

SCPP Round 3 - Shared Security Grants Application

Form Preview

SCPP Round 3 – Shared Security Grants application

* indicates a required field

△ This application form is for the **Secure Communities Partnership Program (SCPP) Round 3 – Shared Security Grants** Program.

The *SCPP Round 3 Shared Security Grants* program supports larger security projects providing shared security benefits across multiple Queensland small and family businesses at an eligible commercial site or precinct.

If you are intending to apply for the **SCPP Round 3 – Small Business Security Grant Program**, please return to the [CDSB SmartyGrants Portal home page](#) and select the **Small Business Security Grant** application form.

i Key information

- You can apply for a grant of between \$20,000 and \$200,000 (excluding GST).

You must contribute at least 50% of the total eligible project cost. This means your total eligible project cost must be at least \$40,000 (excluding GST).

- Applications are competitively assessed.
- Before completing this application, please read the Shared Security Grants Program [Guidelines](#).
- CDSB is not able to assist in preparing applications.

If you have questions about the program, including eligibility and how to apply, contact:

- Email: business@cdsb.qld.gov.au
- Phone: 13 QGOV (13 74 68)

△ You can only submit one Shared Security Grants application per applicant. You can apply for a Small Business Security Grant for a separate project, but we will not fund the same business twice at the same location.

Privacy statement

The Department of Customer Services, Open Data and Small and Family Business (CDSB) 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).

SCPP Round 3 - Shared Security Grants Application

Form Preview

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.

If your application is successful, we may publish your business name, funding amount, suburb or postcode and project outcomes.

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.

If you give us personal information about other people, such as contacts for the businesses at your site, you must tell them you have done so and why.

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 category check

i Choose the option matching who is applying. Both options need a project at an eligible Queensland commercial site, with a direct and material security benefit to at least two eligible small businesses.

Small Business applicant

- You are a small business with 19 or fewer employees and turnover of \$10 million or less.
- You have ownership, management responsibility or other lawful authority over the site.
- Your own business can benefit, but the project must not mainly serve your business alone.
- You meet the ABN, GST, trading history and Queensland location requirements.

Property owner or precinct-led project

- You are a property owner, lessor, body corporate, trustee, property manager or other authorised entity.

SCPP Round 3 - Shared Security Grants Application

Form Preview

- You do not need to be a small business or operate a business at the site.
- Your property ownership group has aggregated annual turnover of \$50 million or less.
- The site must meet the precinct size limits.
- If you are an agent or property manager, you apply on behalf of the property owner or lessor and must provide evidence of your authority.
- You meet the ABN, GST and trading history requirements.

Which applicant category are you applying under? *

- ☐ Small business applicant
- ☐ Property owner or precinct-led project

Eligibility requirements

Read the eligibility requirements for your business and project in the sections below. Check your business and project against each requirement, then confirm you are eligible.

Applicant eligibility: Small business applicant

To be eligible for this grant, the applicant must: *

- ☐ have ownership, management responsibility or other lawful authority to undertake the proposed works at the project site (1);
- ☐ have 19 employees or fewer, counted by headcount (2);
- ☐ have an aggregated turnover (3) of \$10 million or less in the 2025-26 financial year;
- ☐ carry on an ongoing commercial activity and substantively engage in offering goods or services to the market (1) (4);
- ☐ be operating and have an active ABN (1);
- ☐ have traded for at least 1 year;
- ☐ be registered for GST on the Australian Business Register (1);
- ☐ have a registered Queensland headquarters or main business location on the Australian Business Register (1);
- ☐ not be insolvent, and not have owners, trustees or directors who are bankrupt or undischarged from bankruptcy (1);
- ☐ not be a subsidiary of a group of companies employing 20 or more people in total;
- ☐ not have been previously approved for, or received, funding under the Secure Communities Partnership Program; and
- ☐ not be a Queensland or Australian Government department or agency, or a local government (1) (5).

At least 12 choices must be selected.

(1) Your business must remain eligible for the full duration of the grant-funded project.

(2) Headcount includes: all full-time, part-time, and casual employees who receive a salary or wage from the business. Do not include business owners, non-executive directors, contractors or volunteers.

(3) Aggregated turnover has the meaning given in the *Income Tax Assessment Act 1997* (Cth).

(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. An entity whose main activities are recreational, social or member-based on a non-market basis is not

SCPP Round 3 - Shared Security Grants Application

Form Preview

generally eligible. Incidental trading, such as a canteen, bar, kiosk or merchandise outlet, does not by itself make an entity eligible.

(5) A local government is eligible only where it is a separately constituted local government-owned or controlled entity carrying on commercial activities and otherwise meets these requirements. Refer to section 3.3.3 of the program [guidelines](#).

Applicant eligibility: Property owner or precinct-led project

To be eligible for this grant, the applicant must: *

- ☐ have ownership, management responsibility or other lawful authority to undertake the proposed works at the project site (1);
- ☐ have the legal capacity to enter into and comply with the Funding Agreement (1);
- ☐ belong to, or act for, a property ownership group (2) with aggregated annual turnover (3) of \$50 million or less in the 2025-26 financial year;
- ☐ be operating and have an active ABN (1);
- ☐ have traded for at least 1 year;
- ☐ be registered for GST on the Australian Business Register (1);
- ☐ not be insolvent, and not have owners, trustees or directors who are bankrupt or undischarged from bankruptcy (1);
- ☐ not be a Queensland or Australian Government department or agency, or a local government (1) (4); and
- ☐ if you are an agent or property manager, have written authority to act for the property owner or lessor.

At least 9 choices must be selected.

(1) You must remain eligible for the full duration of the grant-funded project.

(2) The property ownership group includes the property owner or lessor and its connected entities and affiliates, including holding entities and trusts. If an agent, property manager or other management authority applies, the test applies to the owners group, not only to the agent or manager.

(3) Aggregated turnover has the meaning given in the *Income Tax Assessment Act 1997 (Cth)*.

(4) A local government is eligible only where it is a separately constituted local government-owned or controlled entity that carries on commercial activities and otherwise meets these requirements. Refer to section 3.3.3 of the program [guidelines](#).

