



LOCAL BUSINESS INNOVATION FUND (LBIF) FREQUENTLY ASKED QUESTIONS

GENERAL PROGRAM INFORMATION

What is the Local Business Innovation Fund?

The Local Business Innovation Fund is a two-year grant program designed to support businesses within Quilpie Shire to innovate, improve accessibility, adopt technology, and enhance their premises.

When does the program open and close?

The program opens on 1 July 2026 and closes on 30 June 2028, or earlier if funding is fully allocated.

How much funding is available?

A total of \$100,000 is available over the two-year program.

ELIGIBILITY

Who can apply?

Eligible applicants include small businesses, sole traders, partnerships and commercial businesses operating within Quilpie Shire.

What is a Quilpie Shire Business?

A Quilpie Shire Business is an organisation that provides goods or services to meet a local need and is locally owned and operated within the boundaries of the Shire.

Can new businesses apply?

Yes, provided they can demonstrate a clear pathway to financial viability.

Can I apply if my business is outside Quilpie Shire?

No, only businesses operating within the Quilpie Shire local government area are eligible.

FUNDING DETAILS

How much can I apply for?

Funding is available across three tiers and Grant Writing Business Support:

- Tier 1: Up to \$5,000
- Tier 2: \$5,001 – \$15,000
- Tier 3: \$15,001 – \$30,000
- Grant Writing Business Support

Do I need to contribute to the project?

Yes. The grant will fund up to 50% of eligible project costs. Applicants must contribute the remaining costs financially.

What can the funding be used for?

Funding can be used for projects aligned with the program priorities, including accessibility improvements, technology upgrades, and shopfront refurbishments.



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What are eligible project expenses?

Eligible project expenses include (but are not limited to):

- Website design, development, or upgrades
- E-commerce platforms and online booking systems
- Digital tools such as CRM systems, point-of-sale systems, or inventory systems
- External accessibility improvements (e.g. ramps, handrails, compliant access upgrades, entrance doors)
- Shopfront improvements including signage, lighting, and painting
- Professional services directly related to the project (e.g. web developers, designers, trades)
- Project costs associated with council/state development approvals and applications
- Projects must be undertaken on zoned commercial or industrial land.

All expenses must be directly related to the approved project and provide a clear benefit to the business and community.

What are ineligible project expenses?

Ineligible expenses include (but are not limited to):

- Retrospective expenses (costs incurred before funding approval)
- Ongoing operational costs (e.g. rent, utilities, wages)
- Purchase of stock or inventory for resale
- General maintenance not resulting in a clear improvement or upgrade
- Purchase of vehicles or large capital equipment not directly tied to project outcomes
- Projects primarily for personal use or benefit
- Activities that do not align with the program's funding priorities
- Fencing or partitioning

How are grant funds paid?

Approved applicants will enter into a Funding Agreement (FIA) with Council. Payments will be made as follows:

- Full reimbursement of approved costs will be paid upon completion of the project and submission of a satisfactory acquittal

Applicants must ensure they have sufficient cash flow to complete the project before receiving the final payment.

APPLICATION PROCESS

How do I apply?

Applications must be completed using the official application form and submitted to Quilpie Shire Council via email.

Can I get help with my application?

Yes. Council offers one complimentary 30-minute grant writing support session per applicant to assist with the grant and future grant opportunities.

When will I know the outcome?

Applicants will be notified after assessment, which is conducted on a rolling basis or at the end of each funding round.



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ASSESSMENT

How are applications assessed?

Applications are assessed against a weighted set of criteria, including alignment with program priorities, community benefit, feasibility, value for money, and applicant capacity.

What makes a strong application?

Strong applications clearly demonstrate community benefit, realistic budgets, strong planning, and alignment with program priorities.

PROJECT DELIVERY

When can I start my project?

Projects must not commence until a funding agreement has been signed.

How long do I have to complete the project?

Projects must be completed within the timeframe outlined in the funding agreement.

Can I change my project after approval?

Any changes to the approved project must be discussed with and approved by Council as a variation to your project.

ACQUITTAL AND REPORTING

What is an acquittal?

An acquittal is a report submitted at the end of the project demonstrating how the funding was used and what outcomes were achieved.

What do I need to provide in an acquittal?

You will need to submit receipts, proof of payment, project outcomes, and supporting evidence such as photos.

Will this affect future funding applications?

Yes. Failure to submit an acquittal or comply with grant conditions may impact eligibility for future Council funding.

OTHER QUESTIONS

Can I apply more than once?

Applicants may receive one grant during the program period unless otherwise approved by Council.

Who can I contact for more information?

Please contact Quilpie Shire Council via email or phone for further information, assistance or discussion around planning approvals for projects.

Quilpie Shire Council

Corey Richards

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This FAQ is intended as a guide only. Applicants should refer to the full Program Guidelines for detailed information.