applications from this date to 14 July 2020. This cap applies to Employer Support Payments and Boost payments and combinations of these payment types. Once a total of four initial applications have been approved, no further initial payment applications will be accepted.
- Applications must be made online through QGrants.

## Want to know more?

**Visit:** [qld.gov.au/backtowork](http://qld.gov.au/backtowork) **Call:** 13QGOV (13 74 68)

**Email:** [backtowork@desbt.qld.gov.au](mailto:backtowork@desbt.qld.gov.au)

**Read:** [Back to Work Guidelines for Funding](#)



## Small business

We help small businesses to start, grow and employ through grants and support programs.

## Mentoring for Growth

Support for Small Business



Mentoring for Growth (M4G) offers eligible businesses free access to volunteer business experts who provide insights, options and suggestions relating to challenges and opportunities you are experiencing in your business.

The M4G program assists Queensland businesses to grow and succeed in the current business environment.

### Eligible businesses

Businesses participating in M4G must have:

- an ABN
- Queensland headquarters or significant Queensland operations
- a business plan in place
- commenced business operations
- a specific business opportunity or challenge to discuss.

### How our mentors can assist you

M4G business mentors can help you with a range of business challenges or issues you may be facing. Your mentors have a broad range of experience, knowledge and expertise to offer. Some common discussion topics include these business basics:

- cashflow, marketing and sales
- growth strategies and business development
- finance and human resources
- export and investment.

We will use the information provided on your registration form to identify the best available mentor with the most relevant skills, experience and knowledge.

### Register your interest in a Mentoring for Growth session

W: [www.business.qld.gov.au/running-business/growing-business/business-mentoring/mentoring-growth](http://www.business.qld.gov.au/running-business/growing-business/business-mentoring/mentoring-growth)

P: 1300 654 687

E: [m4g@desbt.qld.gov.au](mailto:m4g@desbt.qld.gov.au)



# Queensland Small Business Commissioner

The Office of the Queensland Small Business Commissioner is now open and ready to assist - with our top priority to help small businesses recover from the impacts of the COVID-19 pandemic and rebuild the economy.

The Office of the Queensland Small Business Commissioner provides information and advocacy support to Queensland small businesses, and informal resolution and mediation of eligible commercial leases.

## Who we help

- Small businesses in Queensland
- Eligible commercial lease tenants and their landlords

## Helping small business

- Provide information and advisory services to small businesses in Queensland

## A voice for small business

- Advocate for small businesses at a state and national level

## Engaging with small business

- Connect with small businesses and key stakeholders through events, webinars, and social media

## Resolving lease disputes

- Assist with informal dispute resolution and provide a pre-mediation service for tenants and landlords to help resolve commercial lease disputes




- Offer a FREE commercial lease dispute mediation service for eligible leases:
  - Small business tenancy leases
  - COVID-19 “affected leases” (defined by the *Retail Shop Leases and Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020*)
- Provide a process to negotiate an “affected lease”:
  - Phase 1 – Request: tenant or landlord writes to the other party requesting to negotiate
  - Phase 2 - Share information: tenant and landlord share sufficient information
  - Phase 3 – Offer: landlord responds to the tenant with an offer
  - Phase 4 – Negotiate: tenant and landlord can continue to negotiate
  - Phase 5 – Agreement: document what has been agreed. If agreement can't be reached, can be referred to the Queensland Small Business Commissioner for free mediation.

## Contact us

1300 312 344

[www.business.qld.gov.au/qsb](http://www.business.qld.gov.au/qsb)

#avoiceforsmallbusiness

   @qsbcommissioner



Queensland  
Government

# Free online training and learning opportunities for small business owners

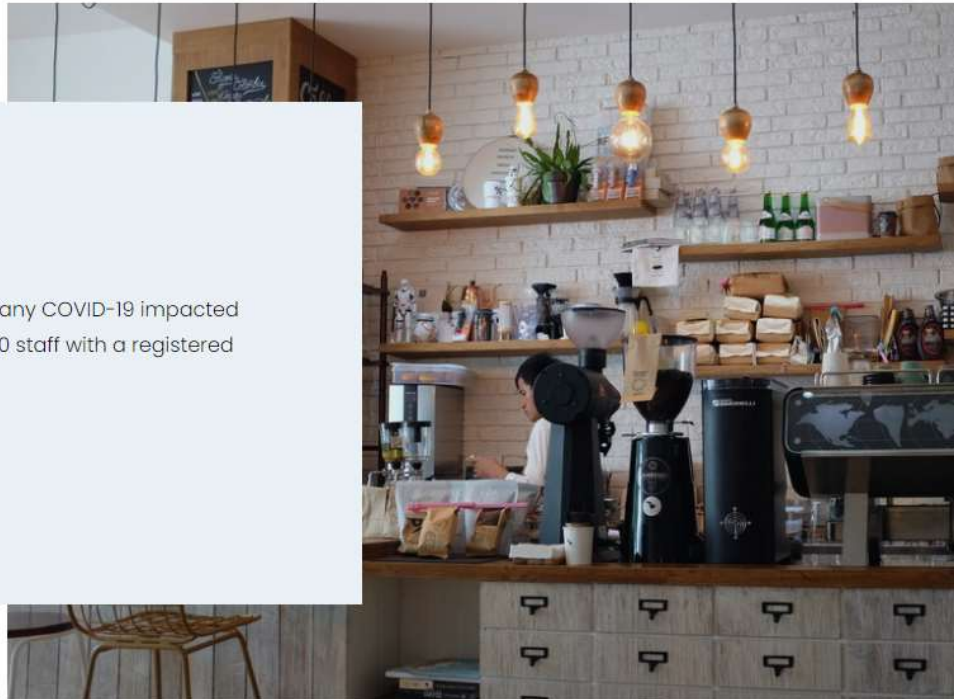
The **Small Business Skills Hub** has been developed by GO1.com with the support from the Queensland Government to deliver free online training and learning opportunities for COVID-19 impacted small businesses.

With short courses covering everything from IT skills through to sales and marketing and leadership skills, the Small Business Skills Hub provides free on-demand learning to business owners.

## Eligibility

The Small Business Skills Hub is available to any COVID-19 impacted Queensland small business with less than 20 staff with a registered ABN.

[Start learning today](#)



## TOPICS

With an extensive library of courses covering key topics, the Small Business Skills Hub has something for every business owner.

The following examples are just a small sample of the topics available.

### FOUNDATION BUSINESS SKILLS

- Sales
- Finance
- Business development
- Understanding HR

### CONNECTING BUSINESS AND CUSTOMER

- Customer service
- Negotiating skills
- Digital marketing
- Marketing and advertising

### LEADING A SUCCESSFUL BUSINESS

- Building and growing teams
- Developing leadership
- Work-life balance
- Personal wellbeing and mental health

### DIGITAL SKILLS & ADAPTING TO CHANGE

- Office IT skills
- Business systems
- Business planning
- Cyber-security