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# 1. Aim

The purpose of this grant program is to assist Tasmanian small businesses recover from the economic impact of COVID-19.

Small businesses can receive a grant of \$750 toward the cost of engaging an appropriate consultant to provide advice or a service that will assist the business in its recovery from the COVID-19 pandemic.

The Grant program will open for applications on 28 October 2020 at 12:00 pm and close on Monday 22 February 2021 at 12:00 pm, or when the funding has been fully allocated, whichever occurs first.

Total available funds available for this program for eligible Tasmanian businesses is \$1.538 million.

A maximum of 2 050 grants will be awarded.

## 2. Eligibility criteria

To be eligible for a Grant the applicant must meet **all** of the eligibility criteria outlined below:

- 2.1 have an Australian Business Number as at 29 February 2020 that continues to be active
- 2.2 be a business located and operating in Tasmania with the business owner also residing in Tasmania
- 2.3 not be subject to any legal impediment, including bankruptcy or liquidation
- 2.4 have employed fewer than 20 Full Time Equivalent staff (FTEs) at 29 February 2020
- 2.5 be able to demonstrate an annual turnover of more than \$50 000 (excluding GST) for 2018-19 or 2019-20 OR for recently established businesses, demonstrate that indicative turnover would have exceeded \$50 000 (excluding GST)
- 2.6 have a business bank account in the same name as the applicant business name
- 2.7 where a business owner has multiple ABN's for multiple businesses, they can apply for a maximum of two businesses only.

### Note:

- i. *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.*

## 3. Ineligible applications

Applications will NOT be accepted from:

- 3.1 local, state or Australian Government entities, including Government Business Enterprises.
- 3.2 not-for-profit organisations, incorporated associations and charities, unless trading or financial activities are a substantial part of the organisation's activities.
- 3.3 any public company under the meaning as defined in the Corporations Act 2001.
- 3.4 any business that is under external administration or bankruptcy.
- 3.5 investment entities (such as unit trusts and superannuation funds) including residential and commercial property investments/rentals
- 3.6 third party submissions on behalf of a business owner.

**Note:**

- i. *If you were funded under Round 1 or Round 2 of the Small Business Continuity Program, the advice or service you are seeking funding for under the Small Business Advice for Recovery Program must be different.*
- ii. *If you need a third party to submit the application on your behalf, please contact Business Tasmania on 1800 440 026 first to ensure your application will be deemed eligible.*

## 4. Eligible expenditure

Applicants must outline the advice required for business recovery, why it is required, and justify why their nominated consultant is appropriately qualified to provide that advice.

Advice could cover issues including:

- 4.1 cash flow projections
- 4.2 managing risk
- 4.3 diversifying the business enterprise
- 4.4 adding value to products and services produced by the business enterprise
- 4.5 marketing plans and or business plans
- 4.6 legal matters
- 4.7 supporting the lodgement of an application for the Business Growth Loan.

## 5. Ineligible expenditure

Grant funding must be used for the purpose of receiving assistance in relation to business recovery advice or service. Examples of what funding cannot be used for include, and is not limited to:

- 5.1 servicing creditors or personal debts
- 5.2 annual or quarterly business tax or accounting services (such as BAS, PAYG, all Tax and Annual returns, and data input entry)
- 5.3 the purchase, hire or lease of physical goods and equipment
- 5.4 activities that could ordinarily be described as operational expenditure outside the scope of this program
- 5.5 advertising
- 5.6 business advice is not to be used for advice within your own business area of expertise – for example, an accounting firm could not seek advice for business continuity advice, or a web design business could not seek advice re web designs.

### Note:

- i. *Tasmanian Government funded Enterprise Centres cannot be a consultant under this program as they are funded to provide free advice to small business under the Enterprise Centre program.*

## 6. Assessment

- 6.1 Applications will be assessed in order of receipt.
- 6.2 Applications will be assessed on applicant eligibility, project expenditure eligibility, and evidence provided by the applicant in support of the application.

## 7. Application process

To apply for a Grant:

- 7.1 Applicants must determine if they meet eligibility criteria, before submitting an application, by carefully reading the program guidelines
- 7.2 Applicants should complete and lodge an application online via the Business Tasmania website [www.business.tas.gov.au](http://www.business.tas.gov.au). Applicants who are unable to apply online via SmartyGrants can access a manual application by calling Business Tasmania on 1800 440 026.
- 7.3 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.
- 7.4 Applications will be assessed by the departmental assessment team.
- 7.5 Applicants will be advised via email of the outcome of their application once assessed.

## 8. Timeframes

- 8.1 The grant program will open on Wednesday 28 October 2020 at 12:00 pm and close on Monday 22 February 2021 at 12:00 pm, or when the funding has been fully allocated, whichever occurs first.
- 8.2 A maximum of 2 050 grants will be awarded.
- 8.3 Assessment of applications will commence as applications are submitted and applications will be assessed in order of receipt.
- 8.4 The Department of State Growth (the Department) expects that there will be a high volume of applications received. The time taken to assess applications will be dependent on the actual number of applications received.
- 8.5 Applicants will be notified of the outcome of their application via Smarty Grants. Applicants who are unable to apply online at [www.business.tas.gov.au](http://www.business.tas.gov.au) can access a manual application by calling Business Tasmania on 1800 440 026.

## 9. Taxation and financial implications of grants

No GST will apply to this grant.

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.

## 10. Confidentiality

The relevant parties may use and disclose the information provided by applicants for the purposes of discharging their respective functions under the Program Guidelines and otherwise for the purposes of the Small Business Recovery Advice Grant program and related uses.

The Department may also:

1. use information received in applications for any other Departmental business; and
2. use information received in applications for reporting.

# 11. Administration 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](mailto:ask@business.tas.gov.au) or Business Tasmania on 1800 440 026.

Additional reports on the outcomes of the activity may be requested up to 18 months after payment.

# 12. 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.

# 13. 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*.

# 14. 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 related, on request to the Department of State Growth. A fee may be charged for this service.

# 15. 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 as their own risk absolutely.

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



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