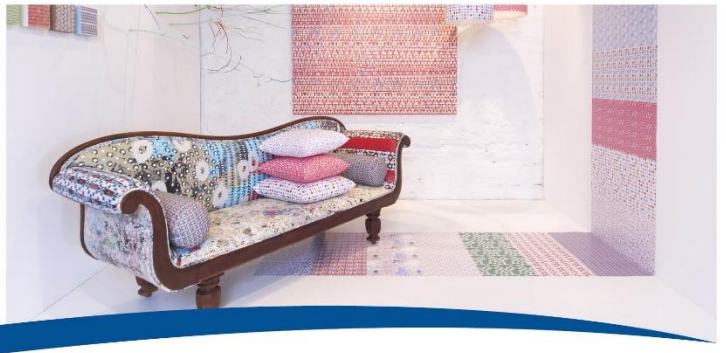
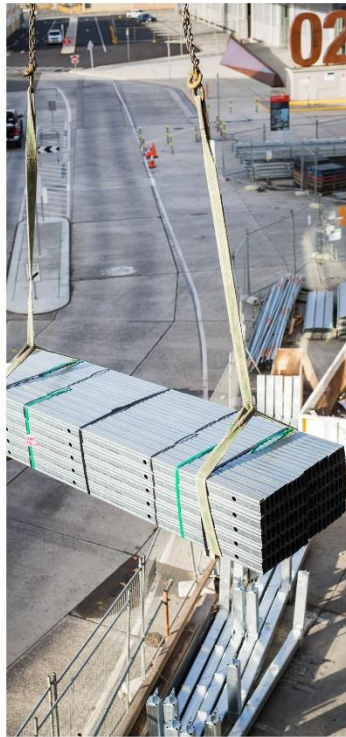
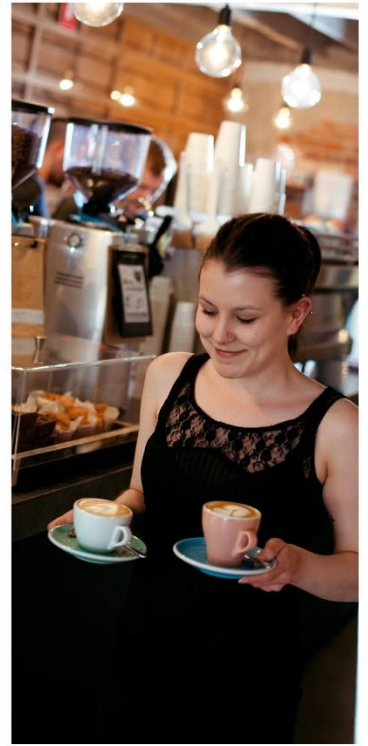


# Program Guidelines





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# Hire and Drive Reimbursement Program

## I. Aim

Up to \$1 million has been allocated to the Hire and Drive Reimbursement Program (HDRP) to support hire and drive operators impacted by COVID-19 to re-establish their vehicle fleets. The program also encourages the sign-up of new vehicles to accredited car sharing platforms, Car Next Door and Eevee. The program has been developed in recognition that increasing visitation to the state requires a greater supply of rental vehicles to be available for hire.

Grants of up to \$1 000 per vehicle will be available to eligible applicants who add a new Motor Accident Insurance Board (MAIB) Premium Class 8 registration to their fleet, or to accredited car sharing platforms.

The program is open until 24 December 2021, or until available funds have been exhausted.

Applications will be assessed in order of receipt. Applicants should ensure they receive (and retain a copy of) the email notification when they submit their application. If no confirmation is received, applicants should contact Business Tasmania on 1800 440 026 or by email at [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

## 2. Eligibility criteria

The program is open to all accredited hire and drive operators (operators hiring out vehicles without a driver) or members of accredited car share platforms.

For the purposes of this program, an accredited operator is a person who has lodged and had approved an application in accordance with the *Passenger Transport Services Act 2011*. This process is administered by the Passenger Transport Branch, Department of State Growth. Further information on accreditation can be found here:

[https://www.transport.tas.gov.au/public\\_transport/industry\\_and\\_operator\\_information/accreditation\\_documents](https://www.transport.tas.gov.au/public_transport/industry_and_operator_information/accreditation_documents)

To be eligible, applicants must establish that:

- They have been an accredited hire and drive operator since on or before 28 April 2021, or
- They are a new (since on or after 28 April 2021) member of the Car Next Door and/or Eevee accredited car share platforms, or
- They are already a member of Car Next Door and/or Eevee accredited car share platforms, but wish to add a new vehicle on or after 28 April 2021.

Applicants who can apply must also declare that:

- They intend to remain an accredited hire and drive operator or a member of Car Next Door and/or Eevee for a minimum period of six months from the date of notification of their successful application, and
- The vehicle has been registered under a MAIB Premium Class 8 classification on or after 28 April 2021, and the owner/operator intends to retain the Class 8 registration for a minimum period of six months from the date of notification of their successful application.

The types of vehicles that can be registered under the program include the following:

- All Terrain Vehicles (ATV)
- Bus
- Camper
- Car
- Light bus
- Modified seating bus
- Motorcycle
- Station wagon
- Tray
- Utility

- Van

**Please note:**

An application for multiple vehicles can be submitted using a single application form.

You may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm any claims made as part of your application were true and correct.

If you have any questions about any aspect of the eligibility criteria, contact Business Tasmania on 1800 440 026 or via email: [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

## 3. Ineligible applicants

Applicants who cannot apply include:

- Accredited hire and drive operators who obtained registration for the vehicle before 28 April 2021.
- Anyone who is not accredited as a hire and drive operator on or after 28 April 2021.
- Anyone who was a member of the Car Next Door and/or Eevee accredited car share platforms prior to 28 April 2021 **UNLESS** they intend to add a new vehicle on or after 28 April 2021.

## 4. Assessment

The HDRP is an eligibility-based grant program with applications assessed in order of receipt until 24 December 2021, or until available funds have been exhausted.

Applications will be approved if all eligibility requirements have been met.

During the assessment process the Department of State Growth (“Department”) may, at its discretion, require further information to support or clarify an application. This information must be provided within three working days, unless otherwise advised. Failure to provide further requested information within the designated timeframe may result in the application being unsuccessful.

## 5. Timeframes

The HDRP will open at 10:00am on 28 April 2021 and close at 2:00pm on 24 December 2021.

Late applications will not be accepted.

For any extenuating circumstances that may prevent applicants meeting the application deadline, applicants must contact Business Tasmania before the grant program closes.

Subject to available funds, the following timeframes apply to the HDRP:

Hire and Drive Reimbursement Program

Description	Date
Program opens	10:00am, 28 April 2021
Program closes	2:00pm, 24 December 2021
Application assessment period	10 business days from the date of submission of an application
Notification of outcome of assessment of application	20 business days from date of submission of an application

## 6. 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 phones, tablets, laptops and personal computers.

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

Applicants should follow the below process to complete an application.

1. Read the guidelines and any frequently asked questions carefully before starting an application.
2. Complete and lodge an application online via SmartyGrants from the Business Tasmania website, [www.business.tas.gov.au](http://www.business.tas.gov.au)
3. Ensure you have provided correct BSB, bank account number and bank account name details for payment.
4. Check your email to confirm you have received an automatic receipt of your application. This receipt will include details of the application and a unique application ID.
5. Note you will be advised of the outcome of your application once eligibility has been assessed.

## 7. Acquittal

### What is an acquittal?

An acquittal is a confirmation that the grant funding provided was used as it was intended and as per the statements made on the application form and funding agreement.

### How an HDRP grant will be acquitted?

Successful applicants will not be required to acquit these funds. However the Department will conduct checks to confirm the following:

- that each funded vehicle registration has been continuously maintained as an MAIB Premium Class 8 registration for a period of six months, and
- the successful applicant has continued to be an accredited hire and drive operator or a member of Car Next Door and/or Eevee for a minimum period of six months.

#### Failure to meet acquittal and repayment requests

The Department has a requirement and responsibility to ensure that the public funding administered is allocated fairly and spent responsibly. Reviewing the outcomes of grant funding is required to ensure it aligns to the intended original approved purpose.

**If a grant fails to be acquitted (by the applicant failing the six-month eligibility check or no longer being an accredited operator), as per the eligibility criteria, you will be required to repay, in full, the funds provided to you under this program.** Please refer to section 9 - Payments and repayments for more information.

## 8. Taxation and financial implications

Grants under the program attract Goods and Services Tax (GST). A valid tax invoice must be supplied by the successful applicant, to the Department.

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 seek independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

If you are an individual (not a business), or you do not have an Australian Business Number (ABN), you are required to complete a 'Statement by a supplier not quoting an ABN'. Refer to the ATO website for more information:

<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

Information on invoices can be found on the Business Tasmania website:

[https://www.business.tas.gov.au/manage\\_a\\_business/invoices](https://www.business.tas.gov.au/manage_a_business/invoices)

## 9. Payments and repayments

Once an application is approved, the applicant will be asked to submit a valid tax invoice to the Department. Payment will then be processed and the funds deposited into the nominated bank account.

Applicants will be asked for bank account details at the time of application so the Department can process your payment. This bank account must be in the same name of the person or business on the application form. You will need to provide a valid BSB, account number and account name and you may be asked to provide a copy of

your bank statement or a letter from your bank to confirm these details. A valid tax invoice must also be supplied by the successful applicant, to the Department.

Please ensure these account details are correct because if a successful applicant provides incorrect bank account details, this may result in funds being 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 to funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to the Department.

A total reimbursement value of \$1 000 will be made as a single payment for each eligible vehicle registration within an application.

## Repayments

Please note that the Department is required to confirm funding is used for the approved purpose. To ensure funded vehicles continue to be available to increase rental fleet numbers, the Department will conduct an MAIB Class 8 registration status check six months from the date of notification of successful applications. You will need to ensure your vehicle has been continuously registered (under Class 8) during this time period.

If your vehicle has not been continuously registered (under Class 8) during the six month time period from the date of notification of the successful application, you will receive an invoice from the Department with the amount to repay and the available repayment options. The Department reserves the right to transfer any unpaid amounts to a third party agent for collection if payment is not made within 28 days, or if you have not contacted the Department to discuss your situation during that time.

# 10. 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.

# 11. 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 the Department can be directed to Business Tasmania at [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au) or 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, must be repaid to the Department.

## 12. Publicity of grant assistance

The Department 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 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. A fee for this service may be charged.

## 15. 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 15. Disclosure, derogates from a party's obligations under the Personal Information Protection Act 2004 (Tas) or the Privacy Act 1988 (Cwlth).

## 16. 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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