

Multicultural Small Business Grant
Program

Program Guidelines



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1. Acknowledgement of Aboriginal People and Country

The Department of State Growth (State Growth) recognises and values Aboriginal histories, knowledge and lived experiences and is committed to being culturally inclusive and respectful in our working relationships with all Aboriginal people.

State Growth acknowledges all Aboriginal people; the traditional owners of the Land upon which we work and pay our respects to Elders past and present.

2. Aim of the grant program

This grant program aims to support Tasmania's multicultural small businesses with grants of up to \$5,000 to obtain advice, coaching, training or deliver projects that promote sustainable growth.

In order to receive grant funding, applicants will be required to:

- Provide a description of what advice, coaching, training or project will be delivered.
- Provide a description of how the proposed activities will add value to the business.
- Provide an itemised quote from a suitably qualified service provider for the proposed activities.

The grant program opens at 2:00 pm on 19 November 2024 and will close at 2:00 pm on 31 March 2025, or when the funding is fully allocated, whichever occurs first.

Questions regarding the program can be directed to Business Tasmania by emailing ask@business.tas.gov.au or calling 1800 440 026 before the program closes.

Further information is also available in the Frequently Asked Questions (FAQs), and Applicant Checklist available on the Business Tasmania website [here](#).

All successful applicants, including business names, will be published on the Business Tasmania website.

3. How much can you apply for?

One-off grants of between \$700 and \$5,000 are available under this program.

If your application is successful, you will be required to provide a cash co-contribution of at least 30 per cent (30%) towards the total cost of your proposed activities (advice, coaching, training, or project).

You can only apply once but you can apply for funding for more than one activity, to a maximum total grant request of \$5,000.

The total value of your proposed activities must not exceed \$10,000, including GST applied by the service provider.

100 per cent (100%) of the total amount of your grant request will be paid on approval of the grant application.

Once you have completed the approved activities, you must acquit your grant by providing us with evidence to prove that you have used the grant for the approved purpose and paid the relevant invoices in full to your service provider.

When completing the application form, you are required to:

- Provide details about your proposed activities.
- Upload quote/s from service provider/s for the proposed activities.
- Nominate your grant request amount which must be between \$700 and \$5,000 as per your service provider quotes, taking into account that you must pay 30 per cent (30%) of the total amount quoted by your service provider.

Example grant requests:

Example 1 – You want a grant to attend a business training program:

Quote from the training provider	\$1,000 (including GST applied by the supplier)
Your cash co-contribution (minimum 30 per cent of total cost)	\$300
Total grant request (excludes your cash co-contribution of 30 per cent of the total cost) (\$1,000 - \$300 = \$700)	\$700 (excluding GST) Note: \$700 is the minimum grant request accepted under this program.

Example 2 – You want a grant to develop a marketing plan and build a new website:

Quote from marketing agency to prepare the marketing plan and build the new website	\$8,000 (including GST applied by the supplier)
Total grant request	\$5,000 (excluding GST) Note: \$5,000 is the maximum request amount accepted under this grant program. In this example, you would need to contribute \$3,000

Example 3 – You want to develop a detailed plan for the future development of your business that will include marketing activities and upgrading your website, diversification of your products, and a risk management plan:

Quote from a qualified service provider	\$10,000 (including GST applied by the supplier) Note: \$10,000 is the maximum amount for activities proposed under this grant program.
Total grant request	\$5,000 (excluding GST) Note: \$5,000 is the maximum request amount accepted under this grant program. In this example, you would need to contribute \$5,000

4. What can you spend the grant on?

You can apply for a grant of between \$700 and \$5,000 to obtain business advice or support from a suitably qualified service provider to assist you with any of the following:

- 4.1 Financial planning – for example, planning, managing and understanding your business's cash flow.
- 4.2 Risk management – for example, advice and planning to address cyber security or to prepare for emergency events.
- 4.3 Business planning – for example, developing or updating a business plan or strategy.
- 4.4 Marketing activities – for example, developing and delivering a marketing plan, building a new website and/or undertaking upgrades to websites. This can include the creation of content and photography.
- 4.5 Diversification or innovation planning – for example, developing a plan about how to add a new product range to your business.
- 4.6 Other activities – for example:
 - Training course fees, group workshop fees or conferences tickets (excluding related travel costs).
 - Fees associated with IT activities such as installing and upgrading software/licenses, and associated training.