Eligibility confirmation

I confirm the applicant meets the eligibility requirements above. *

- ☐ Yes ☐ No

I am the Responsible Person for the applicant and am authorised to submit this application on its behalf. *

- ☐ Yes ☐ No

i Responsible Person (also known as the Authorised Party) is an owner, director, trustee, senior employee (manager level or above), property manager or other person with authority to act for the applicant. They must be located in Australia and will sign the Funding Agreement if the application is approved. See the Responsible Person Details section for the full requirements.

I am applying directly for the applicant, not as a third party. *

- ☐ Yes ☐ No

SCPP Round 3 - Shared Security Grants Application

Form Preview

i Third parties include business or financial advisers, accountants, consultants and suppliers involved in the grant-funded activity. A property manager or agent with written authority from the property owner is not a third party and can apply.

Project eligibility: Small business applicant

To be eligible for this grant, your project must: *

- ☐ not already be funded from another source, including another State or Commonwealth Government funding program;
- ☐ align with the aims (1);
- ☐ purchase, install, configure or construct security infrastructure responding to an identified security need and gives a direct and material benefit to at least two eligible small businesses at the site (2);
- ☐ be delivered at an eligible Queensland commercial site or business precinct;
- ☐ meet the Small Business occupancy test (3);
- ☐ keep service costs, including installation, to 50% or less of total eligible project costs (4);
- ☐ have any planning, building, regulatory, owner, body corporate or other third-party approvals, or be able to get them within the project period;
- ☐ 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;
- ☐ not primarily benefit residential, recreational, sporting, social, community or member-only activities;
- ☐ not split a larger project to avoid the funding cap or other requirements; and
- ☐ include a 50% co-contribution and have a minimum project value of \$40,000 (excluding GST).

At least 12 choices must be selected.

(1) Refer to section 2.2 of the program [guidelines](#).

(2) The project should generally be a coordinated, site-wide or shared improvement. It must not be directed mainly to the security needs of your own business.

(3) The site must be mostly occupied by eligible small businesses: at least 50% of occupied commercial tenancies for retail sites, or at least 50% of occupied commercial area for industrial, warehouse or trade sites. Vacant premises or non-commercial areas do not count. An eligible small business has 19 or fewer employees and aggregated annual turnover of \$10 million or less. You declare this using your reasonable knowledge and readily available information, such as a tenancy schedule. Refer to section 3.4.1 of the program [guidelines](#).

(4) Service costs include installation, commissioning, configuration, integration, training, design, engineering, project management and other professional services. Service costs do not include equipment, hardware, materials or security infrastructure purchased for, or incorporated into, the completed asset. For civil, electrical or building works, the materials are not a service cost, but the labour is. Ask your supplier to show materials and labour separately. Refer to section 4.1.1 of the program [guidelines](#)

Project eligibility: Property owner or precinct-led project

To be eligible for this grant, your project must: *

- ☐ not already be funded from another source, including another State or Commonwealth Government funding program;
- ☐ align with the aims (1);

SCPP Round 3 - Shared Security Grants Application

Form Preview

- ☐ purchase, install, configure or construct coordinated or shared security infrastructure that responds to an identified security need and gives a direct and material benefit to at least two eligible small businesses at the site (2);
- ☐ be delivered at an eligible Queensland commercial site or business precinct;
- ☐ meet the Small Business occupancy test (3);
- ☐ meet the precinct size requirements (4);
- ☐ keep service costs, including installation, to 50% or less of total eligible project costs (5);
- ☐ have any planning, building, regulatory, owner, body corporate or other third-party approvals, or be able to get them within the project period;
- ☐ 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;
- ☐ not primarily benefit residential, recreational, sporting, social, community or member-only activities;
- ☐ not split a larger project to avoid the funding cap or other requirements; and
- ☐ include a 50% co-contribution and have a minimum project value of \$40,000 (excluding GST).

At least 13 choices must be selected.

(1) Refer to section 2.2 of the program [guidelines](#).

(2) The project should generally be a coordinated, site-wide or shared improvement across common areas, access points or multiple tenancies.

(3) The site must be mostly occupied by eligible small businesses: at least 50% of occupied commercial tenancies for retail sites, or at least 50% of occupied commercial area for industrial, warehouse or trade sites. Vacant premises or non-commercial areas do not count. An eligible small business has 19 or fewer employees and aggregated annual turnover of \$10 million or less. You declare this using your reasonable knowledge and readily available information, such as a tenancy schedule. Refer to section 3.4.1 of the program [guidelines](#).

(4) A retail precinct must have less than 10,000 m² of total lettable area. An industrial, warehouse or trade precinct must have less than 20,000 m² of lettable or gross floor area. Mixed sites are assessed proportionately. Refer to section 3.4.2 of the program [guidelines](#).

(5) Service costs include installation, commissioning, configuration, integration, training, design, engineering, project management and other professional services. Service costs do not include equipment, hardware, materials or security infrastructure purchased for, or incorporated into, the completed asset. For civil, electrical or building works, the materials are not a service cost, but the labour is. Ask your supplier to show materials and labour separately. Refer to section 4.1.1 of the program [guidelines](#).

Project eligibility check

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.

SCPP Round 3 - Shared Security Grants Application

Form Preview

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 the organisation 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 or organisation 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](#)

SCPP Round 3 - Shared Security Grants Application

Form Preview

- 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

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

Only your current ABN counts. Time trading under a previous ABN does not count towards the 1 year.

Review your business registration date on the [ABN Lookup](#) website.

Date the applicant commenced trading or operations *

Property owner/precinct-led applicants: enter the date the applicant entity started operating, such as holding or leasing the property.

Has the applicant's current ABN been registered for at least one year? *

☐ Yes ☐ No

⚠ Warning: Your business may not be eligible

You have answered No to the following question:

- "Has the applicant's current ABN been registered for at least 1 year?"
 - To be eligible, the applicant 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.

SCPP Round 3 - Shared Security Grants Application

Form Preview

Organisational / Corporate Ownership structure

i In your diagram, include the following against each entity:

- legal name
- ABN or ACN
- entity type, such as company, trust, partnership or individual
- ownership percentage and who controls the entity
- for a trust, the trustee, appointor or controller, and main beneficiaries
- its role, such as applicant, holder of the project site or signatory to the Funding Agreement
- current employee headcount - If an entity has no employees, show its headcount as 0.
- 2025-26 aggregated turnover.

Attach an organisational or corporate ownership structure diagram showing the applicant and all its associated entities: *

Attach a file:

Show the applicant and all connected entities, including parent and holding entities, subsidiaries, sister entities and trusts. Mark the entity holding the project site.

Industry and Sector details

Which industry sector (ANZSIC code) does the applicant organisation 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 \(ABS\) 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.

Does your business identify as working within the following sectors (optional)?

- ☐ Family Business
- ☐ Tourism
- ☐ National Disability Insurance Scheme (NDIS)
- ☐ Social Enterprise (a business that exists to benefit the public and community rather than solely its shareholders)

i This question is for reporting purposes only.

Contact details

Primary phone number *

SCPP Round 3 - Shared Security Grants Application

Form Preview

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 that your business is operating. This can be a website or social media URL, for example Facebook. If the applicant has no website, enter the property manager's or site's website.

Organisation operating address

Please enter the **applicant's** street address in this format:

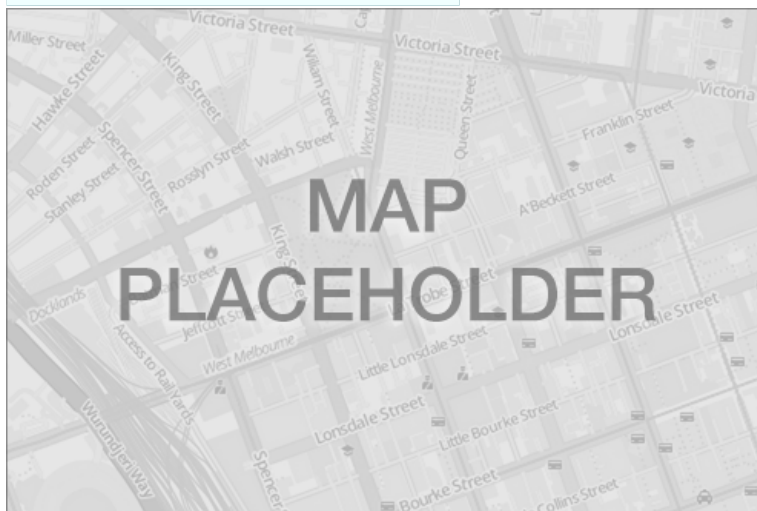
- Street number and name, Suburb, State, Postcode — for example, 123 Main Street, Cairns, QLD, 4870.
- If a unit, please use Unit 1, 123 Main Street, Cairns, QLD, 4870.

⚠ 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).

Applicant operating address *

Address



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

SCPP Round 3 - Shared Security Grants Application

Form Preview

Local Government Area

State Electorate

Postal address

Applicant Postal Address *

Address

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

Responsible Person's Details

This application must be submitted by the Responsible Person for the Applicant with a direct link to the applicant business, property owner, lessor or other authorised applicant.

A Responsible Person:

- includes an owner, business partner, director, trustee, public officer, office bearer, company secretary, senior employee at manager level or above, or appropriately authorised representative of the applicant
- must be formally associated with the applicant or otherwise able to provide evidence of authority to act
- must be located in Australia
- cannot be a third party on the Applicant's behalf, other than a property manager or another authorised entity. Third parties otherwise include business or financial advisers, accountants, consultants and suppliers.

If your application is approved, the Responsible Person must sign the Funding Agreement.

Is the Responsible Person located in Australia? *

☐ Yes ☐ No

Is the Responsible Person also the Project Contact? *

☐ Yes ☐ No

Responsible Person Name *

Title First Name Last Name

Responsible Person's role or position in relation to the applicant *

#For example: owner, director, trustee, company secretary, manager, or property manager acting for the owner.

Phone Number *

SCPP Round 3 - Shared Security Grants Application

Form Preview

Must be an Australian phone number.

Mobile Number (optional)

Must be an Australian phone number.

Email address *

Must be an email address.

Is the Responsible Person listed on the Applicant's ABR or other available business, property, company, trustee, body corporate or management records? *

☐ Yes ☐ No

⚠ Warning: Your business may not be eligible

You have answered No to the following question:

- Is the Responsible Person located in Australia?
 - To be eligible, the Responsible Person must be located in Australia. Nominate a Responsible Person who is located in Australia, then return to this page and update your response.

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

100-points-of-identification check form

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.

Upload a completed and witnessed 100-points-of-identification check form. *

Attach a file:

Responsible Person link evidence

i Upload documents naming the applicant and the Responsible Person.

Acceptable documents include:

- an ASIC company statement (companies);
- a letter on the applicant's letterhead, signed by someone other than the Responsible Person, confirming their position and authority

SCPP Round 3 - Shared Security Grants Application

Form Preview

- a trust deed, trustee appointment or partnership agreement (trusts and partnerships)
- a board, committee or body corporate resolution or minutes (companies, associations and body corporates)
- a letter of authority from the owner or a management agreement (property owner or precinct-led applicants only).

Upload evidence of the Responsible Person's authority to act for the applicant. *

Attach a file:

Primary 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 applicant entity, 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? *

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? *

Has the Business Owner served in the Australian Defence Force? *

Does the Business Owner speak a language other than English at home? *

Does the Business Owner have a disability? *

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.

SCPP Round 3 - Shared Security Grants Application

Form Preview

Mobile number (optional)

Must be an Australian phone number.

Email address *

Must be an email address.

Business (Entity) details

* indicates a required field

Small business applicant

A business may benefit from the project itself, provided the project delivers a genuine, shared security benefit and is not primarily directed to the security needs of the applicant's business alone.

Has the Applicant previously been approved for and received funding under the Secure Communities Partnership Program for substantially the same premises or activities? *

- ☐ Yes ☐ No

About your business

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

Word count:

Response must be no more than 150 words.

Applicant entity type - small business applicant-led project: *

- | | |
|--|--|
| ☐ Sole Trader / Individual | ☐ Incorporated Association |
| ☐ Company | ☐ Body Corporate |
| ☐ Partnership | ☐ Other / Unincorporated Group |
| ☐ Trust | |

Employee headcount

How many employees does the business have? *

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.

SCPP Round 3 - Shared Security Grants Application

Form Preview

- Do not include business owners, non-executive directors, contractors or volunteers.

Aggregated turnover 2025-26

What is your 2025-26 aggregated turnover? *

To calculate aggregated turnover:

- Aggregated turnover is the total turnover of your business plus 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.

Corporate Group

Is your business owned or controlled by another company, or part of a corporate group? *

☐ Yes ☐ No

#This includes businesses with a parent company or are related through common ownership or control.

Group employees

How many employees does the group have in total? *

Include full-time, part-time and casual employees across all group companies.

⚠ Warning: Your business may not be eligible

Your answers show the business may not meet one or more of the small business requirements. To be eligible, a small business applicant must:

- have 19 or fewer employees, counted by headcount
- have an aggregated turnover of \$10 million or less in the 2025-26 financial year
- not be part of a group of companies with 20 or more employees in total.

Check your answers to the employee headcount, aggregated turnover and group employees questions.

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

Property owner precinct-led applicant

A commercial property owner, lessor, body corporate, trustee, property-holding entity, property manager or other appropriately authorised individual or legal entity may apply

SCPP Round 3 - Shared Security Grants Application

Form Preview

where it has legal capacity to enter into and comply with the Funding Agreement and can demonstrate sufficient ownership, management responsibility or lawful authority to undertake the proposed works. An agent or property manager must provide evidence of authority to act for the relevant property owner or lessor.

Applicant entity type - property or precinct led: *

- | | |
|---|--|
| ☐ Commercial property owner | ☐ Trust |
| ☐ Lessor | ☐ Property manager |
| ☐ Body Corporate | ☐ Other appropriately authorised applicant |
| ☐ Trustee | ☐ Other: |

- ☐ Property-holding entity

Trust link evidence

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

Acceptable documents include:

- For small business applicants:
 - 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.

- For property owner or precinct-led provide documents showing the trust, the trustee and the trust's interest in the project site such as:
 - Trust deed,
 - Trustee appointment
 - Title search

Upload evidence of the link between the trust, the trustee and the operating entity or project site. *

Attach a file:

Property ownership group details

Is the relevant property ownership group's 2025-26 aggregated annual turnover \$50 million or less? *

- ☐ Yes ☐ No

#Group turnover includes the turnover of the property owner or lessor and its connected entities and affiliates, including relevant holding entities and trusts. If an agent, property manager or other management authority applies, this threshold applies to the relevant property ownership group, not merely to the agent or manager.

SCPP Round 3 - Shared Security Grants Application

Form Preview

What type of evidence are you providing to verify the relevant property ownership group's 2025-26 annual turnover? *

- ☐ Audited financial statements
- ☐ Published annual report containing financial statements
- ☐ Lodged income tax return and relevant schedules
- ☐ Other financial statements or supporting documentation approved by CDSB and sufficient to verify annual turnover

Upload turnover evidence for the relevant property ownership group. *

Attach a file:

If you are not providing audited financial statements, explain why you are not providing audited financial statements or why they are not yet available *

Word count:

#CDSB may require audited financial statements to be provided before payment of Milestone 2 where audited financial statements are not provided at application stage. This requirement may be included in the Funding Agreement. Must be no more than 150 words.

⚠ Warning: Your business may not be eligible

You have answered No to the following question:

- "Is the relevant property ownership group's 2025-26 aggregated annual turnover \$50 million or less?"
 - To be eligible, the property ownership group's aggregated turnover must be \$50 million or less

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

Project site and authority

*** indicates a required field**

Project installation address

i Enter the street address of the Queensland commercial site or precinct where the security improvements will be installed.

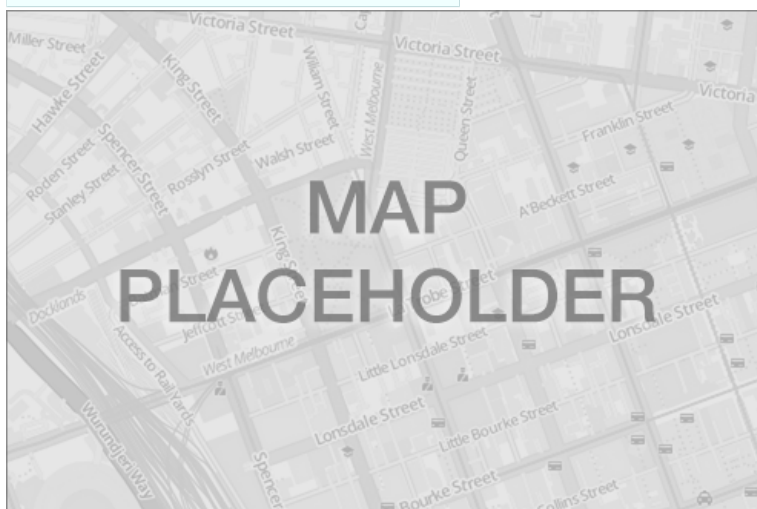
- For a site with more than one address, enter the main street address. List the other addresses in your site description.
- Security improvements to residential premises are not eligible.

At what address in Queensland will the project be installed? *

Address

SCPP Round 3 - Shared Security Grants Application

Form Preview



Address Line 1, Suburb/Town, State/Province, Postcode, and Country 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.

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).

Project site details

Describe the project site *

Word count:

Response must be no more than 150 words.

Which areas of the site will the funded measures cover? *

- ☐ Site perimeter or boundary
- ☐ Common areas and walkways
- ☐ Car parks or loading areas
- ☐ Shared entry or access points
- ☐ Frontages or access points of multiple tenancies
- ☐ Other:

Upload a site plan showing the proposed security improvements. *

Attach a file:

SCPP Round 3 - Shared Security Grants Application

Form Preview

A map, site plan or marked-up layout is acceptable. Show where the improvements will be located and which businesses or common areas will benefit.

Precinct type

What type of precinct is the proposed project site? *

- ☐ Retail site
- ☐ Industrial, warehouse or trade site
- ☐ Mixed retail and industrial, warehouse or trade site

Retail sites

How many occupied commercial tenancies are at the project site? *

#Do not count vacant tenancies or non-commercial areas.

How many of these occupied tenancies are operated by eligible small businesses? *

An eligible small business has 19 or fewer employees and aggregated annual turnover of \$10 million or less. Use your reasonable knowledge and readily available information.

