

Guidelines



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1. Aim

This grant program is to assist Tasmanian small businesses impacted by COVID-19 with their electricity, water and sewerage costs.

One-off grant payments of \$1,000 are available to eligible businesses in embedded networks, and those businesses who have not been eligible for the COVID-19 electricity, water and/or sewerage waiver available from service providers from 1 April 2020.

The grant program will open for applications at 12 noon on 31 August 2020 and remain open until 12 noon on 26 October 2020.

2. Eligibility criteria

To be eligible for a grant an applicant must meet **all** eligibility criteria as outlined below:

- 2.1 Have not received the COVID-19 small business electricity, water and sewerage waiver from their utility provider for the first quarterly bill from 1 April 2020.
- 2.2 Have greater than one and fewer than 20 Full Time Equivalent Staff (FTEs) as at 12 March 2020.
- 2.3 Hold an Australian Business Number (ABN) – this ABN must be for the applicant business, have been active on or before 12 March 2020 and continues to be active.
- 2.4 Be registered for GST.
- 2.5 Have demonstrated an aggregated annual turnover of under \$10 million (excluding GST).
- 2.6 Have submitted and lodged the most relevant activity Business Activity Statement on time.

In order for an application to be deemed eligible supporting documentation to demonstrate the above eligibility must be provided. If suitable information is not provided, the application will be declined. Examples of evidence include:

- Most recent financial statements and or management accounts
- Copy of most recently submitted Business Activity Statement.
- Copy of the most recent taxation returns
- Copy of the property lease agreement if applicable
- Evidence of payment for metered electricity to property owner/manager

Notes:

1. *Applicants must certify that they meet the eligibility criteria. Providing false or misleading information may result in the grant being repayable on demand, and jeopardise any current and future applications for support.*
2. *Where a business owner has one ABN for multiple businesses, they can apply for a maximum two grants under this Program, provided each business meets the eligibility criteria.*
3. *Where a business owner has multiple businesses and multiple ABNs, they can apply for a maximum of two grants.*

3. Ineligible applicants

Applications will **NOT** be accepted from:

- 3.1 Any Tasmanian small business that has received the small business electricity, water and sewerage waiver from their utility provider for their first quarterly bill from 1 April 2020.
- 3.2 Businesses that operate predominantly from a home residence.
- 3.3 Any public company under the meaning as defined in the Corporations Act 2001.
- 3.4 Any government body, government agency and government business enterprises.
- 3.5 Not-for-profit organisations, incorporated associations and charities unless trading or financial activities are a substantial part of the organisation activities.
- 3.6 Any business that is under external administration or bankruptcy.
- 3.7 Third party submissions on behalf of a business owner.

4. Assessment process

- 4.1 Applications will be assessed in order of receipt.
- 4.2 Applications will be assessed on applicant eligibility and evidence provided by the applicant in support of the application.
- 4.3 Applications will be assessed by the Department of State Growth.

5. Timeframes

- 5.1 The grant program will open on **31 August 2020 at 12 noon and close on 26 October at 12 noon.**
- 5.2 Assessment of applications will commence as applications are submitted and each application will be assessed in order of receipt.
- 5.3 The Department of State Growth expects that there will be a high volume of applications received. The time taken to assess applications will be dependent on the number of applications received.
- 5.4 Applicants will be notified of the outcome of their application via SmartyGrants. Applicants who are unable to apply online via SmartyGrants can access a manual application form by calling Business Tasmania on 1800 440 026.

6. Application process

- 6.1 Applicants must determine if they meet the eligibility criteria before submitting an application, by reading the Program Guidelines.

- 6.2 Applicants should complete and lodge an application online via SmartyGrants from the Business Tasmania website www.business.tas.gov.au.
- 6.3 Applicants who are unable to apply online via SmartyGrants can access a manual application form by calling Business Tasmania on 1800 440 026. **Applications close on 26 October at 12 noon.**
- 6.4 Applicants should ensure that **all** required information is provided in the application, as there will be no opportunity for applicants to provide additional information after lodgement.
- 6.5 Applications will be assessed by the Department of State Growth.
- 6.6 Applicants will be advised via email of the outcome of their application once assessed.

7. Taxation and financial implications

The receipt of funding from this program may be treated as income by the 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 potential applicants consider seeking independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the ATO prior to submitting an application.

8. 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.

The department may also:

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

9. Administrative and contact details

The Program will be administered by the Department of State Growth on behalf of the Crown in Right of Tasmania. Any person requiring further advice or information on the program, or submitting an application, is asked to direct enquiries to ask@business.tas.gov.au or Business Tasmania on 1800 440 026.

10. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department 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.

11. Right to information

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

12. 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 the Department of State Growth. A fee for this service may be charged.

13. 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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