

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

Welcome to the Regional Business Gateways program, Round 1 - Stage 1 EOI

* indicates a required field

i About this form

- Use this form to submit your Stage 1, Expression of Interest (EOI) for Round 1 of the Regional Business Gateways program.
- The **Department of Customer Services, Open Data, and Small and Family Business (CDSB)** administers this program.
- Look for these icons to guide you through **Stage 1** of the application process:
 - **i Information** - General details or instructions
 - **# Hints/tips** - Helpful tips or guidance
 - **# Evidence Required** - Upload required documents
 - **⚠ Warning/Caution** - Critical information to avoid mistakes
- For Help, ***reopen the landing page for this form.***

Before completing this application, please read the **Regional Business Gateways, Round 1 Guidelines** which outline the defined disaster area and other eligibility criteria. These are available on the [Business Queensland website](#).

If you have any questions regarding your eligibility, please contact the team via **13 QGOV** (13 74 68) or email regionalbusinessgateways@desbt.qld.gov.au.

⚠ Submission rules

- Submit your application online through **SmartyGrants** with all required attachments.
- Ensure the application is made by an **Authorised Representative** directly linked to the business (not third parties).
- Use the **business's legal entity** name (not the business name or trading name).
- Submit **only one application** per business, related party, or financial beneficiary.
- Provide realistic and accurate answers.
- Respond to requests for additional information if assessors contact you.

Privacy Statement

The Department of Customer Services, Open Data and Small and Family Business (**CDSB, we, us, our**) is collecting your personal information on this application form to:

- assess your eligibility to receive grant funding under the Program,
- administer the grant and ensure compliance with the program guidelines and the funding agreement, and
- promote relevant issues and services to you.

We will also use this information to assist in monitoring, evaluation, reporting, audit, and promoting the program.

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

We are authorised or required to collect this personal information for these purposes under Section 61 of the *Financial Accountability Act 2009* (Qld).

We may collect personal information about you from another person or entity (such as the Australian Business Register, the Australian Securities and Investments Commission or your grant project supplier) to ensure compliance with the program guidelines and the funding agreement.

Without this information, we are unable to assess your application or process your grant.

We usually give the personal information we are collecting to:

- Relevant Queensland Government departments and agencies
- Any relevant Minister (including his/her advisers) and the Parliament of the State of Queensland (including Parliamentary Committees); and
- External parties engaged to assist in the administration, monitoring, or auditing of the program.

We will not otherwise give your personal information to a third party without your agreement, except in accordance with the *Information Privacy Act 2009* or when we are authorised or required under Australian law, court, or tribunal to do so.

Please refer to our [Privacy Policy](#) for further information about your privacy, including how you can access and amend your personal information or complain about our management of your personal information.

Key Eligibility Check

This section is designed to help you and CDSB determine if you are eligible to apply for this grant. Please complete this section before proceeding to ensure eligibility.

If you have any questions regarding the eligibility criteria, please contact the CDSB Small and Family Business team email regionalbusinessgateways@desbt.qld.gov.au.

Is your organisation, one of the following? *

- a local council
- a local chamber of commerce
- an industry or trade organisation
- a not-for-profit business networking or enabling organisation
- a consortium led by at least one of the above
- None of the above

Is your organisation currently operating? *

- Yes
- No

Does your organisation have an active Australian Business Number (ABN)? *

- Yes
- No

Does your organisation have a Regional Queensland location (areas outside Brisbane City LGA) as per your ABR registration? *

- Yes
- No

Has your organisation been actively trading for at least 12 months? *

- Yes
- No

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

Is your organisation registered for GST? *

- Yes No

Is the organisation and its owner/director currently solvent, and are the owner/director free from bankruptcy or undischarged bankruptcy? *

- Yes No

Does your organisation hold or obtain a minimum \$10 million public liability insurance? *

- Yes No

△ Based on your responses, you may not be eligible. Please review the grant [Guidelines](#) before continuing.

Applicant Organisation Details

* indicates a required field

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

Applicant Organisation name *

Organisation Name

Enter the entity name as above.

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

If you conduct your organisation under a different trading name, please enter here

Provide this information if your 'trading as' organisation name is different to the Applicant organisation name above.

Type of Organisation: *

- Local or Regional Council
- Chamber of Commerce
- Industry or Trade Association
- Not-for-profit business networking or enabling organisation
- Consortium led by at least one of the above

#See below definitions to accurately determine your entity type

ORGANISATION TYPE DEFINITIONS

For the purpose of this program, the following organisation type definitions apply:

- **Chamber of Commerce** -A legally constituted not-for-profit entity operating on a membership basis for the purpose of representing and supporting businesses within a defined local or regional area.
- **Industry or Trade Association** - A legally constituted not-for-profit entity operating on a membership basis that represents specific industries, sectors, or trades.
- **Not-for-profit business networking or business enabling organisation** - A legally constituted not-for-profit organisation that supports the establishment, growth, capability, connectivity, or competitiveness of small businesses through services such as networking, mentoring, training, advocacy, advisory services, or business development support.
- **Consortium** - A consortium is defined as a collaborative arrangement between two or more legal entities working together to deliver a project. A consortium may take the form of a joint venture, partnership, or other contractual arrangement. One organisation must act as the lead organisation and, if successful, will be responsible for entering into the funding agreement and managing project delivery on behalf of the consortium.

Date organisation commenced trading *

Must be a date.

Does your organisation hold or can it obtain a minimum \$10 million Public Liability Insurance? *

- My organisation holds \$10 million Public Liability insurance
- My organisation can obtain \$10 million Public Liability insurance

Are there any other organisations/groups involved in the proposed Regional Business Gateways project? *

- Yes
- No

If this project is a joint bid, please select Yes.

Evidence of current \$10 million Public Liability Insurance

Please upload documentation confirming your organisation holds a minimum of \$10 million Public Liability insurance. *

Attach a file:

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

Please confirm your intent to obtain \$10 million Public Liability Insurance

If your organisation does not currently hold \$10 million Public Liability insurance, please provide details on how and when you will obtain it.

Provide details for how and when you are going to obtain this insurance *

Word count:

Include information such as: proposed insurance company, date you intend to obtain, details about the proposed insurance policy. Must be between 20 and 100 words.

Additional Organisation/Group details

Please provide the details of any organisations/groups you are proposing to complete this project with. Include:

- Organisation/Group Name
- Contact Details
 - Contact Name
 - Position Held
 - Phone Number
 - Organisation email address

#TIPS

- You can add additional rows to this table by selecting **Add More** or using the **plus (+) symbol**.
- Use the slider at the bottom of the table to view any hidden columns

| Organisation/ Group Name | Contact Name | Position Held | Phone Number | Organisation email address |
|-----------------------------|--------------|---------------|--------------|-------------------------------|
| | | | | |

Applicant Organisation address details

Please enter the **Regional Queensland** street address where your organisation is located.

Enter your address in this format:

- Street number and name, Suburb, State, Postcode — for example, 123 Main Street, Cairns, QLD 4870.
- If a unit, please use Unit 1, 123 Main Street, Cairns, QLD, 4870.

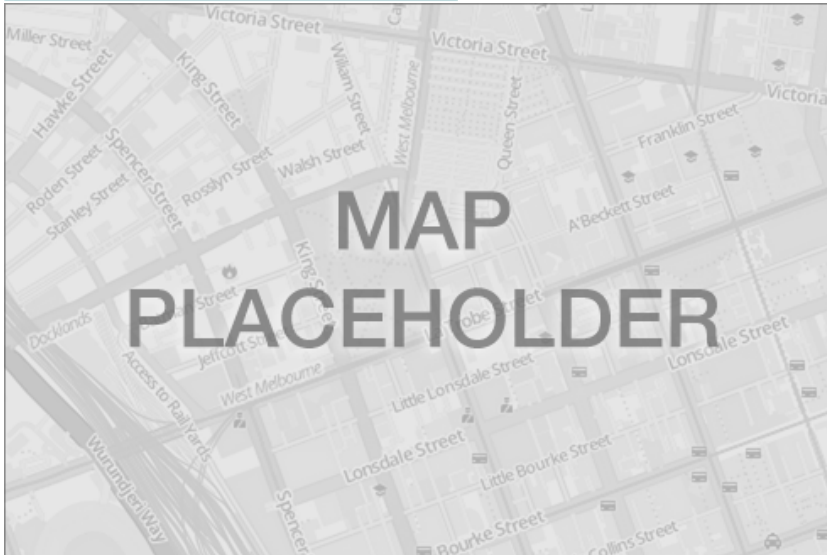
⚠ Do not use abbreviations, PO Boxes, or property/building names only (e.g. "MidTown Centre").

Your address should be able to be geo-located (e.g. through Google Maps).

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

Street Address *

Address



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

Applicant Organisation Authorised Representative

This Stage 1 EOI must be submitted by the Authorised Representative of the Applicant organisation.

An **Authorised Representative**:

- 1.includes owners, directors, trustees, public officers, office bearers or senior employees (manager or higher) of the Applicant or Lead Organisation, as applicable;
- 2.must be located in Australia; and
- 3.cannot be a third party, nor can the Application be submitted on an organisation's behalf by a third party. Third parties include business and financial advisors, e.g. accountants, or suppliers, and

Contact *

Title First Name Last Name

This person must have the authority to enter into a Funding Agreement on behalf of the organisation.

Primary phone number *

Must be an Australian landline with area code or mobile number.

Primary email address *

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

Must be the primary email address of the organisation applying for the grant. The outcome of your application will be sent to this email address.

Primary Website *

i CDSB will use the website to confirm that your business is operating. # This can be a website or social media URL, (e.g., Facebook). Ensure the URL is valid.

Authorised Representative Position *

e.g. Project Officer, General Manager, Team Lead.

Authorised Representative Certification

You must provide evidence that the Authorised Representative as listed above is formally linked to the organisation.

You can do this by uploading a *Letter of Authority* signed by an Executive (e.g. Director, CEO, Chairperson, General Manager) on the applicant's **organisation letterhead** that confirms the following:

- Date of Letter
- Organisation's ABN
- Authorised Representative's Name
- Authorised Representative's Position
- Confirmation that the Authorised Representative is authorised to act on behalf of the organisation
- Executive's Name
- Executive's Signature
- Executive's contact details (phone and email)

Upload the Letter of Authority here *

Attach a file:

A minimum of 1 file must be attached.

Project Overview

* indicates a required field

Project details

Provide a concise summary of the proposed project, identify the relevant guiding stream(s) and briefly explain how the project aligns to those stream(s) and their objectives.

Project Title

#Must be no more than 250 characters.

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

Please note the Guiding Streams as found in the Program [Guidelines](#) for response to the below questions:

- **Business Connectors:** Projects that strengthen local supply chains and foster collaboration between businesses.
- **Business Accelerators:** Projects that support under-represented, early-stage, and micro-businesses.
- **Business Enablers:** Projects that build resilience and operational efficiency in sectors facing long-term challenges, to sustain growth and regional development

Please select the guiding stream(s) that your project most closely aligns to: *

- Business Connectors
- Business Accelerators
- Business Enablers

Please select all that apply.

Please provide an explanation for your guiding stream choices above: *

Word count:

Response must be between 100 and 300 words.

Project Description

Please provide a description of your project. In your response, please include the following details:

- *Proposed Activities* - Provide a brief overview of the key activities that will be undertaken as a part of the project.
- *Target Cohort* - Clearly identify the small and family business group(s) or community the project will support, including relevant industry sectors, geographic regions, and priority business groups.
- *Delivery Model* - Explain how the project will be implemented, including methods, resources or partnerships that will be used to achieve the intended outcomes

*

Word count:

#Response must be between 75 and 250 words.

Provide an estimate in months of how long it will take to complete your project *

Please note that all projects must be completed within 24 months of the execution of the funding agreement.

Proposed Project Start Date *

Must be a date.

Proposed Project End Date *

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

Projects must be fully completed no later than 31 March 2029. Must be a date.

Have you commenced the project? *

- Yes No

Which of the following best describes your project? *

- New initiative
 Expansion of existing activities
 None of the above

Please provide detail as to how your project is different to any existing activities: *

In your explanation, provide detail about how the project avoids duplication.

Does your organisation have appropriate governance and financial systems in place to manage the project? *

- Yes No

Project already commenced - further detail required

You have selected 'Yes' to the question, *Have you commenced the project?*

Please provide a brief description of the steps taken to commence your project, including key activities or milestones achieved so far:

*

Project is a new initiative or an expansion of existing activities - further detail required

You have selected either: 'new initiative' or 'expansion of existing activities' in the question, *Is your project a new initiative or an expansion of existing activities?*

Please provide further details:

- **If your project is an expansion, explain how it builds on existing work.**
- **If it's a new initiative, describe its goals and how it addresses identified needs.**

*

Appropriate governance and financial systems in place - further detail required

You have selected 'Yes' to the question, *Does your organisation have appropriate governance and financial systems in place to manage the project?*

Please provide a brief description of these systems, including how they ensure effective project management and accountability.

*

Geographic Coverage

#Tips:

- You can add additional rows to this table by selecting **Add More** or using the **plus (+) symbol**.
- Use the slider at the bottom of the table to view any hidden columns

Which local government areas (LGAs) does the proposed project cover?

Project need and alignment

In the box below, please provide detail regarding why the project is needed in the proposed regional area(s) and how it aligns with the program's eligibility criteria and objectives: *

How will your project promote long-term sustainability through improved access to resources and networks? *

Funding request

Please provide your estimated costings and the funding amount you are requesting through this program.

#Filling out the fields below:

1. **Total Project Costs** - input the estimated total project costs.
2. **Funding estimated from other sources** - input the total funding amount you expect to receive from other sources

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

3. **Estimated Goodwill** - input the expected goodwill you expect to receive such as in-kind contributions, volunteer time etc.

4. **Total Amount Requested** - input the funding figure you are requesting under the Regional Business Gateways, Round 1 program

5. **Co-contribution Amount** - Co-contribution is not required but is encouraged.

Total Project Costs *

#Excluding GST - Must be a whole dollar amount (no cents).

Funding estimated from other sources *

#Must be a whole dollar amount (no cents).

Estimated Goodwill *

Must be a whole dollar amount (no cents).

Total Amount Requested *

#Must be a whole dollar amount (no cents).

Co-Contribution Amount *

#Must be a whole dollar amount (no cents). This value is calculated as: Total Project Cost – Funding Estimated from Other Sources – Estimated Goodwill – Total Amount Requested.

What is the organisation's capacity to self-fund the project and would the project proceed if grant funding is not available? *

Total Project Costs below \$250K are not eligible

Please review the Total Project Costs question and ensure it aligns with the minimum total project cost requirements outlined in the Program [Guidelines](#).

Total Amount Requested is outside of requirements

Please review the Total Amount Requested question and ensure it aligns with the eligible funding range of \$250,000 and \$600,000 as outlined in the Program [Guidelines](#).

Organisational Experience and Capability

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

* indicates a required field

Describe your organisation's experience and capability to deliver the proposed project. Include:

- relevant experience delivering similar initiatives;
- key personnel involved;
- any partnerships that will support delivery.

*

Word count:

#Refer to page 3 of the Program Guidelines for more information about this criteria. Must be no more than 250 words.

Declaration and submission

* indicates a required field

⚠ Declaration and acknowledgement

By submitting an application, I declare that: *

- I am authorised to make this Declaration and submit this application on behalf of the applicant organisation;
- I agree to the Privacy Statement;
- I have read and understood the eligibility requirements as specified in the Guidelines;
- I have read, understood, and agree to the Terms and Conditions;
- I have disclosed all information relevant to the application;
- The organisation, along with its office holders, has complied with and will continue to adhere to all relevant local, state, and Australian laws and regulations;
- I understand that submitting an application does not guarantee that I receive a grant;
- The organisation intends to continue business operations into the future; and
- The organisation is not insolvent.

At least 9 choices must be selected.

⚠ Submitting the application

- Pressing the submit button lodges your application. Please ensure you review your application before submitting it, as you cannot change it after lodgement.
- A return email receipt will be sent when the application has been successfully submitted.
- An application is only considered to have been received by the department once the submitter has received an email receipt.
- If you do not receive an email receipt within 2 business days of submitting your application, please contact the department using the contact details below.
- The email receipt does not provide any assurance of funding.
- **By submitting this application, you declare that the information provided in this application is true and correct. The department's obligation to provide**

Regional Business Gateways (RBG), Round 1 - Stage 1 EOI Form Preview

a grant is subject to all information provided as part of the application and any reports being complete and accurate. If you provide false or misleading information, this may result in penalties to you, including refunding some or all of the grant funding.

Enquiries

For further enquiries on this application form, please email regionalbusinessgateways@desbt.qld.gov.au or call **13 QGOV** (13 74 68).