What is the total lettable area of the retail precinct (in m²)? *

#Use Gross Lettable Area - Retail (GLAR), including vacant tenancies. You don't need a new professional measurement if existing records show the area.

Industrial, warehouse or trade sites

What is the total occupied commercial area of the project site (in m²)? *

Do not include vacant premises or non-commercial areas, such as shared driveways or car parks.

How much of the commercial area is occupied by eligible small businesses (in m²)? *

An eligible small business has 19 or fewer employees and aggregated annual turnover of \$10 million or less. Use your reasonable knowledge and readily available information.

What is the total lettable or gross floor area of the project site (in m²)? *

#Include vacant premises. You can use gross lettable area, net lettable area or gross floor area. You don't need a new professional measurement if existing records show the area.

SCPP Round 3 - Shared Security Grants Application

Form Preview

Mixed retail and industrial, warehouse or trade site

For mixed sites, CDSB will assess the precinct size requirement proportionately across the retail and industrial, warehouse or trade areas.

How many occupied retail tenancies are at the project site? *

#Retail tenancies are premises used wholly or mainly as retail shops. Do not count vacant tenancies.

How many occupied retail tenancies are operated by eligible small businesses? *

An eligible small business has 19 or fewer employees and aggregated annual turnover of \$10 million or less. Use your reasonable knowledge and readily available information.

What is the total occupied area of the industrial, warehouse or trade premises (in m²)? *

#Do not include vacant premises or non-commercial areas.

How much of this area is occupied by eligible small businesses (in m²)? *

An eligible small business has 19 or fewer employees and aggregated annual turnover of \$10 million or less. Use your reasonable knowledge and readily available information.

What is the total lettable area of the retail premises (in m²)? *

#Use Gross Lettable Area – Retail (GLAR), including vacant tenancies.

What is the total lettable or gross floor area of the industrial, warehouse or trade premises (in m²)? *

#Include vacant premises. You can use gross lettable area, net lettable area or gross floor area.

Precinct size evidence

Evidence may include:

- a tenancy schedule or rent roll listing each tenancy and its floor area
- a lease register showing the area of each tenancy
- leasing plans or site plans showing tenancy areas
- approved building or development plans showing lettable or gross floor area
- a valuation report stating the lettable or gross floor area
- a leasing brochure or marketing material stating the total lettable area
- for strata (body corporate) sites, the registered survey plan (building format or standard format plan) showing the area of each lot. The body corporate manager or Titles Queensland can provide a copy

SCPP Round 3 - Shared Security Grants Application

Form Preview

You don't need a new professional measurement if the area can be reasonably established from existing records.

Upload evidence of the total lettable or gross floor area of the whole project site. For a mixed site, the evidence must show the retail area and the industrial, warehouse or trade area separately. *

Attach a file:

#If no single document shows the total area, upload more than one and explain how you calculated the total in the box below.

Explain how you calculated the total area

Multi-tenancy and project site evidence

Upload evidence showing the businesses operating at the project site and the tenancy or area each one occupies. We use this to check the small business occupancy test.

Evidence may include:

- a current tenancy schedule, rent roll or lease register
- a list you have prepared of the businesses at the site showing each business name, its shop or unit number and its approximate area
- leasing plans, site plans or other records showing tenancy areas and occupancy
- valuation, body corporate or property management records
- centre directories, public business listings or photos of shopfronts and signage.

For a simple site, a current tenancy schedule or a list of businesses with their areas may be enough.

i You do not need to collect employee or financial records from each business. For each business you count as an eligible small business, use what you reasonably know and can readily find, such as its name, type of business or public listing. CDSB may ask for more evidence if needed.

Upload multi-tenancy evidence. *

Attach a file:

How many eligible small businesses at the site will directly and materially benefit from the project? *

Beneficiary businesses

List the eligible small businesses at the site that will directly benefit from the project. You must list at least two. CDSB may contact these businesses to confirm the project and how they will benefit.

SCPP Round 3 - Shared Security Grants Application

Form Preview

When determining business involvement, select the option best describing the business's main involvement with this project.

#Add rows with "Add More" or the plus (+) symbol. Use the slider below the table to see any hidden columns.

Business name	ABN	Street address or shop number	Business involvement	How it will benefit	Contact name	Contact email
			Other: 			
			Other: 			

Supporting documents - beneficiary businesses

Upload any letters or emails of support from beneficiary businesses (optional)

Attach a file:

Authority to undertake works

What is the Applicant's legal relationship to the project site? *

- ☐ Commercial property owner
- ☐ Lessee
- ☐ Lessor
- ☐ Body corporate
- ☐ Trustee
- ☐ Property-holding entity
- ☐ Property manager
- ☐ Other:

Describe your ownership, management responsibility, or other lawful authority in relation to the project site, including your authority to undertake the proposed works. *

Word count:

Response must be no more than 150 words.

Agent or property manager authority

Provide the details of the property owner or lessor you act for.

Examples of evidence of your authority to act for the owner or lessor include:

- Signed letter of authority
- Management agreement
- Body Corporate resolution

SCPP Round 3 - Shared Security Grants Application

Form Preview

**Property owner or lessor n ABN (if known)
ame**

**Upload evidence of authori
ty to act**

Approval details

Please provide details of your ownership, management responsibility or lawful authority to undertake the project (e.g. title, lease, board approval), and any third-party approvals required (e.g. landlord, body corporate, trustee). Add one row per approval.

This may include leases, owner consents, management agreements, body corporate approvals, trustee documents or other relevant approvals.

Approval cat egory	Approval Typ e	Name of Auth ority (e.g. Bo dy corporate CTS #)	Approval sta tus	Date obtaine d/expected	Upload appro val evidence
-----------------------	-------------------	--	---------------------	----------------------------	------------------------------

	Other:				
				Must be a date.	

Proposed project

* indicates a required field

Project details

Project Title *

Use a short, clear title for your project. For example: Precinct CCTV, lighting and access control upgrade. Must be no more than 250 characters.

If part of a larger project, is the proposed project a discrete element? *

- ☐ Yes
☐ No
☐ Not part of a larger project

i About the question above

Choose the option which best describes your project:

- **Yes:** your project is part of a larger project, but it can be delivered, assessed and acquitted separately from the rest of the larger project.
- **No:** your project is part of a larger project and can't be delivered, assessed and acquitted separately. A project split from a larger project to avoid the funding cap or other requirements is not eligible.
- **Not part of a larger project:** your project is a stand-alone project.

SCPP Round 3 - Shared Security Grants Application

Form Preview

Provide detail of which elements of the project are part of a larger project: *

Word count:

Response must be no more than 100 words.

Project timeframe

⚠ Projects must not start before the Funding Agreement is executed and must be completed within 12 months following agreement execution.

Proposed Start Date *

Proposed End Date *

Has any work already started, or has the Applicant entered into a binding financial commitment for the project? *

☐ Yes

☐ No

⚠ Warning: Your project may not be eligible

Projects must not start, and must not involve any binding financial commitment, before the Funding Agreement takes effect. If you submit your application with ineligible responses, CDSB will assess it as ineligible and it will not be approved for funding.

Project activities

What security equipment, installation or configuration are you seeking funding for? *

Word count:

List the security equipment you want funded, such as alarms, cameras, access control, lighting or locks, and any installation, configuration and training. Your plan must be realistic for the project timeframe. Response must be no more than 150 words.

Select the activity types included in the project: *

- ☐ Alarm and duress systems
- ☐ Access control and entry management
- ☐ Surveillance and detection
- ☐ Physical security and site-hardening measures
- ☐ Security lighting
- ☐ Other:

Other activities must still be security infrastructure under section 3.5 of the guidelines.

Security benefits to small businesses

* indicates a required field

Assessment criterion 1 — Security benefits to small businesses (40%)

This criterion assesses:

- the extent to which the application demonstrates a credible security need, risk or vulnerability
- whether the proposed response is appropriate and proportionate
- the scale, significance and reach of the security benefits for eligible Queensland small businesses
- whether the project provides clear and material shared security benefits.

Security need and vulnerability

Describe the current security risk, threat, incident history or vulnerability at the site. *

Word count:

#Describe the security issue the project will address and how it affects the small businesses at the site.. For a property owner or lessor, this is the tenant's business. For example, it may protect staff, customers, stock, cash or business assets; address a security vulnerability; or reduce the likelihood or impact of crime. Must be no more than 300 words.

Attach documents to support the security need (optional)

Attach a file:

For example: incident reports, police event records, insurance records, security assessments, photographs, CCTV stills or stakeholder letters. You can upload up to 3 files.

Beneficiary small businesses and shared benefit

Describe how the project will provide a direct and material security benefit to at least two eligible Queensland small and family businesses at the site or precinct. Your response should address:

- the number and type of businesses expected to benefit
- where the security infrastructure will be located, referring to your site plan
- how the benefits will be shared across multiple businesses rather than mainly benefiting one business
- why the benefit is material and practical.

Shared benefit to eligible small businesses *

SCPP Round 3 - Shared Security Grants Application

Form Preview

Word count:

Response must be no more than 300 words

Attach documents to support your response (optional)

Attach a file:

For example: photos of common areas or entry points, or marked-up photos showing camera, lighting or access control coverage. You can upload up to 3 files.

Is the Applicant one of the beneficiary businesses at the project site? *

☐ Yes

☐ No

Expected outcomes

Which security vulnerabilities is this project intended to address? (tick all that apply) *

☐ Theft

☐ Attempted theft

☐ Unlawful entry

☐ Vandalism

☐ Threats to staff safety

☐ Threats to customer or visitor safety

☐ Cash handling risk

☐ Stock and equipment loss

☐ Weak access control

☐ Poor lighting or visibility

☐ Limited surveillance or detection

☐ Limited ability to raise an alarm or call for help

☐ Weak protection of doors, windows or shopfronts

☐ Vehicle-related risk (e.g. ram raids, unauthorised vehicle access)

☐ Antisocial behaviour in common areas

☐ Unsecured perimeter or uncontrolled site access

☐ Other:

What outcome are you seeking most from this project? *

☐ Better deterrence

☐ Better detection or monitoring

☐ Better control of access

☐ Better protection of stock, cash or assets

☐ Better security of shared or common areas

☐ Other:

☐ Better safety for staff or customers

How confident are you in your current security arrangements at the site to manage its risks? *

☐ Not at all confident

☐ Slightly confident

☐ Moderately confident

☐ Very confident

☐ Extremely confident

Program outcomes and evaluation

SCPP Round 3 - Shared Security Grants Application

Form Preview

Complete the table to describe how you will measure and report on the success of your project.

1. **Security outcome** - each outcome your project aims to achieve for small and family businesses, from your project plan
2. **How it will be measured** - the method you will use to measure and report progress
3. **Data source or evidence** - where the data or evidence will come from (e.g. incident logs, security system reports and tenant surveys)
4. **Target or KPI** - a specific, measurable target (a number where possible) showing the outcome has been achieved
5. **Reporting timeframe** - how often you will report, or when it will be measured (for example: quarterly or against milestone)

Examples of targets may include:

- number of eligible small businesses benefiting
- number of shared entry points secured
- number of cameras, alarms, access points or lighting units installed
- reduction in reported incidents
- improved visibility or access control across shared areas.

If you have no baseline incident data, use outputs such as cameras installed or entry points secured.

You may attach documents (maximum 3 files) that support your evaluation plan, such as monitoring templates, security audit template, baseline incident summary or project benefits framework.

Security Outcome	How it will be measured	Data Source/Evidence	Target/KPI	Reporting Timeframe
Must be no more than 25 words.	Must be no more than 25 words.	Must be no more than 25 words.	Must be no more than 25 words.	Must be no more than 25 words.

Attach documents to support your program outcomes and evaluation approach (optional)

Attach a file:

For example: monitoring templates, security audit template, baseline incident summary or project benefits framework. You can upload up to 3 files.

Project design, deliverability and applicant capability

* indicates a required field

Assessment criterion 2 — Project design, deliverability and applicant capability (30%)

This criterion assesses:

- the quality and practicality of the proposed security project

SCPP Round 3 - Shared Security Grants Application

Form Preview

- project readiness, including approvals and delivery timeframes
- the applicant's capacity and capability to deliver and manage the project
- governance arrangements, delivery roles and oversight
- key delivery risks and how they will be managed.

Project deliverability

Describe how you will deliver the project and how it will achieve the proposed security outcomes for the eligible Queensland small and family businesses covered by this application. The project must be completed within 12 months after the Funding Agreement takes effect.

In the table, set out:

- 1.**Key stages and activities:** the main activities in each stage and how you will deliver them
- 2.**Deliverables and security outcomes:** what will be completed or installed by the end of each stage, and the security outcome for beneficiary businesses
- 3.**Timeframe:** when each stage will start and finish, in months after the Funding Agreement takes effect (for example, Months 1-2)
- 4.**Who will manage it:** who will manage each stage, such as the applicant, a property manager, a contractor or the body corporate.

Include stages for any approvals, supplier selection, installation, commissioning and handover.

You can attach up to 3 documents to support your project plan, such as:

- delivery or implementation schedules
- security layouts or designs
- approvals schedules
- contractor delivery plans.

Key stages and activities	Deliverables and security outcomes	Timeframes	Who will manage it
Must be no more than 25 words.	Must be no more than 50 words.	Must be no more than 15 words.	Must be no more than 15 words.

Supporting documents - project deliverability

Attach documents to support your project deliverability (optional)

Attach a file:

For example: delivery or implementation schedules, security layouts or designs, approvals schedules or contractor delivery plans. You can upload up to 3 files.

Project readiness and approvals

Describe the current readiness of the project to proceed. Your response should address:

SCPP Round 3 - Shared Security Grants Application

Form Preview

- whether the project scope, design and suppliers have been identified
- the status of the approvals you listed in the Approval details table in the Project site and authority section, and any risk to getting them in time
- how you will make sure the project does not start before the Funding Agreement takes effect
- how you will complete the project within 12 months after the Funding Agreement takes effect.

Project readiness and approvals *

Word count:

Response must be no more than 300 words

Attach documents to support your readiness to deliver (optional)

Attach a file:

For example: permits or approvals, approvals correspondence or supplier implementation schedules. You can upload up to 3 files.

Applicant capability and delivery experience

Describe your experience and capability to deliver this project.

You should address:

- your experience delivering similar security, property, building or infrastructure projects
- the experience of key personnel or delivery partners
- your capacity to manage procurement, installation, compliance and reporting
- any previous experience managing grant-funded projects, if applicable.

Applicant capability and delivery experience *

Word count:

Response must be no more than 300 words.

Attach documents to provide evidence of your capability (optional)

Attach a file:

For example: capability statement, project case study, profiles of key personnel, contractor or supplier profiles, evidence of similar completed works, or references. You can upload up to 3 files.

Governance arrangements

Complete the table to describe the governance arrangements for delivering this project:

- 1. Project structure and roles:** who is responsible for project management, procurement, approvals, contractor oversight, milestone reporting and acquittal

SCPP Round 3 - Shared Security Grants Application

Form Preview

2.**Decision-making and approvals:** who makes project decisions, requests variations and authorises expenditure

3.**Oversight and monitoring:** how progress, expenditure, risks and delivery against milestones will be monitored and documented.

Attach at least one document (maximum 3 files) that supports your governance arrangements, such as an organisation chart, governance framework, or where relevant a consortium or partnership agreement.

Project structure and roles Decision-making and approvals Oversight and monitoring

Must be no more than 25 words.	Must be no more than 25 words.	Must be no more than 25 words.

Supporting documents - governance arrangements

Attach documents to support your governance arrangements *

Attach a file:

For example: organisation chart, governance framework or project responsibility matrix. You can upload up to 3 files.

Risk Management Plan

Identify the key risks to project delivery and how they will be managed.

1.**Risk number:** a number for each risk, for tracking

2.**Risk category:** select from the categories provided

3.**Risk description:** the risk and how it would affect delivery

4.**Likelihood of occurrence:** select from the dropdown

5.**Consequence:** select from the dropdown

6.**Rating:** Rate each risk using its likelihood and consequence.

7.**Mitigation/treatment strategy:** how you will prevent or manage the risk

You may attach documents (maximum 3 files) that support your risk assessment, such as a risk register with responsibilities, contingency plans or business continuity plans.

Risk Number	Risk Category	Risk Description	Likelihood of Occurrence	Consequence	Rating	Mitigation/Treatment Strategy

Supporting documents - risk management

Attach documents to support your risk assessment (optional)

Attach a file:

For example: risk register, contingency plan, project controls plan or business continuity plan. You can upload up to 3 files.

SCPP Round 3 - Shared Security Grants Application

Form Preview

Value for money

* indicates a required field

Assessment criterion 3 — Value for money (30%)

This criterion assesses:

- whether project costs are reasonable, proportionate and competitive
- whether the funding request represents value for public money
- the applicant's co-contribution
- the scale and durability of expected benefits relative to the funding sought
- the procurement approach and evidence supporting cost reasonableness.

i Key information

- The grant request must be between \$20,000 and \$200,000 (excluding GST).
- The total eligible project cost must be at least \$40,000 (excluding GST).
- You must contribute at least 50% of the total eligible project cost.
- Service costs must not be more than 50% of the total eligible project cost.

Eligible project costs

List each eligible project cost in the table below. Enter all amounts excluding GST. *Do not include ineligible costs:*

- **Item #** - Use the same number on the matching quote or evidence file
- **Expense item** - Describe the item or work, including quantity
- **Cost category** - select the most appropriate cost category for the item
- **Supplier or cost source** - Supplier name as on the quote, or e.g. "Engineer's estimate"
- **Evidence type** - select the most appropriate evidence you will provide to support the item details and cost
- **Supplier status** - select the relevant supplier status
- **Cost (ex GST)** - input the cost minus the GST component. The quote should provide a breakdown which includes the GST exclusive amounts.

If your quote doesn't separate materials and labour, ask the supplier for a split. CDSB may treat an unsplit amount as a service cost.

Item #	Expense item	Cost category	Supplier or cost source	Evidence type	Supplier status	Cost (ex GST)
		Other: 				

Funding request

SCPP Round 3 - Shared Security Grants Application

Form Preview

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

1. **Total project costs** - calculated from the Cost (ex GST) field above
2. **Total amount requested** - input the funding figure you are requesting

•

Total Project Cost

This number/amount is calculated.

Total Amount Requested *

What is the total financial support you are requesting in this application?

Co-contribution

i Your contribution must at least match the grant. A minimum 50% co-contribution is required

We will assess the co-contribution amount based on the total eligible project costs.

You are responsible for all ineligible costs and any eligible project costs above the approved grant amount.

Can you fund the required contribution and all costs above the approved grant amount? *

☐ Yes ☐ No

Your Contribution *

Calculated: Total Project Cost – Total Amount Requested

Contribution percentage

Calculated: Your Contribution ÷ Total Project Cost × 100

Explain how you will meet the required co-contribution and any costs above the approved grant amount.

Your response should address:

- the source of the co-contribution, such as cash reserves, finance, or tenant or body corporate contributions
- whether funds are already available or committed
- how you will manage project cash flow across milestones
- any financial risks and how they will be managed.

Co-contribution and financial capacity *

SCPP Round 3 - Shared Security Grants Application

Form Preview

Word count:

Response must be no more than 300 words.

Upload evidence of your ability to fund your contribution *

Attach a file:

For example: bank letter or statement, finance approval, board, owner or body corporate approval, or cash flow forecast. You can upload up to 3 files.

⚠ Warning: Your contribution is less than 50%

The calculated co-contribution is below the required 50%.

Adjust your Grant Funding Requested until the calculated contribution percentage is at least 50%.

⚠ Warning: Total project costs below \$40K are not eligible

Please review the Eligible project costs table and Total project costs question and ensure it aligns with the minimum total project cost requirements outlined in the Program [guidelines](#).

⚠ Warning: Total amount requested is outside of requirements

Please review the Total amount requested question and ensure it aligns with the eligible funding range of \$20,000 to \$200,000 as outlined in the Program [guidelines](#).

Budget and cost evidence

What evidence are you providing to support your project costs? *

- ☐ Supplier quotes
- ☐ Tender or EOI results
- ☐ Online pricing
- ☐ Professional cost estimate
- ☐ Comparable project costs
- ☐ Other:

i Upload evidence for each cost in your eligible costs table.

- Supplier quotes must show the supplier's name, ABN (if Australian), contact details and website; describe each item or service with quantities; and show a separate cost for equipment, materials, labour, installation, commissioning, design, project management and any ongoing costs. Itemise any ineligible costs and leave them out of the amounts you enter.

SCPP Round 3 - Shared Security Grants Application

Form Preview

You can use separate quotes from different suppliers for different parts of the project. If you don't have a quote for every part, you can provide other evidence, such as a professional cost estimate, tender results or costs from a comparable project. CDSB decides whether the evidence is enough to assess cost and value for money.

If your application is successful, you must get CDSB's approval before changing the approved scope, cost or supplier. This includes choosing a supplier for any cost marked "Indicative - will go to market" in your Eligible project costs.

Evidence required - Supplier quotes

Upload supplier quotes# *

Attach a file:

You can upload up to 5 files.

Evidence required - Tender or EOI evidence

Upload tender or EOI evidence# *

Attach a file:

You can upload up to 5 files.

Evidence required - Online pricing, professional cost estimates, comparable project evidence or other: evidence

Upload online pricing, professional cost estimates, comparable project or other: evidence # *

Attach a file:

You can upload up to 5 files.

Supplier quotes and procurement approach

Describe your procurement approach and how you have demonstrated value for money. Your response should address:

- how suppliers were identified or selected
- whether you obtained competing quotes or other procurement evidence
- how the quoted goods, works and services match the project scope
- for any costs not yet quoted, how you estimated them and how and when you will select suppliers.

Supplier quotes and procurement approach *

Word count:

Response must be no more than 200 words.

SCPP Round 3 - Shared Security Grants Application

Form Preview

Are all eligible costs supported by a supplier quote, tender response or other suitable evidence? *

☐ Yes ☐ No

Do any quotes include ineligible costs? *

☐ Yes ☐ No

Are any proposed suppliers related to the applicant, the property owner or any beneficiary business? *

☐ Yes ☐ No

Related parties include companies with common shareholdings or directors, employees or immediate family. CDSB can only fund a project with a related supplier if it approves the arrangement.

Describe the relationship and why the arrangement offers value for money. *

Word count:

Response must be no more than 200 words.

Ineligible costs

List the ineligible costs and confirm you have left them out of your budget. *

Word count:

Response must be no more than 200 words.

Do any costs include ongoing monitoring, subscription or maintenance? *

☐ Yes ☐ No

Explanation of ongoing monitoring, subscription or maintenance costs

Explain whether these costs are an inseparable part of the purchase price *

Word count:

Response must be no more than 300 words.

Value for money statement

Explain why the project represents value for money. In your response, tell us:

- why the project costs are reasonable and proportionate to the security issue being addressed
- how the solution will deliver durable and practical benefits to multiple eligible small businesses, including who will own, maintain and monitor the infrastructure after the project
- how the scale and reach of the benefits justify the funding sought

SCPP Round 3 - Shared Security Grants Application

Form Preview

- any factors strengthening value for money, such as shared use, site-wide coverage, coordinated delivery or long-term risk reduction.

Value for money statement *

Word count:

Response must be no more than 300 words.

Certification and Submission

* indicates a required field

Applicant declaration

I certify: *

- ☐ this is the only Shared Security Grants application submitted by the applicant;
- ☐ I am authorised to make this Declaration and submit this application on behalf of the applicant organisation;
- ☐ based on my reasonable knowledge and readily available information, each business I have counted as an eligible small business is likely to have 19 or fewer employees and aggregated annual turnover of \$10 million or less;
- ☐ the applicant has not sought or received other government funding, including a Small Business Security Grant, for the same security equipment or project costs;
- ☐ the applicant can fund at least 50% of the total eligible project cost, all ineligible costs and any eligible project costs above the approved grant amount;
- ☐ the project has not started, and the applicant has not entered into any binding financial commitment for the project, and will not do so before the Funding Agreement takes effect unless CDSB approves otherwise in writing;
- ☐ the information and documents in this application are true, correct and complete, and not misleading; and
- ☐ I have disclosed all matters affecting the funding decision.

At least 8 choices must be selected.

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, including financial, employee, trust, company or bank records, 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, and may result in refusal, termination, recovery of funds or other action.

At least 3 choices must be selected.

⚠ 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.

SCPP Round 3 - Shared Security Grants Application

Form Preview

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: