



+ Disaster Assistance Recovery **Grants**

Application tips for small businesses
and non-profit organisations



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 business.

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:

- damaged equipment, tools, machinery, electronics, furniture, infrastructure etc
- spoiled goods
- floor coverings, signage etc.

Examples:




2. Include copies of full time employee (FTE) records

Wage sheets and job cards should show details of clean-up and reinstatement activities. Enterprise Bookkeeping Wage Summaries and year-to-date (YTD) summaries are useful to represent the additional wages incurred.

If engaging staff as a contractor, quotes and invoices for their work should demonstrate the clean-up and reinstatement activities they undertook.

Examples:




ACCEPTABLE
Wage Summary demonstrates FTE records

J Citizen Business Pty Ltd
42 Main Street
ATHERTON QLD 4883

Payroll activity report
01 Jul 2023 - 30 Jun 2024

Employee name	Salary and wages (\$)	Deductions (\$)	Taxes (\$)	Net pay (\$)	Expenses (\$)	Hours accrued	Hours taken
A Employee	\$ 6,156.00	\$ -	\$ 1,026.00	\$ 5,130.00	\$ 677.16	0	0
B Employee	\$ 8,573.00	\$ -	\$ 502.00	\$ 8,071.00	\$ 943.03	35.33	0
C Employee	\$ 10,797.00	\$ -	\$ 1,725.00	\$ 9,072.42	\$ 1,187.72	0	0
D Employee	\$ 10,255.00	\$ -	\$ 1,561.00	\$ 8,694.50	\$ 1,128.12	0	0
Grand total	\$ 35,781.00	\$ -	\$ 4,814.00	\$ 30,967.92	\$ 3,936.03	\$ 35.33	\$ -



UNACCEPTABLE
Wage sheet does not demonstrate FTE record

J Citizen Business Pty Ltd
42 Main Street
ATHERTON QLD 4883

Payroll activity report
01 Jul 2023 - 30 Jun 2024

Employee name	Hours accrued	Hours taken
A Employee	32.1	0
B Employee	27.8	5
C Employee	22.3	2
D Employee	35.3	0
Grand total	117.5	7

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


Initial applications up to the total amount of \$5,000 require evidence of costs for recovery in the form of valid quotations, valid tax invoices or official receipts.

For **subsequent applications** up to the maximum grant amount under the scheme you will need to demonstrate the recovery activity has been paid in full.

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 details of equipment that needs replacing


ABC Furniture Pty Ltd
Office Furniture Supplies
ABN: 89 123 456 789
43 Lopp Drive, INGHAM Qld
0412 123 456
sales@abcofficefurniture.com.au

To:
Local Accounting Services Pty Ltd
123 Main Street
Atherton QLD 4883

QUOTE
Quote Number # 64
Date: 28/10/2024
Due: 14 Days

Qty	Description	Unit price	Total GST (inc)
5	Office Chairs - Type 1	210	\$1,050.00
5	Style 2 Corner Desks	489	\$2,445.00
10	Waiting Room chairs - Grey	159	1,590.00
2	4 Drawer Filing Cabinets	340	\$680.00
Subtotal (ex GST)			\$5,189.40
GST			\$576.60
Total			\$5,766.00

Additional Notes:
Quotation prepared by: Penny L
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 equipment that needs replacing

ABC Stationery Pty Ltd
Pens and Stuff
43 Pencil Drive, INGHAM Qld
0412 123 456

To:
J Citizen

QUOTE
Invoice # 72
Date: 28/10/2024
Due: 14 Days

Qty	Description	Unit price	Total GST (inc)
	Office Supplies	\$1,500	\$1,500
		0.00	0.00
Subtotal (ex GST)			\$1,500
GST			0
Total			\$1,500

Additional Notes:
Prepared By: P Ream
Thank you for your business!



ACCEPTABLE
Invoice demonstrates equipment that needs replacing and suppliers' details


ABC Furniture Pty Ltd
Office Furniture Supplies
ABN: 89 123 456 789
43 Lopp Drive, INGHAM Qld
0412 123 456
sales@abcofficefurniture.com.au

To:
Local Accounting Services Pty Ltd
123 Main Street
Atherton QLD 4883

TAX INVOICE
Invoice Number # 112
Date: 28/10/2024
Due: 14 Days

Qty	Description	Unit price	Total GST (inc)
5	Office Chairs - Type 1	210	\$1,050.00
5	Style 2 Corner Desks	489	\$2,445.00
10	Waiting Room chairs - Grey	159	1,590.00
2	4 Drawer Filing Cabinets	340	\$680.00
Subtotal (ex GST)			\$5,189.40
GST			\$576.60
Total			\$5,766.00

Additional Notes:
Tax Invoice Prepared by Penny L
Payment by direct deposit
Account Name: ABC Office Furniture Supplies Pty Ltd
BSB: 012 345
Account No: 12345678
When depositing funds please use reference 112
Thank you for your business!



UNACCEPTABLE
Invoice lacks details of equipment that needs replacing and suppliers' details

ABC Stationery Pty Ltd
Pens and Stuff
43 Pencil 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 (inc)
	Office Supplies	\$1,500	\$1,500
		0.00	0.00
Subtotal (ex GST)			\$1,500
GST			0
Total			\$1,500

Additional Notes:
Prepared By: P Ream
By direct deposit
Account Name: ABC Office
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 name, 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 - BSB and account number is shown.




Account Number 123456 7654321
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The Secretary
J Citizen Business Pty Ltd
45 Main Street
ATHERTON QLD Australia 4883

MONTHLY STATEMENT

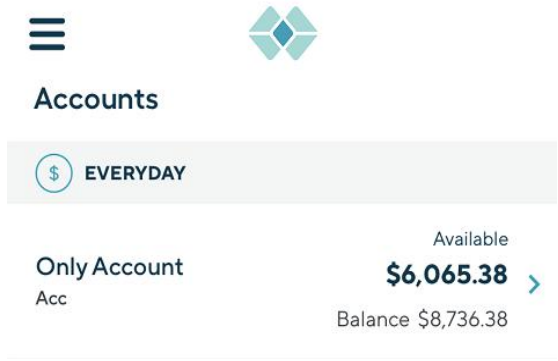
Account name J Citizen Business Pty Ltd
BSB 654321
Account number 7654321
Account type Small Business | Trans Acct
Date opened 05/04/2013

Date	Transaction details	Amount	Balance
10 Aug 2024	AB FUELS Innisfail	-\$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 B Person	-\$1,054.00	\$27,069.34
12 Aug 2024	Transfer to xx1234 CommBank app Pay B Person	-\$1,054.00	\$24,961.34
13 Aug 2024	ANZ Smart Choice MV NetBank BPAY 12345678907	-\$150.00	\$24,811.34
13 Aug 2024	ABC Advertising Services Pty Ltd	\$19,810.00	\$24,794.34
13 Aug 2024	Transfer To M SmithCommBank App Pay msmith	-\$2,700.00	\$22,094.34
14 Aug 2024	INNISFAIL OFFICEWORKS INNISFAIL AU	-\$73.60	\$22,020.74
14 Aug 2024	AB FUELS Innisfail	-\$132.82	\$21,887.92
14 Aug 2024	Transfer To The Sinage Group CommBank App Pay 123456	-\$9,000.00	\$12,887.92
15 Aug 2024	JETSTAR AI ZS12RX WWW.JETSTAR.C AU Card xx4321 Value Date: 13/08/2024	-\$1,179.64	\$11,708.28
15 Aug 2024	AB FUELS Innisfail	-\$474.39	\$11,233.89
16 Aug 2024	Meta Business Ads	-\$78.87	\$11,160.02



UNACCEPTABLE

Bank account details are NOT shown on the evidence provided



Accounts

EVERYDAY

Only Account Available **\$6,065.38**

Acc Balance \$8,736.38

5. Provide proof that your premises is within an eligible local government area for the activated disaster

To be eligible for disaster recovery assistance, the premises in which you are seeking assistance for must be within an eligible Local Government Area (LGA). Please refer to the Guidelines for a list of eligible LGAs.



Business owner

If you own the premises, please attach a copy of your **most recent local government rates notice** for the premises affected by the disaster event.

Lease

If you lease all or part of a premises, please attach a copy of your **current lease agreement**.

Examples:

 <p>ACCEPTABLE <i>Lease agreement demonstrates property address and details of responsibilities</i></p>	 <p>UNACCEPTABLE <i>Is not a formal lease agreement that outlines responsibilities</i></p>				
<p style="text-align: center;">LEASE AGREEMENT</p> <p>This Lease Agreement ("Agreement") is made and entered into on this 13 April 2023 by and between:</p> <p>Landlord: A Person 369 Centre Street Atherton QLD 4883 (Hereinafter referred to as "Landlord") AND</p> <p>Tenant: J Citizen 45 Main Street Atherton QLD 4883 (Hereinafter referred to as "Tenant")</p> <p>1. Premises: Landlord hereby leases to Tenant the property located at 4 Main Street, Atherton QLD 4883 (the "Premises").</p> <p>2. Term: The term of this lease shall commence on 13 April 2023 and will continue until 13 April 2025 unless terminated earlier as provided in this Agreement.</p> <p>3. Rent: Tenant agrees to pay the Landlord rent in the amount of \$1,700 per month, due on the 15th of each month. Rent shall be payable at 369 Centre Street, Atherton QLD 4883 or at another location designated by Landlord.</p> <p>4. Security Deposit: Tenant agrees to pay a security deposit of \$3,400 upon signing this Agreement, which will be held by the Landlord during the term of this lease and will be returned to the Tenant upon termination of the lease, subject to the terms outlined in this Agreement.</p> <p>5. Utilities: Tenant shall be responsible for the payment of all utilities associated with the Premises, including but</p>	<p>Lease</p> <p>J Citizen Business Pty Ltd (Lessee) 45 Main Street Atherton QLD 4883</p> <p>And</p> <p>A Person a/t/f Person Trust 123 Centre Street Atherton QLD 4883</p> <p>28/10/2024</p> <p>The property located at 45 Main Street Atheron Qld is currently leased from A Person to J Citizen for two years.</p> <table><tr><td>J Citizen</td><td>A Person</td></tr><tr><td>Lessee</td><td>Leasor</td></tr></table>	J Citizen	A Person	Lessee	Leasor
J Citizen	A Person				
Lessee	Leasor				

6. Provide proof of identification with your application

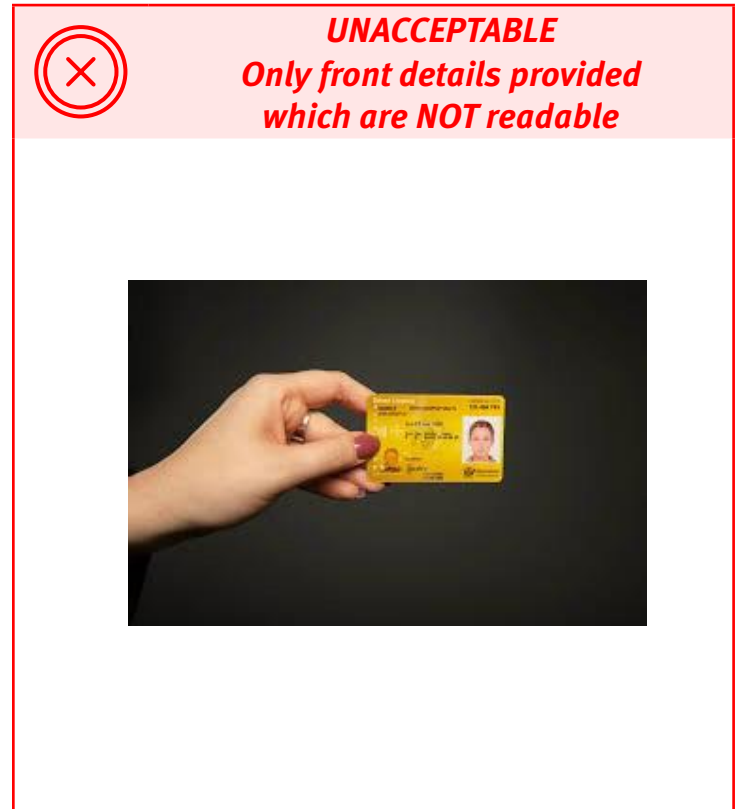
Please provide proof of identification for at least one owner of the business. Acceptable documents include any two of the following:

- Driver's 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 copies of 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