Construction Business Advancement Grant – Round 1 application

* indicates a required field

ℹ How to complete this page

To complete this page, you must:

- read and accept the privacy statement
- check your business meets each eligibility requirement
- confirm you are the Responsible Person applying for the business and you are not a third party applying on the business's behalf
- confirm your project meets each eligibility requirement.

You can find the eligibility check and program guidelines on the Construction Business Advancement Grant Program | Business Queensland page.

⚠ Warning: You can only submit one application per business, related party or financial beneficiary.

Related party or financial beneficiary means a person or entity likely to benefit financially from the application or grant. This can include companies with shared ownership or directors, employees and immediate family members.

Privacy statement

The Department of Customer Services, Open Data and Small and Family Business (CDSB, we) collects your personal information in this application 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
- tell you about relevant services and information.

We will also use this information to monitor, evaluate, report, audit and promote the program.

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.

We cannot assess your application or process your grant without this information.

We may disclose the personal information we collect to:

- the relevant Minister (including their advisers);
- the Parliament of the State of Queensland (including Parliamentary Committees);
- Queensland Government departments and agencies; and
- external parties engaged to assist in the administration, monitoring or auditing of the program.

We will not otherwise disclose your personal information to a third party without your agreement, except as required by the *Information Privacy Act 2009 (Qld)* or when we are authorised or required under Australian law, court or tribunal.

Read our Privacy Policy for more information about your privacy, including how you can access and amend your personal information or complain about our management of it.

I confirm I have read, understood and accept the privacy statement. *
○ Yes ○ No

⚠ Warning: Did not accept the privacy statement

You have selected No to the Privacy Statement question.

If you submit your application without accepting the privacy statement, the form will be incomplete, and CDSB will not assess it.

Applicant eligibility

To be eligible for this grant, your business must: *
☐ have 19 employees or less, counted by headcount (1);
☐ have an aggregated turnover (2) of $10 million or less in the 2025-26 financial year;
☐ be operating and have an active ABN (3);
☐ have traded for at least 1 year;
☐ carry on an ongoing commercial activity and substantively engage in offering goods or services to the market (3) (4);
☐ be registered for GST on the Australian Business Register (3);
☐ be registered under an eligible Australian Taxation Office business industry code (5) related to construction, including residential and non-residential building and related trades (3);
☐ have Queensland as the main business location on the Australian Business Register (3);
☐ not be insolvent, and not have owners or directors who are bankrupt or undischarged from bankruptcy (3); and
☐ not be a subsidiary of a group of companies employing 20 or more people in total.
At least 10 choices must be selected.

(1) Headcount includes all full-time, part-time and casual employees paid a salary or wage. It does not include business owners, non-executive directors, contractors or volunteers. (2) Aggregated turnover has the meaning given in the *Income Tax Assessment Act 1997*. (3) Your business must remain eligible for the full duration of the grant-funded project. (4) We determine eligibility from the nature and extent of an entity's activities, not its legal structure or status. An entity may be eligible if a substantial or predominant part of its activities is supplying goods or services to the general public for consideration. (5) Industry eligibility will be determined using the Australian Taxation Office's business industry codes.

I confirm my business meets the eligibility requirements above. *
○ Yes ○ No

I am the Responsible Person applying on behalf of the business. *
○ Yes ○ No

i Responsible Person (also known as Authorised Party) means the person nominated by the business, who is an owner, business partner, director, trustee, public officer, office bearer, company secretary or an employee at manager level or above with a direct link to the applying business.

I am not a third party applying on the business's behalf. *
○ Yes ○ No
i Third parties include businesses, financial advisers, accountants, consultants or suppliers involved in the grant-funded activity.

