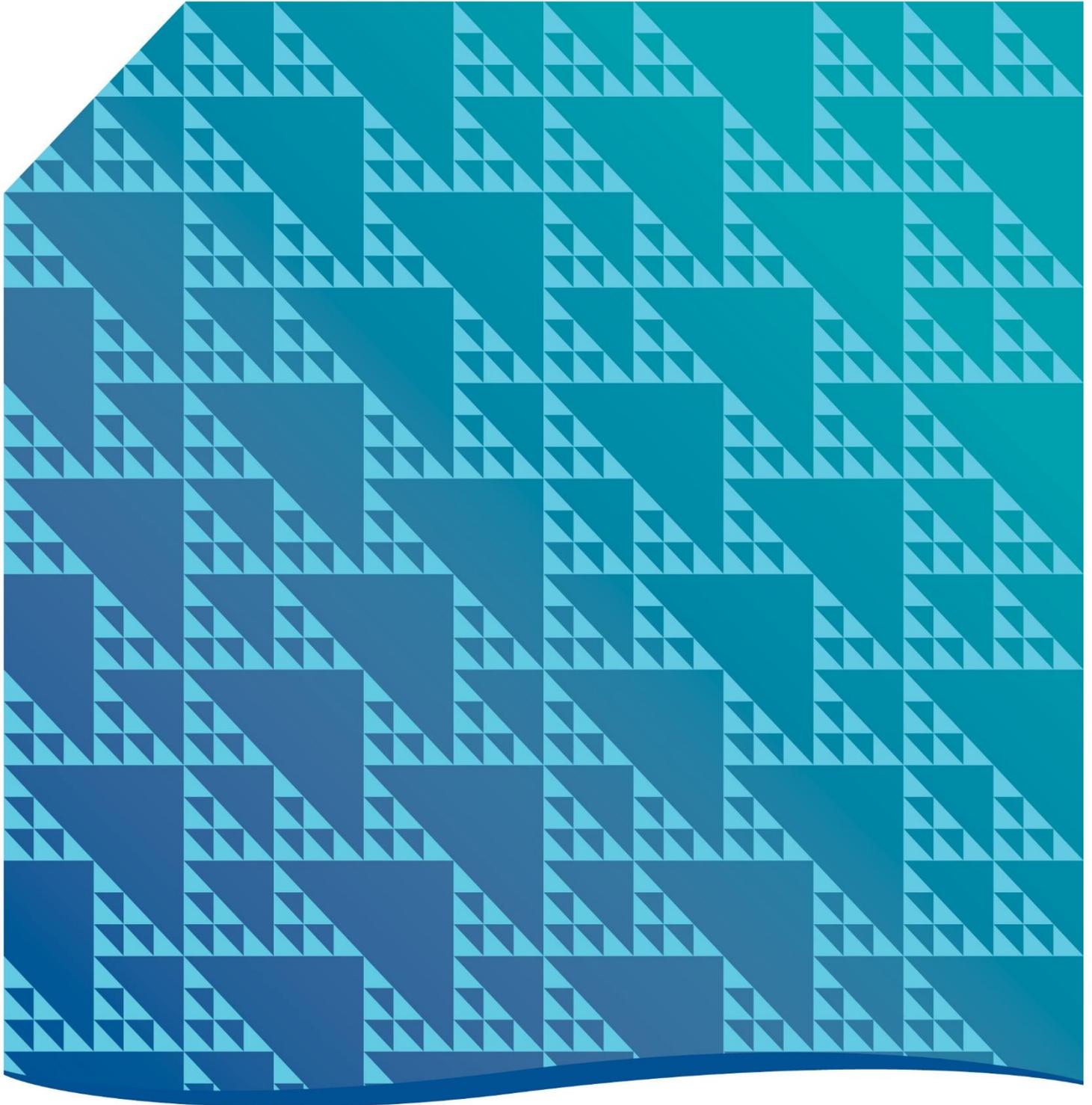


Program Guidelines



Contents

Small Business Emergency Support Grant	1
Eligibility	1
Eligible applicants.....	1
Ineligible applicants.....	1
Funding allocation.....	1
Application process	1
Taxation and financial implications	1
Confidentiality	1
Administration and contact details	2
Timeframes	2
Publicity of grant assistance	2
Right to information	2
Personal information protection	2
Disclaimer	2

Small Business Emergency Support Grant

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

As part of the Tasmanian Governments support to Tasmanian businesses, \$20 million has been allocated to support Tasmanian small businesses experiencing hardship in the following industries:

- Seafood
- Tourism and accommodation
- Hospitality
- Retail
- Arts and entertainment
- Fitness

Grants of \$2 500 are available through the Department of State Growth as one off emergency support payments.

A second \$20 million round of \$15 000 grants will be made available for small businesses in the identified sectors that are experiencing severe financial hardship. Businesses seeking this large grant should first apply for the Small Business Emergency Support Grant.

Details of the \$15 000 Small Business Financial Hardship Grant will be announced in due course along with the application process.

Note, a successful application under the Small Business Emergency Support Grant, does not mean automatic entry or approval for a Small Business Hardship Grant.

Eligibility

Eligible applicants

Must:

1. Employ fewer than 20 full time equivalent (FTEs) employees (casual or part-time), on or before 31 January 2020, or:
 - a sole trader
 - non-employing business
 - owner operator.
2. Have been operating their business (not a hobby or charity) on or before 31 January 2020.
3. Be registered for tax purposes in Australia with an Australian Business Number (ABN).
4. Be a majority owned and operated Tasmanian business in one of the following severely impacted industries:
 - Seafood
 - Tourism and accommodation
 - Retail
 - Hospitality
 - Arts and entertainment
 - Fitness

Ineligible applicants

- Wholly owned subsidiaries of large businesses (20+ employees).
- A non-employing business from which the owner derives less than 50 per cent of their income.
- Businesses that operate primarily in industries outside of those listed as eligible above.

Funding allocation

An amount of \$2 500 is available per eligible small business.

Notes:

1. Applicants will need to estimate the amount that their business has been financially impacted and provide some information on their business.
2. If the application is successful, a grant payment will be made into the applicant's nominated bank account.

Application process

1. Potential applicants should read these Program Guidelines to ascertain eligibility and contact Business Tasmania on 1800 440 026 with any queries.
2. Applicants should complete and lodge an application online via the Business Tasmania website www.business.tas.gov.au.
3. Applicants should contact Business Tasmania on 1800 440 026 if they require any assistance in lodging an application.
4. Applicants will be advised of the outcome of their application via email.

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.

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.

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. 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.

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

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.



Department of State Growth

GPO Box 536

HOBART TAS 7001 Australia

Phone: 1800 440 026

Email: ask@business.tas.gov.au

Web: www.business.tas.gov.au