

# SCPP Round 3 – Small Business Security Grants

## Form Preview

### SCPP Round 3 – Small Business Security Grants application

\* indicates a required field

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

The *SCCP Round 3 Small Business Security Grants* supports eligible Queensland small businesses for preventative security projects, such as alarm systems, access control, surveillance, lighting and physical security.

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

#### i How to complete this page

To complete this page, you must:

- read and accept the privacy statement
- choose who is applying
- check the applicant meets each eligibility requirement
- confirm you are the Responsible Person authorised to apply on the applicant's behalf and you are not a third party
- confirm your project meets each eligibility requirement.

You can find the program guidelines on the [Small business security grants \(Secure Communities Partnership Program\) | Business Queensland](#) page.

⚠ Warning: You can only submit one application per business, related party or financial beneficiary. A property owner or lessor can submit separate applications for different small business tenants.

**Applicant** means the business entity applying for the grant. The applicant enters into the Funding Agreement and is not the person completing this form. If a property owner or lessor applies for a tenant, the applicant is the owner or lessor, not the tenant.

**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.

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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 type

**Who is applying? \***

- ☐ Small business applying for its own security improvements  
☐ Property owner/lessor/authorised party for a tenant

**i** Property owner or lessor includes a body corporate, trustee, property manager or other authorised entity.

## Small business eligibility

**To be eligible for this grant, your business must: \***

- ☐ have 19 employees or fewer, counted by headcount (1);  
☐ have an aggregated turnover (2) 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 (3) (4);

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- ☐ be operating and have an active ABN (3);
- ☐ have traded for at least 1 year;
- ☐ be registered for GST on the Australian Business Register (3);
- ☐ have a registered Queensland headquarters or main business location (as shown on your Australian Business Register record) (3);
- ☐ not be insolvent, and not have owners or directors who are bankrupt or undischarged from bankruptcy (3);
- ☐ not be a subsidiary of a group of companies employing 20 or more people in total; and
- ☐ not have previously been approved and received funding under the Secure Communities Partnership Program.

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.

## Property owner or lessor eligibility

### To be eligible for this grant, you must: \*

- ☐ be operating and have an active ABN (3);
- ☐ have traded for at least 1 year;
- ☐ be registered for GST on the Australian Business Register (3);
- ☐ have the legal capacity and authority to undertake the project, enter into a Funding Agreement and be accountable for the grant funding; and
- ☐ not be insolvent and, if an individual, not be bankrupt or undischarged from bankruptcy.

At least 5 choices must be selected.

### To be eligible for this grant, your tenant must: \*

- ☐ operate a commercial business at the premises;
- ☐ have 19 employees or fewer, counted by headcount (1);
- ☐ have an aggregated turnover (2) of \$10 million or less in the 2025-26 financial year; and
- ☐ not have previously received or benefited from funding under the Secure Communities Partnership Program for its own security improvements.

At least 4 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*.

## Confirmations

**I confirm the applicant and any small business tenant (if applicable) meet the eligibility requirements above. \***

☐ Yes ☐ No

**I am the Responsible Person applying on the applicant's behalf. \***

☐ Yes ☐ No

**i Responsible Person** (also known as Authorised Party) means the person nominated by the applicant, who is an owner, business partner, director, trustee, public officer, office bearer, company

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secretary, appropriately authorised representative or an employee at manager level or above with a direct link to the applicant who will be responsible for the Funding Agreement.

**I am not a third party applying on the applicant's behalf. \***

☐ Yes ☐ No

**i Third parties** include businesses, financial advisers, accountants, consultants or suppliers involved in the grant-funded activity. An authorised property owner, lessor, trustee, body corporate or property manager applying for a small business tenant is not a third party.

### Project eligibility

**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 or configure security equipment to directly protect the eligible small business activity (2);
- ☐ 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;
- ☐ be completed at Queensland commercial premises (3) or on mobile business assets (4) used in the business;
- ☐ not include security improvements to residential premises; and
- ☐ not include any ineligible activities or costs (5).

At least 8 choices must be selected.