Project eligibility

To be eligible for this grant, your project must: *
☐ not start, and not involve any binding financial commitment, before CDSB approves your application and you accept the Funding Agreement;
☐ be completed within 12 months after the Funding Agreement is executed;
☐ only include items listed in the Business management software and training catalogue;
☐ only use suppliers with no financial or other mutual benefit relationship with any staff member of your business;
☐ only include software the business does not already have, upgrades to current software or training to help the business use these tools; and
☐ only include items appropriate and necessary for your business's operations.
At least 6 choices must be selected.

I confirm my project meets the eligibility requirements above. *
○ Yes ○ No

⚠ Warning: Your business or project may not be eligible

You have answered **No** to one or more eligibility questions.

If you submit your application with ineligible responses, CDSB will assess it as ineligible and it will not be approved for funding.

Applicant details

* indicates a required field

Australian Business Number (ABN) and registration details

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	

Copy your ABN from ABN Lookup and remove any spaces before selecting Lookup.

Check your ABN details
In the Australian Business Register (ABR) information box above:

Does it show your ABN status as Active? *
○ Yes ○ No

Does it show you are registered for Goods & Services Tax (GST)? *
○ Yes ○ No

Does it show Queensland as your main business location? *
○ Yes ○ No

⚠ Warning: Your business may not be eligible

Your business does not currently meet the eligibility requirements based on the responses above.

If the details in the ABR information box are incorrect:

1. Update your ABR details, then wait 24 hours for the updates to reach this form. Use the link for the check you answered No to:
   - ABN status: Cancel/re-apply for an ABN | ABN Lookup
   - GST registration: Applying for GST, PAYG and other registrations | Australian Business Register
   - Main business location: Update your ABN details | Australian Business Register
2. Re-open your application through **My Submissions** and return to this page to refresh the form with the updated ABR details.
3. Review the ABR Information box above and confirm the requirements are met.

If you submit your application with ineligible responses, CDSB will assess it as ineligible and it will not be approved for funding.

Applicant entity name

Applicant entity name *
Organisation Name

Enter the legal entity name shown in the ABR information box above. This is who the Funding Agreement is with.

Does your business trade under a different name? *
○ Yes ○ No

Business or trading name *

Trading history of at least one year

We determine adequate trading history from your business's ABN registration date.

Review your business registration date on the ABN Lookup website.

Has your current ABN been registered for at least 1 year? *
○ Yes ○ No

⚠ Warning: Your business may not be eligible

You answered No to "Has your current ABN been registered for at least 1 year?"

To be eligible, your business must have traded for at least 1 year.

If you submit your application with ineligible responses, CDSB will assess it as ineligible and it will not be approved for funding.

Applicant entity type

Applicant entity type *
○ Sole Trader / Individual
○ Company
○ Partnership
○ Trust
○ Incorporated Association
○ Body Corporate
○ Other / Unincorporated Group

ℹ If Trust, you will be asked to upload evidence to confirm the link between the trust and the business/ trading name.

Contact details

Primary phone number *

Must be an Australian phone number.

Primary email address *

ℹ We will send all correspondence, including the outcome of your application, to this email address. Check it is correct.

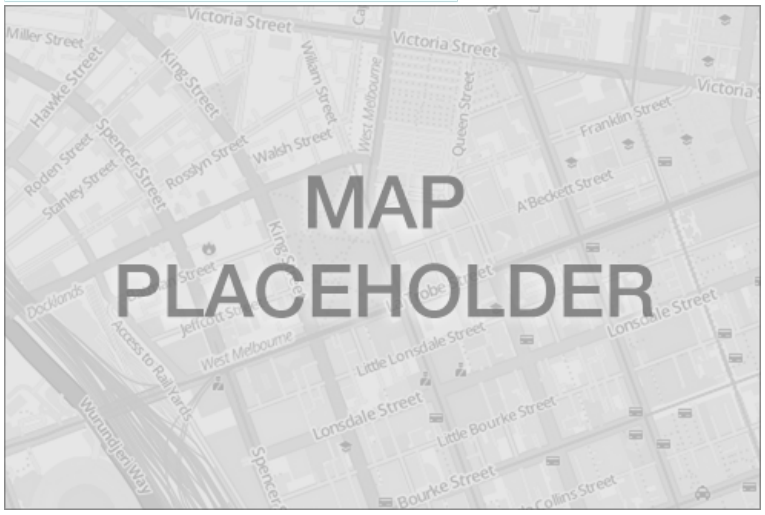
Primary website *

ℹ We will use the website to confirm your business is operating. This can be a website or social media URL, for example Facebook.

Business operating address

Enter the Queensland street address where your business operates.

Business operating address *
Address



Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia # Select your address from the list as you type. It must be a street address we can geo-locate. PO Boxes and property names only (for example, "The Farm") do not work.

 # Can't find your address?

Some addresses with lot or unit numbers may not appear in the lookup. If yours does not:

1. Enter the street name only and select your street.
2. Select the lookup box again, then choose Can't find your address?
3. Enter the address details manually, in one of these formats:
   - 123 Main Street, Cairns, QLD 4870
   - Unit 1, 123 Main Street, Cairns, QLD 4870.
4. Spell out street types (Street, not St) and do not add spaces before or after slashes (3/5 Widget Street) or dashes (6-10 Wingdings Street).

Postal address

Applicant postal address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Responsible Person & project contact details

* indicates a required field

Responsible Person

If we approve your application, the Responsible Person must sign the Funding Agreement.

Name *
Title First Name Last Name

Role in business applying for funding *

Phone number *

Must be an Australian phone number.

Mobile number (optional)

Must be an Australian phone number.

Primary email *

Must be an email address.

Is the Responsible Person listed in the ABR record? *
○ Yes ○ No
ℹ If No, you will be asked to upload evidence to confirm the link between the Responsible Person and the business.

Is the Responsible Person also the project contact? *
○ Yes ○ No

Business owner diversity

These questions help us understand who is accessing the program. They are used for reporting purposes.

Answer for the primary owner of the business, or if there is no owner, the person in the most senior role. The primary owner may be a different person from the Responsible Person. If the business has more than one owner, answer for the owner with the largest share of the business.

Which of the following best describes the business owner's gender identity? *
- ○ Man
- ○ Woman
- ○ Non-binary
- ○ I use a different term
- ○ I do not wish to answer this question

Is the business owner of Aboriginal, Torres Strait Islander or Australian South Sea Islander descent? *
- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Australian South Sea Islander
- ☐ None of the above
- ☐ I do not wish to answer this question

What is the business owner's age range? *

Does the business owner have a disability? *

Does the business owner speak a language other than English at home? *

Has the business owner served in the Australian Defence Force? *

Project contact

Nominate another person to be our day-to-day contact for your application and project. By nominating them, you authorise us to discuss your application with them.

Project contact name *

Title | First Name | Last Name

Position *

Phone number *

Must be an Australian phone number.

Mobile number (optional)

Must be an Australian phone number.

Email *

Must be an email address.

Business details

* indicates a required field

Industry, sectors and business stage

We use the Australian and New Zealand Standard Industrial Classification (ANZSIC) to identify your industry.

Which industry (ANZSIC code) does your business fall under? *

 # Search or browse, then select your industry:

- **Search**: Type keywords related to your business's primary activity.
- **Browse**: Click in the box and scroll through the levels.
- **Select**: Choose the most specific industry (the lowest level, shown most indented).

If you can't find a match:

1. Use the Australian Bureau of Statistics (ABS) Australian and New Zealand Standard Industrial Classification (ANZSIC) search to identify the likely industry.
2. On the ABS ANZSIC results page, copy the **class name**.
3. Paste the class name into the box above.

What is your business's industry code? *

 # Search or browse, then select your business industry code:

- **Search**: Type keywords related to your business's primary activity.
- **Browse**: Click in the box and scroll through the list.
- **Select**: Choose the description matching your business's activities most closely.

If you can't find a matching description, select **99990 Other activities**, then **Other**.

Does your business identify as working within the following sectors (optional)?
☐ Family Business
☐ Tourism
☐ National Disability Insurance Scheme (NDIS)
☐ Social Enterprise (business exists to benefit the public and community rather than only shareholders)
ℹ This question is for reporting purposes only.

What stage is your business at? *
○ Start-up
○ Growth
○ Established
○ Expansion
○ Mature
○ Not sure
ℹ This question is for reporting purposes only.

⚠ Warning: Your business may not be eligible

Based on the industry or business industry code you selected, your business does not currently meet the eligibility requirements.

Only businesses in the construction industry with activities related to residential or non-residential building and related trades are eligible to apply.

If you submit your application with ineligible responses, CDSB will assess it as ineligible and it will not be approved for funding.

About your business

Briefly describe the goods or services your business offers to customers. *

Word count:
Must be between 25 and 150 words.

Say who your customers are, what you provide to them and how they pay you (for example, sales, fees or contracts).

Employee headcount

How many employees does the business have? *

Your business must have 19 employees or fewer.

To calculate employee headcount:

- Include all full-time, part-time and casual employees paid a salary or wage.
- Count each person as one employee, regardless of the number of hours worked.
- Do not include business owners, non-executive directors, contractors or volunteers.

Aggregated turnover 2025-26

What is your 2025-26 aggregated turnover? *

Your aggregated turnover must be $10 million or less.

To calculate aggregated turnover:

- Add your turnover to the turnover of any businesses connected to yours.
- Turnover is the total money, sales or revenue passing through a business entity during a financial year.
- For more help, see CGT small business entity eligibility: Calculate your aggregated turnover | Australian Taxation Office. Note: The $2 million threshold on the ATO page does not apply to this grant.

Evidence required

* indicates a required field

Upload tips

- Keep each file under **25MB**. Files under 5MB upload faster.
- Wait for each file to finish uploading before you attach another.

100-points-of-identification check form

Upload a completed and witnessed 100-points-of-identification check form. # *
Attach a file:

i The Responsible Person must sign the form.

Download and complete the 100-points-of-identification check form, then have it witnessed before you upload it to your application.

The form lists the accepted identification and who can witness it.

⚠ Do not upload copies of your identity documents.

Trust link evidence

Upload evidence of the link between the trust and the business. # *
Attach a file:

i Upload documents listing the trust entity and the operating business entity.

Acceptable documents include:

- Australian Securities and Investments Commission (ASIC) company statement (for companies)
- trust deed
- an accountant's letter confirming the same parties operate the trust and the operating business entities.

⚠ The accountant cannot be a current employee of the business. They must be independent and employed by a different business.

Responsible Person link evidence

Upload evidence of the Responsible Person's authority to act for the business. # *
Attach a file:

ℹ Upload documents listing the applying business and the Responsible Person.

Acceptable documents include:

- ASIC company statement (for companies)
- a letter on the applying business's letterhead confirming the Responsible Person's position and authority to act on behalf of the business.

Catalogue items and totals

* indicates a required field

Business management software and training catalogue

Select your items from the Business management software and training catalogue. It lists approved suppliers and their options.

Is your preferred supplier listed in the catalogue? *
○ Yes ○ No

Request an additional supplier

To request to add your preferred supplier to the catalogue:

- Save your application
- Complete and submit the form on the Request a review of a software/training product for catalogue inclusion page.
- Return to your application after we let you know the outcome of the assessment.

I acknowledge: *
☐ Requesting an additional supplier may delay my application. We assess applications in the order we receive them and may close the round early when all funding is allocated. A delay may mean I cannot submit my application or it is not approved.

Has CDSB added your preferred supplier to the catalogue? *
○ Yes ○ No
ℹ Do not answer until we reply to your request.

Choose a different supplier

ℹ We can only fund items listed in the catalogue.

Do you want to choose a different supplier from the catalogue? *
○ Yes ○ No

⚠ Warning: Did not choose a different supplier

- You have selected No to the question about choosing a different supplier from the catalogue.
- If you submit your application without selecting items from the catalogue, the form will be incomplete, and CDSB will not assess it.

Catalogue selection

- **i** Use the **PDF** you saved from the Business management software and training catalogue to copy these details into the form.
- **Name, provider and type:** Enter or select exactly as shown in the catalogue.
- **Cost (ex GST):** Enter the cost of one item excluding GST. Use the Indicative RRP from the catalogue or, if the catalogue says Contact supplier for quote, the amount on your quote.
- **One quote for several items:** Enter 1 as the quantity and the quote amount as the cost.

Product/service name	Provider name	Type	Quantity	Cost (ex GST)	Item total (ex GST)
			Must be a whole number (no decimal place) and at least 1.	Must be a dollar amount.	Calculated: Quantity x Cost (ex GST)

Upload the PDF from the Business management software and training catalogue and any quotes # *
Attach a file:

Total Cost (excluding GST) *
$
Calculated: SUM(Item total (ex GST))

Total Amount Requested *
Grant funding cannot exceed $5,000 ex GST.

Your contribution

i If we approve your application, you must pay the amount above $5,000 excluding GST.

Your contribution
Calculated: Total Cost (excluding GST) - $5,000

Proposed project

* indicates a required field

Your project title, description and priority area must match the items you chose on the previous page. During assessment we may update these fields to better represent your proposed project.

Project title *

Must be no more than 250 characters.
For example: Accounting software and staff training.

What software and related services do you want funded? *

Word count:
Must be between 30 and 50 words.
Describe what you will buy and how you will set it up and use it. Your plan must be realistic for the project timeframe.

Project priority

Nominate the primary priority area for your project. *
- ○ Business management software
- ○ Business management software training

Expected outcomes

Which of these outcomes do you expect from the items? (tick all that apply) *
- ☐ Saving time or working more efficiently
- ☐ Meeting legal, regulatory or industry standards
- ☐ Lowering business costs
- ☐ Enhancing your business's ability to operate and grow

How often do you expect to use the new or upgraded software? *
- ○ Less than once a month
- ○ 1-3 times a month
- ○ 1-2 times a week
- ○ Daily

Certification and submission

* indicates a required field

Applicant declaration

I certify: *
☐ this is the only application being submitted for the business, related party or financial beneficiary;
☐ the information and documents in this application are true, correct and complete, and not misleading;

☐ the business meets all eligibility criteria in the program guidelines; and
☐ I have disclosed all matters affecting the funding decision.

I acknowledge: *
☐ funding is limited, and applying does not guarantee a grant;
☐ CDSB may do compliance checks, audit my application and ask for supporting evidence at any stage of the application, assessment, acquittal or post-program review process, and I must respond by the requested date; and
☐ providing false or misleading information to obtain a grant or other financial benefit may be an offence under Queensland law.

⚠ Warning: Your application is incomplete, or your business may not be eligible

- Review the warnings on the previous pages.
- Check every response meets the eligibility requirements before you submit.

If you submit your application with ineligible responses, CDSB will assess it as ineligible and it will not be approved for funding.

Submitting the application

Before you submit
Review your application carefully. You cannot change it after you submit.

After you submit
- After you submit your application, you will receive an **email receipt.** Check your junk or spam folder if you do not receive it.
- **We do not receive your application until you receive the email receipt.**
- Please allow up to **2 business days** to receive the email receipt.

Need help?
- If you have any questions, contact business@cdsb.qld.gov.au.
- Include your application ID number in the subject line of your email.

Submitting from *
○ business' premises
○ home office
○ shared workspace
○ accountant's / business consultant's office
○ supplier's premises
○ Other: