

# QSBM2023 Regional Networker Grants

## Program Guide

### About the Program

The Regional Networker Grant Program is part of Queensland Small Business Month 2023 (QSBM2023) and seeks to ensure more Queensland small businesses have access to support, information relevant to their local industry, community and region.

The grant program will provide funding to eligible regional Chambers of Commerce and Industry, Small Business and Industry Associations and eligible local councils to run events and activations as a part of QSBM2023.

This funding is specifically focused on regional and remote areas of Queensland with the purpose of generating stronger networks of small businesses across regional Queensland.

Applications will be assessed based on the impact that the funded activity will have on the relevant local small business community.

The application process is competitive, meaning that all applications will be evaluated against assessment criteria and not all applications will be funded.

Applicants can only apply for funding for events that are held in May as part of QSBM2023.

### Program outcomes

The expected outcome of the grants program is to generate stronger networks of small businesses across regional Queensland

### What funding is available?

Upfront funding of up to \$2000 (excluding GST) will be made available for eligible organisations. Successful applicants do not have to co-contribute to this grant; however, successful applicants must pay for any related expenses more than the approved funding amount.

### Who can apply and what are the eligibility criteria?

The Applicant must be based in Queensland and located in a regional or remote area, if the Applicant is not based in a regional or remote area the applicant must show evidence that the event is being held in an eligible area along with evidence that the event will benefit the



local small business community. Applications will not be accepted where the project delivery is in the following local government areas:

- Brisbane
- Logan
- Ipswich
- Gold Coast
- Redlands
- Sunshine Coast.

The Applicant must fall under the following categories:

- Small business association/groups
- Chamber of Commerce
- Industry Association
- Regional Council.

The organisation must meet the following criteria:

- event must be held in May 2023
- event must be advertised through the Business Queensland Event Calendar
- event must have a local impact (networking, creation of partnerships)
- applicant must hold a current ABN
- applicant must be authorised to apply (on behalf of the organisation)
- organisation must be able to pay the approved services in full prior the receipt of grant funds
- applicant (or any other owner and/or director must not be undischarged bankrupt)
- applicant must submit a report within a week of the funded event.

## What can the grant funding be spent on?

DESBT will fund event costs such as venue hire, guest speakers, catering, entertainment.

## What can't the grant be spent on?

DESBT will not fund the following activities:

- supply of alcohol
- travel
- purchase of stock

In addition, DESBT will not provide retrospective funding for activities delivered prior to the approval of the application.

## What are the timeframes to deliver activities?

The grant funded activity must be complete by 31 May 2023.

## What is the application process?

The link to the SmartyGrants Portal will be available from Friday 3 March 2023.

## How will applications be assessed?

### Step 1 – Submit application

Applicants should show the extent to which the grant funded activity will:

- have a regional impact that provides opportunities for regional small businesses to connect and grow their business and bring value to the small business community
- demonstrates value for money
- show evidence of ongoing links and networks that stretch past QSBM2023.

Not all applications will be funded.

**Step 2** – Following assessment, assessors recommend applications to the DESBT decision-maker, who will approve funding allocations. DESBT will advise applicants of the outcome of their grant application by 30 March 2023 via the email address submitted with their application.

Successful applicants will receive a Letter of Approval outlining the funding agreement. The funding agreement is between the recipient and DESBT, not a third party. DESBT will only correspond with the grant recipient.

Applicants should ensure their email address is current and correct. They should also regularly check all their email folders including junk or spam folders to make sure communications from DESBT are not missed.

**Step 3** - DESBT will make a single grant payment to successful grant recipients via Electronic Funds Transfer.

**Step 4** - Recipients commence their grant funded activity immediately in time for their event in May. Approved recipients must advise DESBT of any proposed variations to the approved activity's scope or delivery timeframes for approval as soon as any variation is identified.

**Step 5** - DESBT will survey recipients within 30 days after completion of the funded event. The survey will ask questions about how the grant funded activity has been of assistance to recipients. Recipients must complete and return the survey to DESBT.

Grant recipients may be asked to provide evidence of receipts of purchases for the events.

## Privacy statement

DESBT collects your personal information for the purposes of:

- reviewing activities associated with QSBM
- promoting relevant issues and services to you
- 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
- Australian Government departments and agencies
- other state or territory government departments and agencies
- non-government organisations.

DESBT or the Minister responsible for the Small Business portfolio may publish grant recipient information on government websites or in media releases while publicising the outcomes of the program. Published information may include business name, funding amount, suburb/postcode, and outcome details. DESBT will only use your personal information for these purposes. DESBT will handle your personal information in accordance with the *Information Privacy Act 2009* and the Queensland Government information privacy policy. DESBT will not otherwise use or disclose the information unless authorised or required by law. You may view the Queensland Government's information privacy policy at <https://www.qld.gov.au/legal/privacy>

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## Further information

For more information about the Regional Networker Grant Program, or your application, email [events@desbt.qld.gov.au](mailto:events@desbt.qld.gov.au) or call DESBT on 1300 654 687.