(1) Refer to section 2.2 of the program guidelines. (2) You must own, control or have lawful authority to install and maintain the security equipment. This includes premises leased to a small business. (3) This includes commercial farm or agricultural facilities, and an eligible commercial tenancy within a mixed-use strata scheme. For a property owner or lessor, the premises are the tenant's. (4) A mobile business asset is a vehicle, trailer, cart or other asset you use in carrying on your business in Queensland. You can include more than one asset in a project.

- We may ask for more evidence to confirm the asset belongs to your business.
- The Funding Agreement may require you to keep the asset for a specified period after project completion.
- You must not sell, transfer or dispose of it during this period, unless CDSB approves.

(5) Refer to sections 3.6 and 4.1.2 of the program guidelines.

**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.

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### 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                                  | <a href="#">More information</a> |
| 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](#)

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- 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

This is who the Funding Agreement is with. # If a small business, enter the legal entity name shown in the ABR information box above.

#### Does your applicant 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.

#### 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

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### 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.

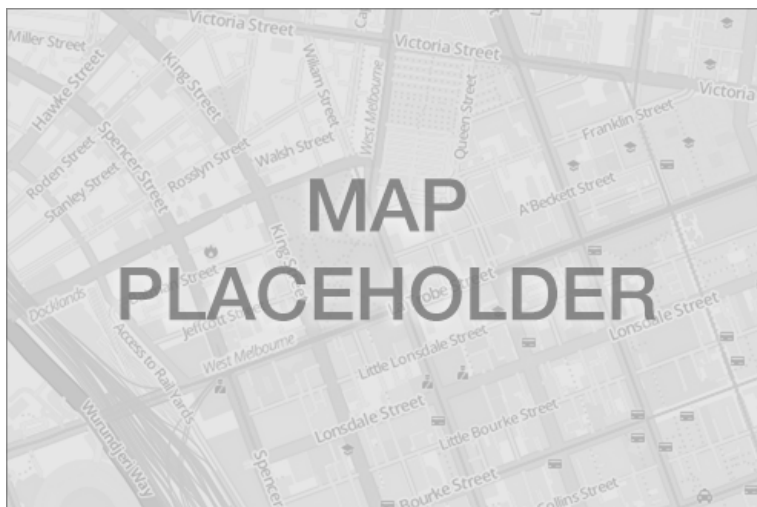
#### Business operating address \*

Address

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |

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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

### Is the Responsible Person located in Australia? \*

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☐ Yes

☐ No

### Warning: Your Responsible Person may not be eligible

You answered No to "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.

## Responsible Person details

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 applicant's ABR record? \***

☐ Yes

☐ No

 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.

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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 address \***

Must be an email address.

## Business details

**\* indicates a required field**

Industry, sectors and business stage

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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 \(ABS\) 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 (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.

## 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? \***

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# 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

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### **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 applicant. #**

**\***

Attach a file:

**i** Upload documents listing the applicant and the Responsible Person.

Acceptable documents include:

- an ASIC company statement (for companies)
- a letter on the applying business's letterhead, from another owner, director or authorised officer of the business, confirming the Responsible Person's position and authority to act on behalf of the business
- a letter of authority from the owner, body corporate resolution, management agreement (property owners only).

### Small business tenant evidence

### **Upload evidence of small business tenant occupancy. # \***

Attach a file:

**i** Upload documents showing your small business tenant's occupancy of the nominated project installation address.

Acceptable documents include:

- lease
- tenancy agreement
- rent roll

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- equivalent evidence of occupancy.

### Upload evidence of tenant's eligibility confirmation. # \*

Attach a file:

i Upload the tenant's eligibility confirmation, using the approved template or equivalent evidence.

### Approved template

i The Responsible Person for the small business tenant must sign the form.

Download the [small business tenant confirmation form](#) and have your tenant complete it before you upload it to your application.

