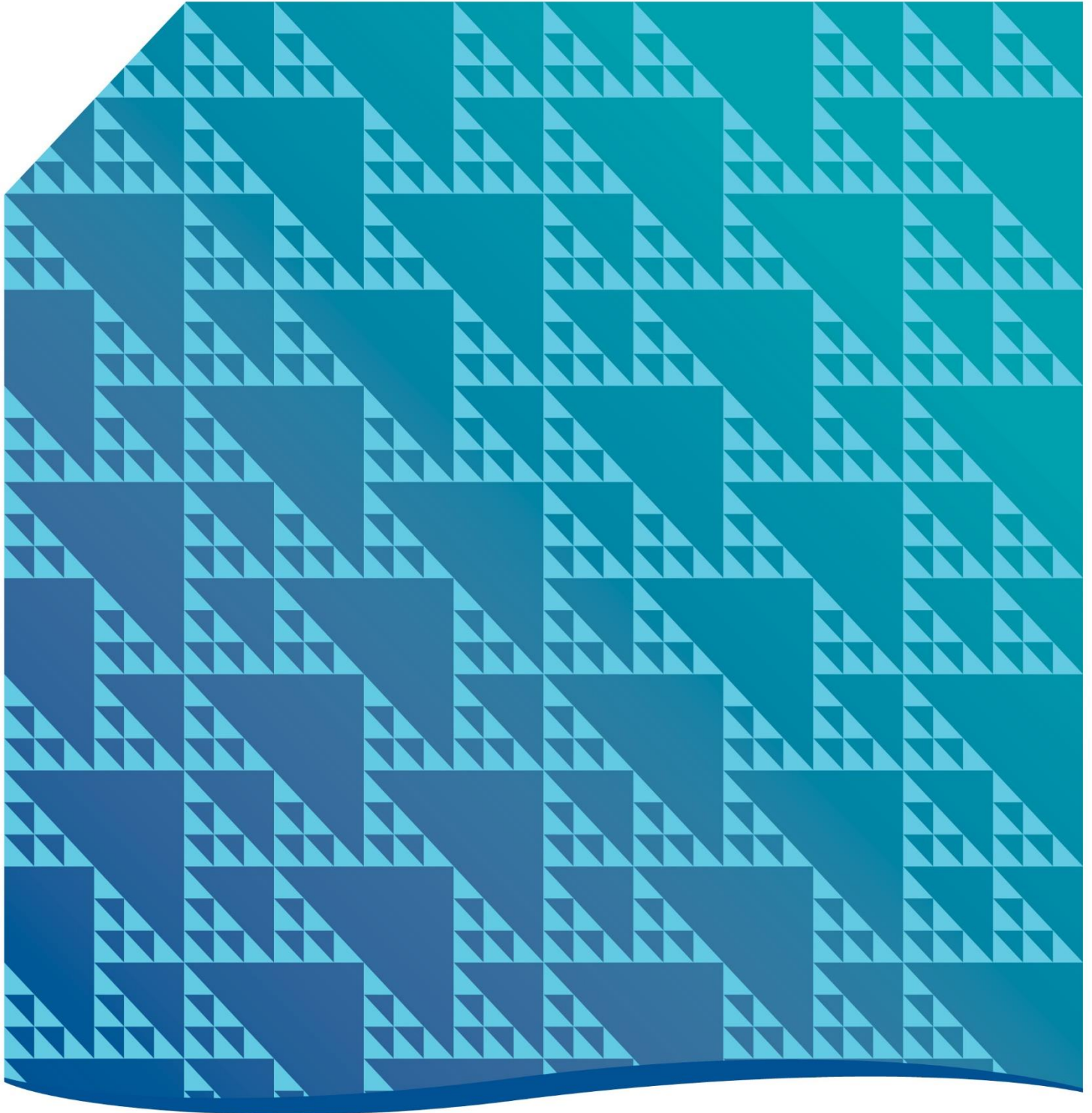


COVID-19 Regional Chambers of Commerce Grant Program



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Background

The health, safety and wellbeing of Tasmanians is our number one priority as we face the challenge of the coronavirus pandemic.