5 Eligibility criteria

Your business must meet all of the following eligibility criteria:

- 5.1 Be registered for tax purposes in Australia with an Australian Business Number (ABN) at the time of applying for the grant.
- 5.2 Be a small business with no more than 19 full time equivalent (FTE) employees and be able to demonstrate that the business is currently operating and located in Tasmania.
- 5.3 You must be an Australian citizen, permanent resident or have the right visa to run a business in Australia and be able to demonstrate you arrived in Australia in the last 10 years.
- 5.4 Be able to demonstrate the annual business sales turnover from your business was at least \$40,000 in the 2022-23 or 2023-24 financial year.
- 5.5 At the time of applying, you must have the funds available to make the minimum 30 per cent (30%) cash co-contribution towards the total cost of your proposed services (including GST applied by the supplier).
- 5.6 Be able to undertake the proposed activities within three months of being notified by email from the Department of State Growth (State Growth) of the outcome of the grant application.
- 5.7 Provide all the required supporting evidence at the time of submitting your application (applications submitted without the required supporting evidence will not be successful).

The service provider that you will use must be:

- 5.8 A business that is located and registered for tax purposes in Australia with an active ABN on or before 19 November 2023.

5.9 Easily recognised as a business that regularly provides advice, expertise and services to businesses, aligned to those to be funded under this program.

Notes about your nominated service provider

A business funded by the Tasmanian Government to provide free financial or business advice services as part of the Tasmanian Business Advice Service (TBAS), New Business Support Pilot Program (NBS) or Digital Ready for Business Program (or future iterations of these services) can be nominated as your service provider. However, if the advice, coaching, training or project is eligible for support under one of these services you must have used all the free service hours available to you prior to applying for this grant. If you have not used all your available free service hours your application will not be successful.

6 Definitions

Topic	Definition
Acquittal	A statement from the successful grant recipient, confirming that the grant funding provided was used as it was intended and as per the statements made on the application form.
Currently operating	At the time the application is submitted.
Full Time Equivalent employee	One or more paid employees who work 38 hours each week. For example, if one employee works 18 hours per week and another employee works 20 hours per week the total FTE is 1. The FTE count can also include casual employees.
Sales Turnover	The sale of goods and services to customers excluding GST and any other funding sources such as grants.

7 Ineligible applicants/applications

Applications will not be accepted from the following:

- 7.1 Not-for-profit organisations, incorporated associations, or charities UNLESS the organisation is operating as a business employing paid staff and selling goods and services to customers that make up more than 30 per cent of their income.
- 7.2 Any public company as defined in the *Corporations Act 2001*.
- 7.3 Any business that is for sale, trading insolvent, under external administration or bankrupt at the time of submitting an application.
- 7.4 Investment entities that solely generate passive turnover from residential and commercial property investment and/or the passive renting of property.
- 7.5 Any government body, government agency or government business enterprise.
- 7.6 Any business that has a current subsidised funding agreement in place with the Tasmanian Government.

- 7.7 Applicants who have already been approved to receive a grant in this program or a similar program for the same work. Only one successful application per ABN and/or business operation is permitted.
- 7.8 Applications made and submitted by the nominated service provider on behalf of the applicant business.
- 7.9 Applications for services that have taken place prior to the applicant being notified of the outcome of their application.
- 7.10 Applications where the work with the nominated service provider is more than three months after the applicant is approved for the grant.
- 7.11 Applications where there is a conflict of interest between the business owner and the nominated service provider (for example, if a familial relationship exists between the business owner and the nominated service provider).
- 7.12 Any business that applies without the required supporting evidence.
- 7.13 Applicants that make multiple applications for businesses with different ABNs but deliver similar business activities. Only one application will be accepted unless the work to be undertaken by the nominated service provider is significantly different in each application.
- 7.14 Businesses that operate a taxi service, or in the share economy, including but not limited to Airbnb, Uber and food delivery businesses.

8 Supporting documentation

When you apply for a grant, you will be required to upload documents to your application form, as listed below:

- 8.1 An itemised quotation from your nominated service provider that includes:
 - A detailed description of the eligible services to be delivered.
 - The price to deliver the eligible services, including GST applied by the service provider.

Note: State Growth may contact your service provider to verify the information provided.
- 8.2 A valid tax invoice from your business to the Department of State Growth (excluding GST applied by you as the applicant).
- 8.3 A copy of your recent business bank statement clearly showing:
 - recent transactions
 - the business's address
 - the business's BSB and Account Number

This is required to confirm the bank account details match those provided on the application form and tax invoice to State Growth.
- 8.4 A copy of any official document provided by the Australian Government that shows your arrival date in Australia was after 19 November 2014.
- 8.5 Evidence to demonstrate you are an Australian citizen, permanent resident or have the appropriate visa to run a business in Australia.

During the assessment of grant applications, State Growth may request from you any of the following:

- 8.6 Evidence to demonstrate the annual business sales turnover for your business in the form of a copy of your full tax return as submitted to the Australian Tax Office.

8.7 Evidence to demonstrate your business address and that your business is currently operating at the time of your application. Examples of evidence may include:

- A copy of the most recent utility account (e.g. Aurora Energy).
- Evidence of recent sales of goods and/or services to customers in the last calendar week prior to submitting the application.
- A current business lease agreement.

Once you have completed and paid for your activities, you will be required to acquit your grant. You will be sent a form to complete, and you will need to attach evidence to demonstrate you have paid your service provider in full. The evidence must match the quote you provided in your application. The evidence may include one or more of the following:

- A receipt from the supplier/s itemising the services and showing \$0 owing.
- An invoice from the supplier itemising the services and clearly indicating the invoice has been paid.
- A copy of your business bank statement, highlighting the payment of the item/s to your service provider.

9 Ineligible grant expenditure

Examples of what grant funding cannot be used for includes (but is not limited to):

9.1 Activities that have already taken place or will take place before you have been advised that your grant application has been approved.

9.2 Capital purchases, for example, business assets such as plant and equipment.

9.3 Servicing creditors or personal debts and expenses.

9.4 Annual, quarterly or regular business tax preparation or accounting services (such as, but not limited to BAS, PAYG, all Tax and Annual returns, and data input entry).

9.5 The purchase, hire or lease of physical goods and equipment.

9.6 Activities that could ordinarily be described as expenses incurred in the normal course of business such as, but not limited to:

- Operating expenses, stock purchases, utility payments, salaries/wages, insurance fees.
- Subscriptions and/or membership fees.
- Costs associated with purchasing/fixing/replacing equipment such as computers and other electronic devices.

9.7 Payment of fines/regulatory charges.

9.8 Payments and costs related to opening or purchasing a new business or relocating/expanding business operations to and in Tasmania.

9.9 Payments and costs related to selling a business.

9.10 Assistance in obtaining other government assistance packages including grants and loans.

9.11 Rental property reviews and advice (for residential, commercial, and shared accommodation services).

9.12 Any fees associated with entering into administration/bankruptcy.

9.13 Legal services that do not meet the intent and objectives of the program.

- 9.14 Administration of trusts and investment entities.
- 9.15 Advice and activities relating to brokerage, negotiation and dispute resolution.
- 9.16 Activities that do not meet the intent and objectives of the program.

10 Timeframes

Late applications will not be accepted. The anticipated timeframe for delivering this program is provided below, and is subject to change:

Activity	Date
Program opens	2:00 pm, Tuesday 19 November 2024
Program closes	2:00 pm, Monday 31 March 2025 (or when the funding has been fully allocated, whichever occurs first)
Application assessment	In order of receipt
Application notified	In order of assessment Notifications of grant outcomes may take up to two weeks from when the application is received
Payment to successful applicants	Within five days of notification that an application has been approved
Successful applications (business name and grant amount) published on Business Tasmania website	Within two weeks of being notified that the application has been approved

11 Getting help with your application

If you need assistance with understanding or preparing your application the following free support is available:

- The Business Tasmania Interpreting Service offers assistance if English is not your first language, and is available by calling 1800 440 026.
- Business advice for eligible businesses through the Tasmanian Business Advice Service, available at www.businessadvice.tas.gov.au or by calling Business Tasmania on 1800 440 026.
- Grant writing guidance through the [Business Grants Writing Guide](#), which includes a short video on the grant application process.
- Business Tasmania support by calling 1800 440 026 or by emailing ask@business.tas.gov.au

12 Application process

You should complete and lodge an application online via SmartyGrants from the Business Tasmania website www.business.tas.gov.au

SmartyGrants is an online grants management system which is easy to use and accessible via mobile phones, tablets, laptops, and personal computers.

If you do not have internet access contact Business Tasmania on 1800 440 026 to discuss alternative methods for applying **prior** to the program closing, noting that the program will close early if funding is fully allocated before the nominated closing date.

Before submitting an application, you are encouraged to refer the Frequently Asked Questions (FAQs) and Applicant Check List, available on the Business Tasmania website [here](#).

Late submissions will not be accepted.

13 Tips for applying

You should be mindful of allowing sufficient time (two weeks) for State Growth to process your application once submitted.

Read the guidelines, FAQs and Applicant Checklist carefully before starting an application. The application form will help structure your responses.

Ensure that all supporting documentation you provide is accurate and has been attached before submitting your application form. Applications submitted without the required supporting documentation will not be successful.

Following the submission of your application via SmartyGrants, you will receive an automatic receipt of your application. This receipt will include details of the application and a unique application ID.

What does a successful application look like?

A successful application:

- is submitted before the closing date and time. Late submissions will not be accepted.
- meets all eligibility criteria.
- demonstrates a good understanding of the purpose of the grant program.
- shows that the activity to be undertaken with the grant funding aligns to the purpose of the program.
- provides clear and well-structured answers to all questions.
- contains, where requested, quality documented evidence to support all claims made within the application.

14 Assessment Process

Applications will be assessed by a State Growth assessment team against all eligibility criteria, evidence submitted, and acceptable expenditure as identified in these guidelines.

Applications will be assessed in order of receipt and will continue until the program closes or all funding allocated to the program is exhausted, whichever occurs first. Applicants that have commenced or have submitted an application that is yet to be assessed at the time funding is exhausted will be notified that all funding has been allocated and that the program has closed.

During the assessment process State Growth may, at its discretion, require further information to support or clarify details provided in your application. This information must be provided within seven (7) calendar days, unless otherwise advised. In these instances, State Growth will re-open the application form and email you with instructions about what is required.

Failure to provide all the requested information within the required timeframe will result in your application being assessed as unsuccessful.

15 Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for State Growth grants. State Growth will consider appeals relating to administrative process issues.

All requests must be in writing and should be addressed to the Director of Small Business.

Your request must be received within 28 days from the date State Growth notifies you of the decision about your application. For further information about the process, contact Business Tasmania by emailing ask@business.tas.gov.au or phoning 1800 440 026.

16 Acquittal

An acquittal is a statement that is requested from successful grant recipients, confirming that the grant funding provided to you was used as it was intended and as per the statements you made on your application form. It is a requirement that all recipients under this program acquit their grant.

At the time of applying, you will be required to submit a quote to confirm the work to be delivered by your suitably qualified service provider and a valid tax invoice made out to the Department of State Growth prior to payment of any funding.

To acquit your grant, you will be required to:

- Complete an acquittal form in SmartyGrants after you have undertaken all the work with your service provider, and
- Provide evidence to demonstrate you have used your grant to pay your service provider.

State Growth has a requirement and responsibility to ensure that the public funding administered is allocated fairly and spent responsibly. As such, the outcomes of grant funding are reviewed to ensure they align to the intended original approved purpose.

At its discretion, State Growth may contact you at a later date and request evidence to demonstrate you attended your appointment/s with your service provider (for example, a copy of a paid invoice from your service provider). Failure to provide this information by the required date will result in you having to repay the full grant funds to State Growth. Additional information on the outcomes of the activity may be requested up to 18 months after payment.

17 Program feedback survey

Successful grant recipients may be emailed a short feedback survey form via SmartyGrants. Completing the survey is encouraged but not compulsory. The aim of the survey is to assist State Growth to improve the delivery of future grant programs.

Any information provided will be managed by State Growth in accordance with the *Personal Information Protection Act 2004*.

18 Taxation and financial implications

Grants distributed under this program do not attract Goods and Services Tax (GST).

The receipt of funding from this program may be treated as income by the Australian Tax Office (ATO). While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

It is strongly recommended that prior to applying, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implication for receiving the grant.

19 Grant payments

Applicants will be asked for their bank account details and a copy of the most recent bank statement at the time of applying so that grant payment details can be confirmed once approved.

This bank account must be in the same name as the individual, business or organisation that applied for the grant.

Successful applicants who provide incorrect bank account details may have their funds paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient's

- situation changes,
- does not complete the approved activities or tasks,
- does not use any or all of the funding provided, or
- the information provided to us is found to be false or misleading,

the recipient will be required to return some or all of the funds to State Growth.

20 Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

State Growth may also:

1. Use information received in applications for any other departmental business.

2. Use information received in applications and during the delivery of the project for reporting purposes.
3. Use third party software to review information received in applications to confirm its authenticity.

21 Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania.

Contact with State Growth for any reasons can be directed to Business Tasmania at ask@business.tas.gov.au or by phoning 1800 440 026.

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will have to be repaid to State Growth.

22 Publicity of grant assistance

State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, State Growth may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

23 Right to information

Information provided to State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

24 Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it relates, on request to State Growth. A fee for this service may be charged.

25 Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cwlth) still apply.

26 Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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