



+ Disaster Assistance Recovery **Grants**

Application tips for primary production
businesses



Overview

This document provides detailed guidance on the correct documentation required to submit your Disaster Assistance Recovery Grant application.

It is recommended that you read through this guide prior to completing your application to ensure you submit all relevant documents required. If you require additional assistance with your application please call QRIDA on **1800 623 946** or email contact_us@qrda.qld.gov.au.

1. Include photographs of the damage with your application

You will need to include 5 - 10 photographs showing direct damage to the affected property.

Please ensure your photos are:

- high quality and clear (blurry/poor quality images are not acceptable)
- uniquely named with no more than 100 characters in the file name
- in JPEG format with [embedded metadata](#) (DO NOT submit images as PDFs or any other formats)
- a variety of close-up and distant images as well as horizontal and portrait images.

Examples of photographs that can be included in your application:

- erosion of roads, driveways, culverts, drains and crossings
- lost or damaged crops
- dead livestock
- inundation of paddocks and sheds
- damaged tools, machinery or infrastructure.

Examples:




2. Include copies of your financial statements with your application

To be eligible for disaster recovery assistance, you must be able to demonstrate that you currently, or potentially could, derive a majority of your income from the primary production enterprise.

Full detailed financial statements (individual/company/trust tax returns) showing your primary production and non-primary production income can be used to demonstrate this. Proof of taxable income and notice of assessments **ARE NOT** acceptable documents.

Examples:



ACCEPTABLE

Full financial statement with details.

OFFICIAL

A Citizen Farming Pty Ltd
ABN: 12 345 678

**FINANCIAL REPORT
FOR THE PERIOD ENDED
30 June 2024**

XYZ Accounting
11 ABC Street, Brisbane, QLD 4000
Ph: (07) 1234 5678
Email: accounting@XYZ.Accounting.com

Prepared by XYZ Accounting. The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.


OFFICIAL

A Citizen Farming Pty Ltd
ABN: 12 345 678

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- Capital Statement
- Profit and Loss Statement
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- Partners' Declaration
- Compilation Report
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- Livestock Trading Schedule
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- Profit and Loss Statement - Non-Primary
- Depreciation Schedule

Prepared by XYZ Accounting. The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



UNACCEPTABLE

Notice of assessment

 Australian Government
Australian Taxation Office

Tax period ending 30 June 2023
Tax file number [REDACTED]
Date of issue 01 September 2023
Our reference [REDACTED]
Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 2023
Income Tax Assessment Act 1936 and Income Tax Assessment Act 1997

Description	Debits \$	Credits \$
Your taxable income is \$28,298		
Tax on your taxable or net income	1,918.62	
Less non-refundable tax offsets		
Government allowance beneficiary tax offset		448.00
Low income offset calculated by us		700.00
Assessed tax payable \$770.62 DR		
Less tax offset refunds	0.00	
Less Pay as you go (PAYG) credits and other entitlements		
PAYG withholding (eg tax deducted by your employer or bank)		2,787.00
Result of this notice		2,016.38 CR
Outcome of this notice		\$2,016.38 CR

! Your refund of 2,016.38 CR [REDACTED] has been forwarded to your nominated financial institution.

David Allen
Deputy Commissioner of Taxation

Please keep this notice for future reference
Please see over for important information about your assessment

Other information relevant to your assessment:
The Commissioner rounds down certain small amounts that may be owed by you or may be refunded to you. You may have transactions on your account where this has occurred.

3. Demonstrate the cost of your recovery and reinstatement activities with quotes and /or invoices

Initial applications up to the total amount of \$10,000 require evidence of costs for recovery in the form of quotations, tax invoices or official receipts.

Subsequent applications up to the maximum grant amount under the scheme.

Please ensure the following information is included in the quotations, tax invoices, and official receipts:

- the supplier's name, address and ABN details
- the date of the transaction
- the purchase has been paid for in full
- details specific to the reinstatement activities.

Examples:

ACCEPTABLE

Quote demonstrates the recovery work required, costs and suppliers' details.

ABC Tree Services Pty Ltd
Shifting Stumps & Branches
ABN: 89 123 456 789

43 Lopp Drive, INGHAM Qld
0412 123 456
tlopp@abcctrees.com.au

To:
J Citizen Farming Pty Ltd
"Hillview"
45 Rural Road
Atherton QLD 4883

QUOTE

Quote # 512
Date: 28/10/2024

Valid: 30 Days

Qty	Description	Unit price	Total GST (incl)
5	DAILY RATE Multiple Avocado Trees throughout property have failed and been damaged in recent TC Jasper - Perform storm cleanup - Perform removal of fallen and damaged trees throughout property - Provide 3man arborist crew, tipper truck, large chipper, and loader and grapple - 8u days on site - 7.5 hours on site + travel	3,922.00	19,610.00
1	1 day EWP cherry picker included for difficult access tree etc. No charge.	0.00	0.00
Subtotal (ex GST)			\$17,827.27
GST			\$1,782.73
Total			\$19,610.00

Additional Notes:

Quotation prepared by: T Lopper

This is a quotation on the goods named, subject to the conditions noted below: All sales final, payment due upon receipt.

To accept this quotation, sign here and return: _____

Thank you for your business!

UNACCEPTABLE

Quote lacks details of the recovery work and suppliers' details.

ABC Earthmoving Pty Ltd
Shifting Dirt

43 Earthmoving Drive, INGHAM Qld
0412 123 456

To:
J Citizen

QUOTE

Quote # 72
Date: 28/10/2024

Valid: 30 Days

Qty	Description	Unit price	Total GST (incl)
	Fix road - \$150hr	\$150	\$7,500
		0.00	0.00
Subtotal (ex GST)			\$7,500
GST			0
Total			\$7,500

Additional Notes:

Quotation prepared by: Doug

Thank you for your business!

ACCEPTABLE

Invoice demonstrates recovery work required, costs and suppliers' details.

ABC Tree Services Pty Ltd
Shifting Stumps & Branches
ABN: 89 123 456 789

43 Lopp Drive, INGHAM Qld
0412 123 456
tlopp@abcctrees.com.au

To:
J Citizen Farming Pty Ltd
"Hillview"
45 Rural Road
Atherton QLD 4883

TAX INVOICE

Invoice number # 112
Date: 28/10/2024

Due: 14 Days

Qty	Description	Unit price	Total GST (incl)
5	DAILY RATE Multiple Avocado Trees throughout property have failed and been damaged in recent TC Jasper - Perform storm cleanup - Perform removal of fallen and damaged trees throughout property - 3man arborist crew, tipper truck, large chipper, and loader and grapple - 8u days on site - 7.5 hours on site + travel	3,922.00	19,610.00
1	1 day EWP cherry picker included for difficult access tree etc. No charge.	0.00	0.00
Subtotal (ex GST)			\$17,827.27
GST			\$1,782.73
Total			\$19,610.00

Additional Notes:

Tax Invoice Prepared by: T Lopper

Payment by direct deposit

Account Name: ABC Tree Services Pty Ltd
BSB: 012 345
Account No: 12345678
When depositing funds please use reference 112

Thank you for your business!

UNACCEPTABLE

Quote lacks details of recovery work and suppliers' details.

ABC Earthmoving Pty Ltd
Shifting Dirt

43 Earthmoving Drive, INGHAM Qld
0412 123 456

To:
J Citizen

Invoice

Invoice # 72
Date: 28/10/2024

Due: 14 Days

Qty	Description	Unit price	Total GST (incl)
	Fix road - \$150hr	\$150	\$7,500
		0.00	0.00
Subtotal (ex GST)			\$7,500
GST			0
Total			\$7,500

Additional Notes:

Prepared By: Doug

By direct deposit
Account Name: ABC Earthmoving
BSB: 012 345
Account No: 123 456 789


Thank you for your business!

4. Provide evidence of payment with your application

When submitting proof of your bank account details, please ensure you include a **screenshot or bank statement clearly showing your bank account number and BSB**. You may redact any other details that are not relevant.


EFT receipts or tax invoices showing nil owing are acceptable.

Examples:



ACCEPTABLE

Proof of bank account details



Account Number 123456 9876543
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The Secretary
J Citizen Farming Pty Ltd
"Hillview"
45 Rural Road
ATHERTON QLD Australia 4883

MONTHLY STATEMENT

Account name J Citizen Farming Pty Ltd
BSB 123456
Account number 9876543
Account type Farm Business Trans Acct
Date opened 05/04/2013

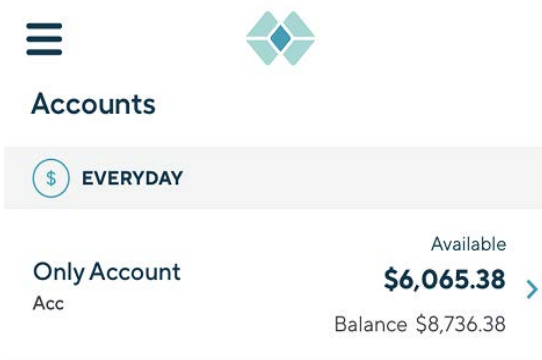
Date	Transaction details	Amount	Balance
10 Aug 2024	GOONDI FUELS PTY LTD GOONDI BEND QLD AU	-\$76.62	\$28,581.47
11 Aug 2024	COLES 4441 INNISFAIL AU	-\$81.50	\$28,499.97
12 Aug 2024	VISY BOARD PTY LTD INNISFAIL AU	-\$344.63	\$28,155.34
12 Aug 2024	COLES 4441 INNISFAIL AU	-\$32.00	\$28,123.34
12 Aug 2024	Transfer To Sinxay Vang CommBank App Pay sinxay week 2	-\$1,054.00	\$27,069.34
12 Aug 2024	Transfer To Sinxay Vang CommBank App Pay sinxay week 3	-\$1,054.00	\$26,015.34
12 Aug 2024	Transfer to xx2575 CommBank app Pay sinxay week 3	-\$1,054.00	\$24,961.34
13 Aug 2024	ANZ Smart Choice MV NetBank BPAY 169060 012614323405723	-\$150.00	\$24,811.34
13 Aug 2024	ABC Tree Services Pty Ltd	\$19,610.00	\$24,794.34
13 Aug 2024	Transfer To Yayua Yang CommBank App Pay yayua	-\$2,700.00	\$22,094.34
14 Aug 2024	INNISFAIL STOCK FEE INNISFAIL AU	-\$73.60	\$22,020.74
14 Aug 2024	SQ *GOONDI FUELS P/L Goondi Bend AU	-\$132.82	\$21,887.92
14 Aug 2024	Transfer To The Brown n Hurley Group CommBank App Pay 886020 the brown n h...	-\$9,000.00	\$12,887.92
15 Aug 2024	JETSTAR AI ZS98RX WWW.JETSTAR.C AU Card xx7990 Value Date: 13/08/2024	-\$1,179.64	\$11,708.28
15 Aug 2024	GOONDI FUELS PTY LTD GOONDI BEND QLD AU	-\$474.39	\$11,233.89
16 Aug 2024	GOONDI FUELS PTY LTD GOONDI BEND QLD AU	-\$73.87	\$11,160.02

Created 23/09/24 03:55pm Monthly Statement v1.0.0



UNACCEPTABLE

Proof of bank account details - BSB number is NOT shown on the evidence provided



Accounts

EVERYDAY

Only Account Available
Acc **\$6,065.38**
Balance \$8,736.38

6. Provide proof of identification with your application

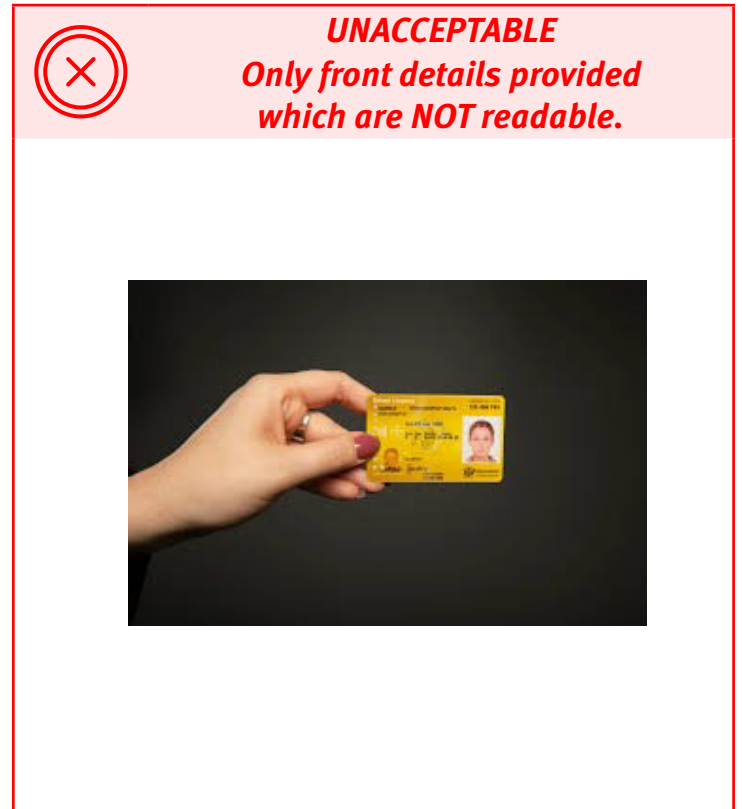
Please provide proof of identification for at least one owner of the business. Acceptable documents include any two of the following:

- Driver licence
- Medicare card
- Passport.

When submitting copies of your documents, please ensure images are clear and all card details are readable.

NOTE: If submitting a driver's licence, you must provide both the front and back of the card.

Examples:



Contact us



For more information about the assistance available and how to apply, contact us on **1800 623 946** or visit our website at qrida.qld.gov.au