



Extraordinary Disaster Assistance Recovery Grants Guidelines Small Businesses

South East Queensland Rainfall and Flooding,
22 February – 5 April 2022

1. About the program

The objective of this assistance measure, provided under the *Disaster Recovery Funding Arrangements*, is to support communities to recover after an *eligible disaster*.

The Extraordinary Disaster Assistance Recovery Grants Scheme (Exceptional) provides an **exceptional circumstances grant** to *small business owners* to help pay for the costs of clean-up and *reinstatement* of *small businesses* that have suffered direct damage as a result of an *eligible disaster*.

2. Available funding

2.1 The maximum **exceptional circumstances grant** amount is **\$50,000**.

- a) An **initial amount of up to \$15,000** is available (an **initial claim**). To support an initial claim evidence of the direct damage such as photographs, quotations, tax invoices and official receipts is required.
- b) A **subsequent amount of up to \$35,000** is available (a **subsequent claim**). To support subsequent claims full *evidence of payment* is required. (This evidence must also include any amounts claimed under the initial claim if not already provided).

Note: multiple applications can be made up to the maximum amount available under the exceptional circumstances grant.

3. How funding may be used

3.1 Grants are provided to help pay for the costs of the clean-up and *reinstatement* of the *small business*. This includes:

- a) engaging a tradesperson to conduct a safety inspection of damage to a property, premises or equipment;
- b) purchasing, hiring or leasing equipment or materials to clean a property, premises or equipment;
- c) employing a person to clean a property, premises or equipment if –
 - i. the cost would not ordinarily have been incurred in the absence of the *eligible disaster*; or
 - ii. the cost exceeds the cost of employing a person to clean the property, premises or equipment that would ordinarily have been incurred in the absence of the *eligible disaster*;
- d) removing and disposing of debris or damaged goods and material;
- e) repairing a building or repairing or replacing fittings in a building, if the repair or replacement is essential for resuming operation of the *small business*. (Repairs to a building do not include a



building that is used as a dwelling, unless it is used for carrying on the *small business*. Also refer to Section 3.2 in relation to repairs to buildings);

- f) purchasing, hiring or leasing equipment or materials that are essential for immediately resuming operation of the *small business*;
- g) any of the following –
 - i. replacing lost or damaged stock if the replacement is essential for immediately resuming operation of the *small business*;
 - ii. leasing temporary premises for the purpose of resuming operation of the *small business*.

3.2 An applicant is **not eligible** for assistance under the scheme:

- a) for repairs to a building the applicant lets to a person for residential or commercial purposes, unless the applicant lets the property in the course of operating a business (superannuation funds and personal investment vehicles are not regarded as businesses); or
- b) if the *small business* is entitled to receive an amount under a policy of insurance for the relevant costs claimed; or
- c) for loss of income as a result of the *eligible disaster*.

4. Eligibility criteria

4.1 To be eligible for an **exceptional circumstances grant**, the applicant must:

- a) be a *small business owner*;
- b) hold an Australian Business Number (ABN) and have held that ABN at the time of the *eligible disaster*;
- c) own a *small business* located in the *defined disaster area* for the *eligible disaster* that has suffered direct damage as a result of the *eligible disaster*;
- d) have been engaged in carrying on the *small business* when affected by the *eligible disaster*;
- e) be primarily responsible for meeting the costs claimed in the application; and
- f) intend to re-establish the *small business* in the *defined disaster area* for the *eligible disaster*.

4.2 An applicant may also be eligible for an **exceptional circumstances grant** if both of the following apply:

- a) the *small business* is located outside the *defined disaster area* for the *eligible disaster* but is operated at least sometimes on a regular basis in the area; and
- b) plant or equipment of the *small business* situated in the *defined disaster area* has been damaged as a result of the *eligible disaster*.

5. Eligible separate business

5.1 Applicants who operate more than one *small business*, for example under a single ABN at separate locations, may apply for assistance for each *eligible separate business* up to the maximum amount of assistance available for the relevant *defined disaster area* and determined by the establishment notice.

5.2 When determining an application on this basis QRIDA may consider (but is not limited to):

- a) the staffing arrangement of the separate business;
- b) whether the separate business has its own plant, equipment or stock;
- c) the accounting and insurance arrangements of the separate business;
- d) whether the separate business operates under its own trading name;
- e) the commercial viability and autonomy of each business.

6. How to apply

- 6.1** To be considered for an Extraordinary Disaster Assistance Recovery Grant please submit a completed application form, accompanied by the documentation stated on the application form before the application *closing day*. This includes a rates notice/lease agreement, 5-10 photographs of the damage, evidence of payment (or quotes when applying for the initial grant amount), and details of any insurance. The same application form can be used when putting in both an initial claim and a subsequent claim.
- 6.2** Application forms and related information can be accessed at www.qrida.qld.gov.au.
- 6.3** Complete applications are assessed in order of receipt and QRIDA may request further information to help assess an application.

7. Terms and conditions

- 7.1** Applicants are able to apply for assistance under the scheme in **only one** of the following capacities:
- a) Primary producer; or
 - b) *Small business owner*; or
 - c) Non-profit organisation.
- 7.2** Applicants must retain all tax invoices, *official receipts*, bank statements, quotations or other similar records for assistance received under the scheme until one year after the *closing day* for applications for the *eligible disaster*.
- 7.3** Applicants must consent to QRIDA conducting an audit of quotations, tax invoices, *official receipts*, bank statements or other similar records to verify the amounts given under the scheme have been used in accordance with the claim. Penalties may apply for false or misleading information.
- 7.4** Applicants must provide authorisation for QRIDA to contact their insurance company to confirm or verify entitlements or the outcome of any claims made in relation to the *eligible disaster*.

8. Conflicts of interest

- 8.1** A conflict of interest may arise due to a business dealing with QRIDA, if the applicant's private interests' conflict with their obligations under the agreement. Conflicts of interest could affect the awarding or performance of the applicant's agreement. A conflict of interest can be:
- a) real (or actual);
 - b) apparent (or perceived); or
 - c) potential.
- 8.2** QRIDA will ask the applicant to declare, as part of the application, any business dealings that may be considered an actual, perceived or potential conflict of interest or that, to the best of the applicant's knowledge, there is no conflict of interest. If the applicant later identifies that there is an actual, apparent or potential conflict of interest or that one might arise in relation to the agreement, the applicant must inform QRIDA in writing immediately.

9. Defined disaster areas

Eligible disaster	Defined disaster areas	Application closing day
South East Queensland Rainfall and Flooding, 22 February – 5 April 2022	• Brisbane City Council • Fraser Coast Regional Council • Gladstone Regional Council • Gold Coast City Council • Goondiwindi Regional Council • Gympie Regional Council • Ipswich City Council • Lockyer Valley Regional Council • Logan City Council • Moreton Bay Regional Council • Noosa Shire Council • North Burnett Regional Council • Redland City Council • Scenic Rim Regional Council • Somerset Regional Council • South Burnett Regional Council • Southern Downs Regional Council • Sunshine Coast Regional Council • Toowoomba Regional Council • Western Downs Regional Council	10 March 2023

10. More information

For more information on the exceptional circumstances grant contact us on **Freecall 1800 623 946** or email contact_us@qrda.qld.gov.au.

QRIDA also has [Regional Area Managers \(RAMs\)](#) who are available to assist.

Location	Phone	Mobile	Location	Phone	Mobile
Brisbane	07 3032 0118	0427 763 787	Kingaroy	07 4182 1816	0417 778 317
Bundaberg	07 4154 2874	0417 775 547	Mackay	07 4967 0728	0427 770 147
Cloncurry	1800 623 946	0427 007 240	Rockhampton	07 4936 1872	0417 775 245
Emerald (with an office in Longreach)	07 4987 5807	0417 775 345	Roma	07 4622 8527	0427 029 141
			Toowoomba	07 4634 8987	0427 690 448
Innisfail	07 4064 2824	0429 497 757	Townsville	1800 623 946	0408 180 644

11. Definitions

Closing day is the day stated in Section 9 by which applications must be received by QRIDA.

Defined disaster area for an *eligible disaster* means the area that the appropriate Minister has defined for the purpose of activating the *Disaster Recovery Funding Arrangements*. These are published on QRIDA's website (also see section 9 above).

Disaster Recovery Funding Arrangements means the funding arrangements as agreed between the Commonwealth and the State for providing financial assistance to communities affected by an *eligible disaster* (available on the Australian Government Disaster Assist website).

Eligible disaster means a bushfire, cyclone, flood, earthquake, storm surge, landslide, meteorite strike, tornado, tsunami, storm – including hail, rain and/or wind event or terrorist act.

Eligible separate business means a separate business that would be a commercially viable and autonomous business if the other separate businesses operated by the eligible entity ceased to operate.

Evidence of payment means:

- a) tax invoice(s) showing full details of the goods or services provided. The goods and services described on each invoice must be clearly identifiable having been paid by the applicant and being related to damage from the *eligible disaster*; and
- b) evidence of payment for these tax invoices. A copy must be provided of an applicant's bank transfer(s) and/or bank statement(s) with any relevant *official receipt(s)* from suppliers or contractors.

Full-time employee means an individual who ordinarily works for at least 35 hours each week for the business.

Official receipt means a receipt including the name and address and ABN (if applicable) of the entity that issued the receipt and a description of each item to which the receipt relates.

Public company means a *public company* within the meaning of the Corporations Act.

Reinstatement means the carrying out of activities that are necessary to help the *Small Business* continue or resume production at a similar level as before the *eligible disaster*.

Small Business is a business that:

- a) holds an Australian Business Number (ABN);
- b) is not a *public company*, charitable business (charitable business means a business that does not operate to make a profit) or a body corporate under the *Body Corporate and Community Management Act 1997*; and
- c) employs fewer than 20 *full-time employees* (or fewer than 20 equivalent *full-time employees* – equivalent *full-time employees* can be determined using the following formula:

$$E = F + \frac{P}{35}$$

E means the number of equivalent *full-time, employees* of the business.

F means the number of *full-time employees* of the business.

P means the total number of hours worked each week by employees who do not work full-time for the business.

- d) if operated by a sole trader and the business has no employees other than the sole owner, the sole owner must derive the majority of their income from the business unless the applicant can satisfy QRIDA that the sole trader, immediately before an eligible disaster, derived the majority of income from the business and that the majority of income from the business and that the majority of the sole trader's income would have come from the *small business* again, were it not for the *eligible disaster*.
- e) is a *small business in development*.

Small business in development means an enterprise that is being developed by an individual and in the opinion of QRIDA will be developed into a *small business* that will be carried on by the individual as a sole trader.

Small business owner is a sole trader, partnership, private company or trust that carries on a *small business*