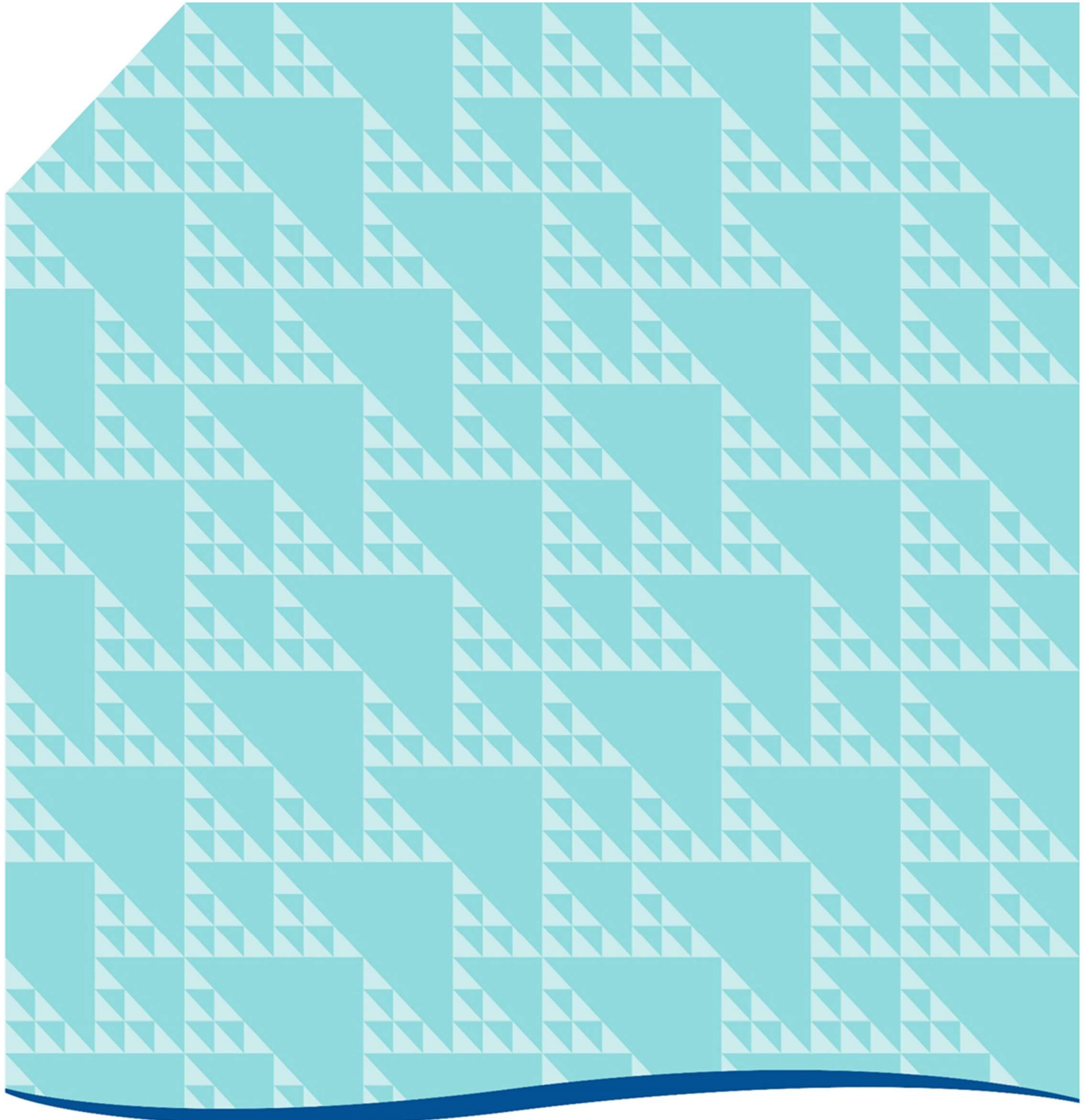


# Guidelines



# Building Projects Support Program

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## 1. Aim

The Tasmanian Government recognises the important role that the building and construction sector plays in the Tasmanian economy.

To support the sector, the Tasmanian Government has allocated \$10 million to bring forward community or commercial projects that will help stimulate the sector and support local jobs.

The program will be delivered through a single competitive grant funding round, providing funding of up to 25 per cent of the construction cost for projects with a minimum construction cost of \$2 million. A maximum grant of \$1 million is available per applicant. Applications outside of these parameters may be eligible by exception on a case-by-case basis and considered within the merit-based assessment process.

In order to stimulate the construction sector projects will need to achieve all required statutory and regulatory approvals and generally be able to substantially commence within six months of receiving approval for a grant. Projects are expected to demonstrate community benefits, as well as broad economic or social benefits to Tasmania.

**The Building Projects Support Program will open for applications at 2:00pm on 2 March 2021 and close at 5:00pm on 14 May 2021.**

## 2. Eligibility criteria

Applications must meet all of the eligibility criteria. If you are unsure about your ability to meet all aspects of the eligibility criteria you should contact Business Tasmania.

To be eligible applicants must:

- hold an active Australian Business Number (ABN)
- be registered for GST
- own or lease a property in Tasmania that incorporates a proposed development project with a construction value of at least \$2 million, noting Projects with a construction value below \$2 million would need to demonstrate significant social and/or community benefit.
- have a development project that is generally able to commence construction within six months of receiving approval for a grant under the program
- have a development project that would not proceed or would be delayed without the grant funds requested in this program, and
- have the financial capacity to deliver the applicant's contribution toward the project, meet project contingencies and have the operational capacity to manage the project through to completion.

Multiple applications may be submitted by the same applicant for different projects, however applicants should advise project priority as a maximum of \$1 million per applicant is available under the program.

Local government and local government authorities are eligible to apply under the program.

### 3. Supporting information requirements

Applicants must ensure that all required information is provided in the application as there will be limited opportunity to provide additional information after lodgement.

Applicants must provide the following information to support your application:

- Evidence that the project would not proceed or would be delayed without the grant proceeds available under this program.
- Evidence of the project's positive community and social benefits, as well as any long term economic benefits to Tasmania delivered by the project.
- Evidence of the applicant's financial capacity to support the project.
- Evidence of the construction costs for the project being at least \$2 million, supported by a construction contract or similar verifiable documentation. Construction costs exclude costs such as plant and equipment, fitout and other items that do ordinarily not form part of a building contract.
- Evidence of operational capacity to deliver and manage the project as well as ability to commence construction within six months if approved under the program, including relevant project approvals required for construction to commence.
- Evidence of how Tasmanian labour and materials will be involved in the construction of the project.

If suitable information is not provided to demonstrate eligibility and allow for sufficient assessment, the application may not be assessed.

Providing false or misleading information may result in a grant being repayable on demand, and may jeopardise any current and future applications for support.

Depending on the size of the project and the size of the grant, a successful applicant may be required to prepare a Tasmanian Industry Participation Plan. Guidance from the department will be provided as required.

### 4. Ineligible applicants

Applications will not be accepted from:

- Applicants not registered for GST.
- Any public company under the meaning as defined in the *Corporations Act 2001*.
- Any state or federal government body, government agency or government business enterprise.
- Any applicant that is under external administration or subject to bankruptcy or similar proceedings.
- Third party submissions on behalf of a business owner.

The following types of projects are **ineligible**:

- Projects that are not physically located in Tasmania.
- Residential housing projects such as residential subdivisions, strata title developments and multi-storey residential projects are ineligible unless significant community and social benefits can be demonstrated.
- Commercial property subdivisions.

## 5. Assessment

Eligible applications will be assessed on merit by the Department of State Growth against the following criteria:

- Economic benefits of the project to Tasmania including the use of Tasmanian materials and labour in the construction of the project (50% weighting).
- Community and social benefits to Tasmania (30% weighting).
- Value of the grant compared to the value of construction that the grant brings forward (20% weighting).

Applications will be assessed based on the quality of the evidence provided and alignment with the program's stated aims in support of the application.

Applicants will be advised via email of the outcome of their application following completion of the assessment process.

## 6. Timeframes

The Building Projects Support Program will open for applications at 2:00pm on 2 March 2021 and close at 5:00pm on 14 May 2021.

Assessment of applications will commence upon closure of the program.

To ensure all eligible applications have equal opportunity in being assessed for a grant, no late applications will be accepted after the closing date and time. For any extenuating circumstances that may prevent applicants meeting the deadline, applicants must contact Business Tasmania before the application period closes.

## 7. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phone, tablet and computer.

The online platform allows applicants to apply for a grant at any time while the program is open. It also allows the department to send notifications throughout the grant application and funding period.

Where possible, applicants should complete and lodge an application online via SmartyGrants from the Business Tasmania website [www.business.tas.gov.au](http://www.business.tas.gov.au)

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

Applicants who are unable to apply online via SmartyGrants can access a manual application form by calling Business Tasmania on 1800 440 026.

### Important note

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, being required to be repaid to the department.

## 8. Taxation and financial implications

Grants under the program may be subject to Goods and Services Tax (GST).

The receipt of funding from this program may be treated as income by the Australian Taxation 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 potential applicants seek 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.

## 9. Acquittal

### **Acquittal**

An acquittal is a statement that is required to be made by the successful grant recipient, confirming that the grant funding provided was used as it was intended and as per the application and funding agreement.

### **Acquitting a grant**

Successful applicants will be required to provide information on the activities and purchases made along with providing evidence such as any quotes, invoices, receipts, statements or reports as evidence to support the acquittal. This requirement may occur at various stages of the grant term and will be requested electronically as a link to an acquittal form. The form will clearly define what is required to complete the acquittal process.

### **Additional acquittal questions**

In addition to ensuring the funding provided was used as intended, the questions on the acquittal form help us determine how successful the grant funding program has been.

This success is determined by understanding what the project was able to achieve and, how well we were able to deliver the program to our clients. This helps us improve our client service and determine the best ways to invest grant funding in the future.

### **Failure to acquit**

The department has a requirement and responsibility to ensure that the public funding we administer is allocated fairly and spent responsibly. As such, we must review the outcomes of grant funding to ensure it aligns to the intended and approved purpose.

Failure to lodge a valid acquittal by the due date may result in the grant funding being required to be repaid back to the department.

## 10. Grant payments

Applicants will be asked for bank account details so that the department can process successful grant payments.

This bank account must be in the same name of the person or business who applied for the grant. Applicants may be asked to provide a copy of bank statements or bank confirmation of bank account details.

Incorrect bank account details may result in funds being paid to an incorrect account. This may result in significant delays in funding being received. Additionally there is no guarantee that funds paid to an incorrect bank account will be returned.

Successful applicants will be required to return grant funds to the department where:

1. activities or tasks required under the funding agreement are not completed to the satisfaction of the department
2. funding provided is not fully utilised, or
3. the information provided is found to be false or misleading.

Payments of the grant proceeds are expected to be paid in instalments over the project's construction period on a case-by-case basis.

The approved amount will be the maximum amount available to the applicant. Cost overruns are the applicant's responsibility.

## 11. 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 and during the performance of the project for reporting.

## 12. Administration and contact details

The Building Projects Support Program will be administered by the Department of State Growth on behalf of the Crown in Right of Tasmania. Contact with the department for any of the following reasons can be directed to [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au) or 1800 440 026.

- Further information or advice on the program.
- Assistance in making an application.
- Feedback on the decision of the application.

## 13. 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.

## 14. 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*.

## 15. 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 for this service may be charged.

## 16. 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.
- Nothing in this item, 16. Disclosure, derogates from a party's obligations under the *Personal Information Protection Act 2004 (Tas)* or the *Privacy Act 1988 (Cwth)*.

## 17. Copyright and 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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Department of State Growth

GPO Box 536

Hobart TAS 7001 Australia

Phone: 1800 440 026

Email: [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

Web: [www.stategrowth.tas.gov.au](http://www.stategrowth.tas.gov.au)