The Tasmanian Government recognises the significant impact the unfolding COVID-19 situation and the associated trading restrictions are placing on Tasmanian small businesses.

As part of the Tasmanian Government's continued support to Tasmanian businesses, the COVID-19 Regional Chamber of Commerce Program (RCCP) has been developed to support the efforts of Regional Chambers of Commerce to respond to members' needs during the period of the COVID-19 pandemic and beyond into recovery.

Total available funds for eligible business associations is \$100 000.

Grant objective

To assist Regional Chambers of Commerce to respond to the economic impact of COVID-19 on their members and region, and to lay the foundation for recovery.

Applicant and reimbursement eligibility

To be eligible for financial assistance the applicant must:

- be an established regional chamber of commerce/association in, and servicing, a region of Tasmania
- be incorporated as a legal entity
- must not be subject to any legal impediment, including bankruptcy or liquidation, and
- demonstrate ability to carry out the service or activity applied for.

Applicants may include a collaboration between two or more Regional Chambers of Commerce/associations, in which case a lead applicant should be nominated and act as 'lead agent'.

Applicants will be required to provide a range of information to support their application, including the numbers of financial members as at 1 January 2020.

In delivering the services and activities supported by the grant, the applicant will be required to share information provided by the Tasmanian Government and Business Tasmania in respect of the COVID-19 response, including work through the Enterprise Centres network. This is to ensure a collaborative approach and response across all government funded COVID-19 support activities.

Ineligible applications

Applications will NOT be accepted from:

- local, state or Australian Government entities, including wholly-owned subsidiaries.
- unincorporated associations,
- for-profit entities,
- Entities who have already received funding under another Tasmanian Government support initiative.

Eligible expenditure

Services and activities that could be considered include:

- Continuation of current services that would otherwise not be continued due to the COVID-19 pandemic circumstances.
- Additional services and activities which support members:
 - in accessing support and information related to COVID-19 response
 - to limit the impact of COVID-19 on their business
 - in diversifying/pivoting their business enterprise
 - members' nomination of other services as a priority in response to COVID-19 impacts.

Maximum available to each applicant will be at the discretion of the department relative to the needs of all eligible applicants. Total grant money is limited to \$100 000.

Ineligible expenditure

Any advice, services and activities that form part of routine business management and operations, or advice, services and activities that sit outside of, or do not directly relate to the operations of the organisation as a result of the COVID-19 pandemic.

Grant funds must be used for the purpose of the organisation's need to assist members in managing the impact of COVID-19 on their organisation and its members. Examples of what funding cannot be used for include, but not limited to:

- servicing creditors or personal debts
- annual business tax or accounting services

- the cost of non-COVID-19 marketing activities, advertising placements and marketing and communication production costs.

Application process

Potential applicants should ascertain eligibility and contact Karen Rees on Karen.Rees@stategrowth.tas.gov.au with any queries.

Applicants must complete and lodge an application online via the Business Tasmania website www.business.tas.gov.au

Applicants will be advised of the outcome of their application via email.

Taxation and financial implications of grants

The Grant will attract GST and will be increased to compensate for the amount of GST payable.

Grants will be paid to successful applicants upon the provision of a valid Tax Invoice.

The receipt of funding from this Grant 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 enterprise's particular circumstances.

It is strongly recommended that the potential applicants consider seeking independent advice about the possible tax implications for receiving a Grant from a tax advisor, financial advisor and/or the ATO, prior to submitting an application.

Reporting

The COVID-19 Regional Chambers of Commerce Grant Program will be administered by the Department of State Growth on behalf of the Crown in Right of Tasmania.

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

The grants are subject to the following **reporting requirements**:

- how funding was spent
- number of members assisted
- types of assistance provided
- sector and location of businesses assisted.

Confidentiality

The relevant parties will 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 COVID-19 Regional Chambers of Commerce Grant Program and related uses. The department may also:

1. use information received in applications in any other departmental business; and
2. use information received in applications and during the performance of the Grant for reporting.

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: Karen.Rees@stategrowth.tas.gov.au or Business Tasmania on 1800 440 026.

Timeframes

It is expected that there will be high volumes of applications and the department will be working hard to process funding to each successful applicant as quickly as possible.

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.

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*.

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.

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 Grant.



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