**Fill out the details from the form into the fields below.**

### 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                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main Business Location                            |                                  |

### Entity name \*

Organisation Name

# Entity name: copy from the lookup.

### Headcount \*

- ☐ Non-employing
- ☐ 1-4 employees
- ☐ 5-19 employees

### 2025-26 aggregated turnover \*

- ☐ \$0 to < \$75K
- ☐ \$75K to < \$500K
- ☐ \$500K to < \$1M
- ☐ \$1M to < \$2.5M
- ☐ \$2.5M to < \$5M
- ☐ \$5M to \$10M

Owner's authority

**What is your relationship to the premises? \***

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- ☐ Owner
- ☐ Lessor
- ☐ Body corporate
- ☐ Trustee
- ☐ Property manager for the owner
- ☐ Other authorised party

### **Upload evidence of your relationship to the premises and your authority to undertake the project. # \***

Attach a file:

**i** Upload documents showing your relationship to the premises where the project will be installed.

Acceptable documents include:

- title search or rates notice
- body corporate resolution
- management agreement
- letter of authority from the owner.

## Proposed project

\* indicates a required field

### **Project title \***

Must be no more than 250 characters.

# For example: Shopfront CCTV and alarm upgrade.

### **What security equipment, installation or configuration do you want funded? \***

Word count:

Must be between 30 and 100 words.

# 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.

### **Why does this work need to be done? \***

Word count:

Must be between 30 and 100 words.

# Describe the security issue or need the project will address and the direct benefit to the business. For example, it may protect staff, customers, stock, cash or business assets; address a security

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vulnerability; or reduce the likelihood or impact of crime. For a property owner or lessor, this is the tenant's business.

### What priority area best describes your proposed project? \*

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

# Refer to section 3.5 of the program guidelines for a list of eligible examples.

### Is this project part of a larger project? \*

- ☐ Yes
- ☐ No

### Explain how the part of the project in this application can be delivered, assessed and acquitted separately from the rest. \*

Word count:

Must be no more than 100 words.

## Project timeframe

### How many months will your project take to complete? \*

i The project must be completed within 12 months after the Funding Agreement is executed.

## Project location

### Where will the project be installed? \*

- ☐ At commercial premises (1)
- ☐ On mobile business assets
- ☐ At commercial premises and on mobile business assets (1)

(1) This includes commercial farm or agricultural facilities, and an eligible commercial tenancy within a mixed-use strata scheme. For a property owner or lessor, the premises are the tenant's.

i A mobile business asset is a vehicle, trailer, cart or other asset you use in carrying on your business in Queensland. It can include:

- Mobile food vending units
- Coffee carts or food carts
- Market stall trailers
- Mobile service pods or kiosks
- Mobile tool storage units used by tradespeople
- Lockable toolboxes fitted to utes
- Service bodies fitted to work vehicles

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- Mobile workshops
- Enclosed tool trailers
- Mobile equipment storage units

### Mobile business asset

**Describe each mobile business asset, who owns it and how your business uses it.**

\*

Word count:

Must be between 30 and 150 words.

**How will the project be installed on, or built into, each asset? \***

Word count:

Must be between 30 and 150 words.

**Upload proof of ownership of each mobile business asset. # \***

Attach a file:

**i** Upload evidence showing the owner's name, such as a vehicle or trailer registration, purchase invoice or asset register.

The owner must either be the applicant or the small business tenant (if applicable).

### Project address

Enter the address for your project location:

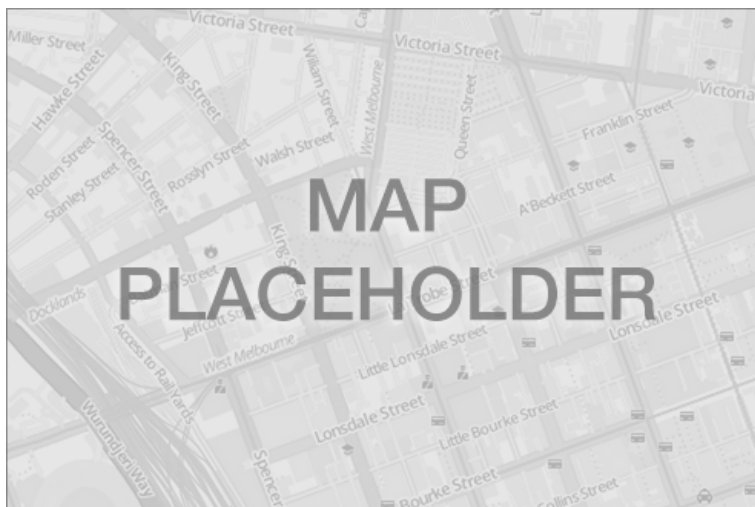
- **At commercial premises:** the address of the commercial premises.
- **On mobile business assets:** the address where the asset is usually kept.
- **At commercial premises and on mobile business assets:** the address of the commercial premises.

**What is the Queensland address for your project? \***

Address

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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.

**i** If this address is different from the Queensland address on the applicant's ABR record, CDSB may request further information to confirm the applicant's connection to the premises.

### # 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).

## Expected outcomes

**i** These questions help us measure the results of the program. We may ask about the same areas when you report on your project. Your answers do not affect the assessment of your application.

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

- |                                                                |                                                                             |
|----------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Theft                                 | <input type="checkbox"/> Mobile business asset security risk                |
| <input type="checkbox"/> Attempted theft                       | <input type="checkbox"/> Weak access control                                |
| <input type="checkbox"/> Unlawful entry                        | <input type="checkbox"/> Poor lighting or visibility                        |
| <input type="checkbox"/> Vandalism                             | <input type="checkbox"/> Limited surveillance or detection                  |
| <input type="checkbox"/> Threats to staff safety               | <input type="checkbox"/> Limited ability to raise an alarm or call for help |
| <input type="checkbox"/> Threats to customer or visitor safety | <input type="checkbox"/> Weak protection of doors, windows or shopfronts    |

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☐ Cash handling risk

☐ Stock and equipment loss

☐ Vehicle-related risk (e.g. ram raids, unauthorised vehicle 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 protection of mobile business assets

☐ Other:

☐ Better safety for staff or customers

### How confident are you in your current security arrangements to manage the business's risks? \*

☐ Not at all confident

☐ Slightly confident

☐ Moderately confident

☐ Very confident

☐ Extremely confident

## Suppliers and funding request

\* indicates a required field

### Supplier details

# Enter one supplier on each row. List only the suppliers you will pay.

- **#:** Enter a number for each quote, such as 1 or 2. Use the same number in the foreign currency (if applicable) and quote breakdown sections.
- **Supplier name:** Enter the supplier's name exactly as it appears on the quote.
- **Supplier ABN:** If an overseas supplier, put "N/A".
- **Additional information:**
  - Tell us anything else we need to assess the quote (25 words or fewer).
  - If you upload a comparable quote, name the other supplier and say why you chose this one.
- **Quote amount AUD (ex GST):** Enter the GST-exclusive amount in Australian dollars (AUD), usually the subtotal. If the quote is in a foreign currency, enter the converted amount. Do not include ineligible costs.

| # | Supplier name | Supplier ABN | Additional information | Quote amount AUD (ex GST) | Is this quote in a foreign currency? |
|---|---------------|--------------|------------------------|---------------------------|--------------------------------------|
|   |               |              |                        |                           |                                      |

### Foreign currency

i Add one row for each quote in a foreign currency. Enter the conversion rate and date you used to convert it to AUD.

# SCPP Round 3 – Small Business Security Grants

## Form Preview

| #                 | Foreign currency type | Foreign currency amount | Conversion rate   | Conversion date |
|-------------------|-----------------------|-------------------------|-------------------|-----------------|
| Must be a number. |                       | Must be a number.       | Must be a number. | Must be a date. |
|                   |                       |                         |                   |                 |

## Quote breakdown

# Split each quote **from the Supplier details grid** into the categories below and list ineligible costs in their own column.

- Enter all amounts excluding GST.
- **Security equipment:** For example, cameras, alarms, locks, access control, lighting, doors, shutters and barriers.
- **Installation costs:** Labour and materials to mount, fit and connect the equipment.
- **Configuration and setup costs:** Programming, commissioning and testing the equipment, and linking it to other systems.
- **Training costs:** Reasonable training directly related to operating the funded security system.
- **Ineligible costs:** Ongoing, monitoring, subscription and maintenance costs, freight, travel, and core business equipment such as vehicles, furniture or general ICT. These are not included in the Total for this quote.

| # | Security equipment | Installation costs | Configuration and setup costs | Training costs | Total eligible costs                          | Ineligible costs |
|---|--------------------|--------------------|-------------------------------|----------------|-----------------------------------------------|------------------|
|   |                    |                    |                               |                | # Must equal the Quote amount (ex GST) above. |                  |
|   |                    |                    |                               |                |                                               |                  |

## Totals

### Total Supplier Costs (ex GST)

Calculated: SUM( Quote amount AUD (ex GST) ). # Must be at least \$5,000 for projects at commercial premises, or \$3,000 for mobile-only projects.

### Total of all quote breakdowns

Calculated: SUM( Total eligible costs )

### Totals check

Calculated: Total Supplier Costs (ex GST) – Total of all quote breakdowns. # The two totals must match.

**⚠ Warning: Total Supplier Costs and Total of all quote breakdowns do not match**

Make sure each quote breakdown adds up to the Quote amount AUD (ex GST) for that row.

## Funding request

# SCPP Round 3 – Small Business Security Grants

## Form Preview

### Grant Funding Requested (ex GST) \*

# Must be between \$2,500 and \$20,000 for projects at commercial premises, or between \$1,500 and \$20,000 for mobile-only projects.

### Minimum project and grant amounts

Projects at commercial premises need an eligible project value of at least \$5,000 and a grant of at least \$2,500.

#### Amount above the \$5,000 minimum project value

Calculated: Total Supplier Costs (ex GST) – \$5,000.  
# Must be zero or more

#### Amount above the \$2,500 minimum grant

Calculated: Grant Funding Requested (ex GST) – \$2,500. # Must be zero or more

### Co-contribution

#### Your Contribution \*

Calculated: Total Supplier Costs (ex GST) – Grant Funding Requested (ex GST)

#### Calculated contribution percentage

Calculated: Your Contribution ÷ Total Supplier Costs x 100. # Must be at least 50%

### ⚠ Warning: Co-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%.

### Supplier quotes

# Upload up to two quotes covering different goods and services you plan to buy for this project.

### Upload the quotes for the suppliers in your Supplier details grid. # \*

Attach a file:

#### i Each quote must:

- **Supplier details:** Show the supplier's name, ABN (if Australian), contact details and website URL.
- **Formal quote:** Use the supplier's business letterhead.
- **Item details:** Describe each item or service, including the project details, key activities and quantities.
- **Itemised costs:** Show a separate cost for each item or service, including installation, configuration and any ongoing or future service costs.
- **Ineligible activities:** Itemise any ineligible activities and exclude them from the quote amount you enter in this application.

# SCPP Round 3 – Small Business Security Grants

## Form Preview

- **Online purchases:** If you cannot get a formal quote, a shopping-cart summary or webpage printout is acceptable. It must show the supplier, website address, item details, price and date.

A quote cannot be:

- an invoice or a proposal
- for more than one supplier.

# Review an [example of an acceptable supplier quote](#).

### Comparable quotes required

For projects over \$15,000, you need comparable quotes from other suppliers. Together, they must cover all the goods and services in your chosen quotes. We use them to check your costs are reasonable.

**Is a comparable quote reasonably available? \***

☐ Yes ☐ No

**Upload your comparable quotes. # \***

Attach a file:

**i** Do not add these suppliers to the Supplier details grid.

**Explain why a comparable quote is not reasonably available for the goods and services you plan to buy. \***

Word count:

Must be no more than 100 words.

**i** CDSB decides whether to accept your reason.

### Ability to fund co-contribution

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

☐ Yes ☐ No

**i** Your contribution must at least match the grant.

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

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

### Related supplier

# SCPP Round 3 – Small Business Security Grants

## Form Preview

### Are any proposed suppliers related to you, your business or the small business tenant? \*

☐ 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. \*

## 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 applicant and the small business tenant (if applicable) meet 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

# SCPP Round 3 – Small Business Security Grants

## Form Preview

- 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](mailto: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: