

## Attachment A

**Small Business Emergency Support Grant Program**

1. *As at 13 May 2020, the total number of businesses who applied to the Small Business Emergency Support Grant Program:*  
14,382 applications were submitted under the Small Business Emergency Support Grant Program.
2. *As at 13 May 2020, the total number of businesses whose applications to the Small Business Emergency Support Grant program were rejected, deemed ineligible, or for some other reason did not result in an approval:*  
1,059 applications under the Small Business Emergency Support Grant program were rejected, deemed ineligible, or for some other reason did not result in an approval.
3. *As at 13 May 2020, a breakdown of the reasons why applications to the Small Business Emergency Support Grant program were not approved, including the number of applications relating to each category.*

Applicants that were not approved under the Small Business Emergency Support Grant program did not meet the program guidelines. A copy of the Small Business Emergency Support Grant program, round one and two guidelines are attached. Further information is provided in Table 1.

<b>Table 1. Reasons for unsuccessful submissions</b>	<b>Number</b>
<b>Round 1</b>	
Ineligible sector or business activity	399
ABN issue (cancelled; registered after eligibility date)	31
Multiple applications submitted	101
Ineligible business structure/entity type (e.g. incorporated entity, not for profit, part of a large chain)	56
Interstate (not a Tasmanian business)	20
Insufficient information (did not respond to repeated requests)	3
Multiple reasons	54
<b>Sub total</b>	<b>664</b>
<b>Round 2</b>	
ABN issue (cancelled; registered after eligibility date)	152
Duplicated applications / received funding under round 1	152
Ineligible business structure (e.g. incorporated entity, not for profit)	10
Interstate (not a Tasmanian Business)	14
Income did not meet the hardship test	54

Multiple reasons	13
<b>Sub total</b>	<b>395</b>
<b>Total</b>	<b>1059</b>

4. *The criteria used to assess applications to the Small Business Emergency Support Grant program.*  
Refer to document 1 and 2.

### **Small Business Hardship Grant program**

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5. *As at 13 May 2020, the total number of businesses who applied to the Small Business Hardship Grant program:*  
3,995 businesses submitted applications for the Small Business Hardship Grant program.
6. *As at 13 May 2020, the total number of businesses whose applications to the Small Business Hardship Grant program were rejected, deemed ineligible, or for some other reason did not result in an approval:*  
No applications had been rejected, deemed ineligible, or notified of an unsuccessful application.
7. *As at 13 May 2020, a breakdown of the reasons why applications to the Small Business Hardship Grant program were not approved, including the number of applications relating to each category:*  
No applications had been rejected, deemed ineligible, or notified of an unsuccessful application.
8. *The criteria used to assess applications to the Small Business Hardship Grant program:*  
Applications were assessed using the eligibility criteria in the Small Business Hardship Grant program guidelines (refer to document 3), along with businesses who:
- met the hardship test, and
  - could demonstrate an ability to continue to operate in the current environment and provide products or services necessary for the Tasmanian or Australian community, or
  - may need to temporarily cease operation but can demonstrate strong prospects for future jobs sustainment or growth.

Due to limited funds and a significantly high number of competitive applications received that met the eligibility criteria applications were further assessed on their ability to demonstrate:

- an elevated economic and social benefit to the community;
- an FTE forecast of greater than 4 (in the first instance);
- strategic importance in the current environment; and
- economic and future job prospects for growth.

This assessment process enabled a fair and consistent approach to be applied to this highly competitive field of applications to award a grant of \$15,000.

The assessment process involved a series of steps and questions relating to the above criteria. Two of these steps were number-based scores or data to help rank applicants for review in the moderation process. This rank did not ultimately determine if an applicant was

awarded a \$15,000 grant as it was only part of the assessment process. The two number-based components of the assessment were:

1. An assessment of the applicant's critical, economic and social benefit for the community during the pandemic, scored out of 5.
  2. Number of FTE likely for this time next year and business growth.
9. *A list of information containing:*
- a. *the date on which each application to the Small Business Hardship Grant program was received by the Department and*
  - b. *the date on which each applicant was advised of the outcome of their application.*

Refer to document 4.

### **COVID-19 Business Support Loan Scheme<sup>1</sup>**

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On 17 March 2020, the Premier announced a series of government financial initiatives to support Tasmanian businesses in response to the COVID-19 pandemic, including a \$50 million COVID-19 Business Support Loan Scheme for businesses with an annual turnover of less than \$10 million per annum.

Loans were available to Tasmanian majority owned businesses operating in the hospitality, tourism, and seafood export sectors, related supply chain businesses, as well as businesses in other sectors of the economy that could demonstrate material impact from COVID-19.

Every opportunity was afforded to applicants to meet eligibility requirements and receive funding support. Importantly the assessment approach has ensured business needs match the ultimate loan amount approved.

10. *As at 13 May 2020, the total number of businesses who applied to the COVID-19 Business Support Loan Scheme:*
- 481 applications were submitted under the COVID-19 Business Support Loan Scheme.
11. *As at 13 May 2020, the total number of businesses whose applications to the COVID-19 Business Support Loan Scheme were rejected, deemed ineligible, or for some other reason did not result in an approval:*
- 131 applications were declined, 7 were withdrawn.
12. *As at 13 May 2020, a breakdown of the reasons why applications to the COVID-19 Business Support Loan Scheme were not approved, including the number of applications relating to each category:*

<b>Table 2. Reasons for unsuccessful submissions as at 13 May 2020*</b>	<b>Number</b>
Business not Tasmanian owned and operated	5
Business unable to satisfactorily demonstrate an ability to service debt	53
Business unable to demonstrate financial viability of the business prior to COVID-19 outbreak	16

<sup>1</sup> 'COVID-19 Business Support Loan Scheme' refers to the Department's official title of the small business interest free loan scheme referred to in the applicant's request.

Business unable to demonstrate if it had been impacted by COVID-19	8
Business unable to provide a satisfactory credit history	23
The applicant failed to demonstrate a need for the loan	8
Loan purpose is not deemed to adequately address the purpose of the scheme being to support business continuity, viability and sustainability during the COVID-19 period.	30

\* Note – many loans were declined for multiple reasons.

13. *The criteria used to assess applications to the COVID-19 Business Support Loan Scheme:*

Applications were assessed in accordance with the Department's normal approach to assessing applications for loan assistance through the Tasmanian Development and Resources Board. In many cases, and where eligible, the Department worked closely with applicants to determine an amount which better aligned need with capacity to repay. Of primary importance, a business needed to demonstrate:

- Capacity to repay a loan.
- Financial viability prior to COVID-19.
- A satisfactory credit history including meeting statutory payment obligations and staff entitlements.

In addition, and to the satisfaction of the Department, businesses were required to demonstrate they:

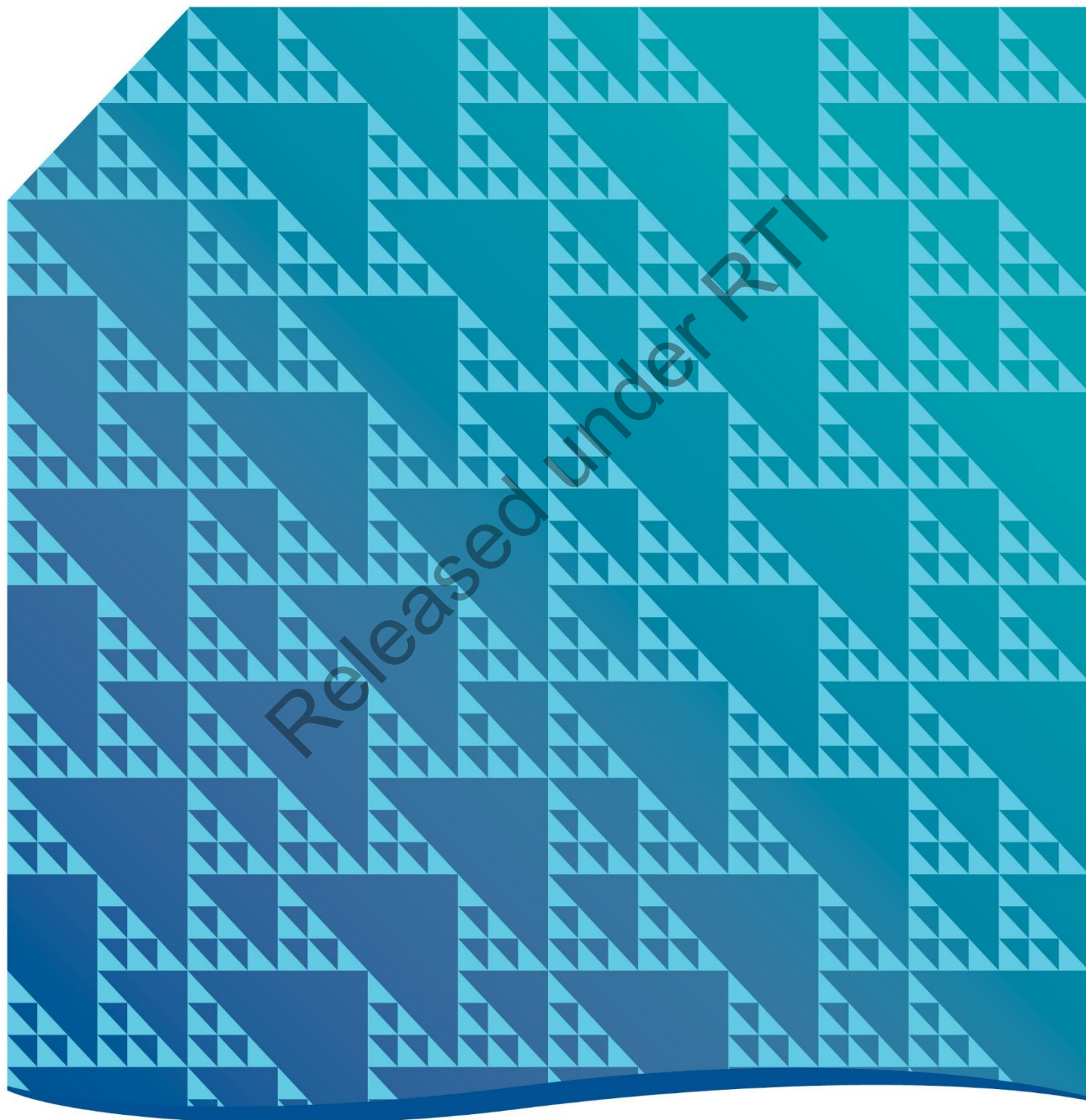
- were majority Tasmanian owned and operating in Tasmania as a sole trader, trust, partnership or private company;
- were impacted by COVID-19;
- had a clear need for the loan;
- were registered for tax purposes in Australia with an Australian Business Number;
- provided business financial reporting to a satisfactory level with satisfactory financial accounts and tax returns completed (with 2019 being highly preferred);
- generally had an annual turnover of \$10 million or less.

14. *A list containing:*

- a. *The date on which each application to the COVID-19 Business Support Loan Scheme was received by the Department and:*
- b. *The date on which each applicant was advised of the outcome of the application.*

Refer to document 5.

# Program Guidelines



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# Small Business Hardship Grant

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.

The Tasmanian Government and the Australian Government are providing the largest stimulus packages in history to support small businesses.

To ensure that the Tasmanian Government continues to be responsive to the current gaps and needs of Tasmanian small businesses, \$20 million has been allocated to support a range of Tasmanian businesses.

Grants of \$15 000 will be available and applications will be accepted from businesses that employ fewer than 50 FTEs.

\$20 million will be allocated to support Tasmanian businesses who have been highly impacted by the COVID-19 restrictions and experiencing hardship.

Grants will be available to those businesses that:

- can meet the hardship test, and
- can demonstrate an ability to continue to operate in the current environment and provide products or services necessary for the Tasmanian or Australian community, or
- may need to temporarily cease operation but can demonstrate strong prospects for future jobs sustainment or growth.

Applications will be competitively assessed on an as need basis and at the discretion of the Department of State Growth.

Applicants are encouraged to apply for the Small Business Emergency Support Grant first. Noting that a successful application under the Small Business Emergency Support Grant does not guarantee funding under the Small Business Hardship Grant.

## Eligibility

### Eligible applicants

Must:

1. Have been employing 49 full time equivalent (FTE) employees or less (casual, full-time or part-time), as at 31 January 2020.
2. Meet the hardship test and provide documented evidence to support a loss in revenue of greater than 30 per cent.
3. Have been operating their business (not a hobby or charity) on or before 31 January 2019.

4. Be registered for tax purposes in Australia with an Australian Business Number (ABN) and be registered for GST.
5. Be a majority Tasmanian-owned and operated business in Tasmania.

## Ineligible applicants

- Businesses not registered for GST.
- Local State or Australian Government entities
- Not for profit organisations, unless trading or funding activities are a substantial part of the organisations activities
- Unincorporated associations.

## Funding allocation

Grants of \$15,000 are available to those businesses who can demonstrate and provide evidence that they have been highly impacted by the COVID-19 restrictions and meet the hardship test.

Grant amounts will be based on evidence provided that demonstrates a loss in revenue greater than 30 per cent.

## Assessment Criteria

Eligibility does not automatically mean a grant will be approved.

Applicants that have met the Program's eligibility criteria will be assessed on their ability to demonstrate:

1. severe hardship and meet the hardship test. A business must demonstrate that its revenue has reduced by more than 30 per cent.
2. a) can demonstrate an ability to continue to operate in the current environment and provide products or services necessary for the Tasmanian or Australian community, Or  
b) may need to temporarily cease operation but can demonstrate strong prospects for future jobs sustainment or growth.

To ensure appropriate consideration is given to all applications, applicants will be required to:

- provide financial evidence of hardship from 31 January 2020 by supplying the following information:
  - Business Activity Statements for 2018-19 and 2019-20 up to 31 March 2020, or
  - a profit and loss statement prepared by the applicants accountant for 2018 – 19 and 2019-20 up to 31 March 2020, or
  - official management accounts from financial software product such as MOYB, XERO, or Quickbooks for 2018 – 19 and 2019-20 up to 31 March 2020, or
  - where you are unable to provide details for the current financial year, copies of the businesses bank statements from 1 July 2019 to 31 March 2020.



Applicants will need to declare that they have:

- a satisfactory credit history.
- that all statutory payment obligations such as superannuation were up to date prior 31 January 2020.

*Noting that applicants may be required to provide evidence.*

## Application process

1. Potential applicants should 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](http://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 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.

## 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.



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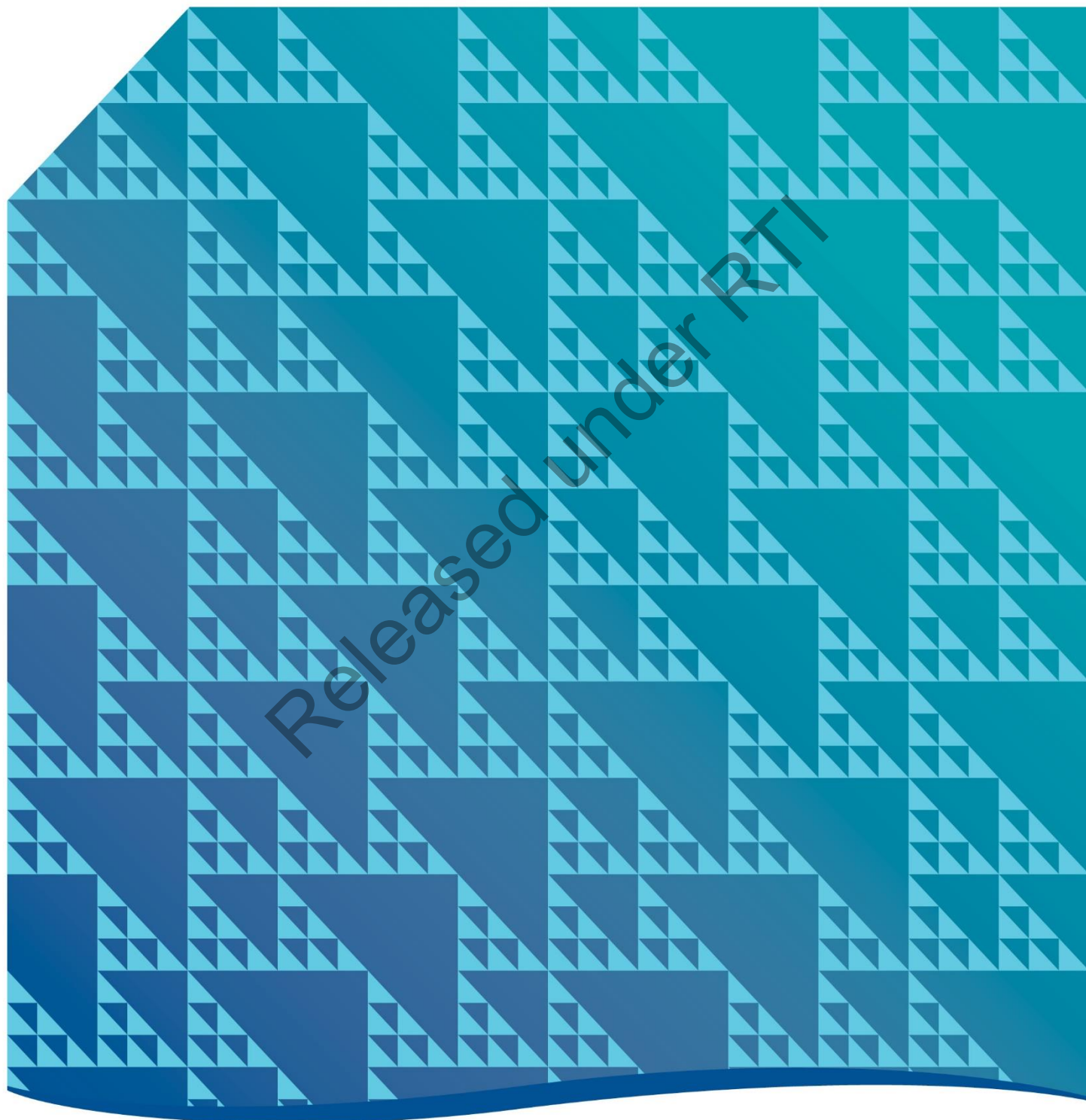
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Small Business Emergency  
Support Grant

Round 2

# Program Guidelines



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# Small Business Emergency Support Grant

## Round two

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 Governments continued support to Tasmanian businesses, a second round of the Small Business Emergency Support Grant has been released.

Grants of \$2,500 are available to those businesses under severe hardship and who have not yet received funding under the first round.

For the purpose of this Round, the definition of small business has been lifted to having less than 25 FTE employees.

All applicants are recommended to register for the Australian Government's JobKeeper payment.

## Eligibility

### Eligible applicants

Must:

1. have been employing fewer than 25 full time equivalent (FTE) employees (casual, part-time or full time), on or before 31 January 2019, or be a:
  - a sole trader
  - non-employing business
  - owner operator.
2. meet the hardship test of a loss in revenue of greater than 30 per cent. Evidence may be required to be provided.
3. derive greater than 50 per cent of their income from the business.  
*Noting that requests may be made to applicants to provide documented evidence to demonstrate this.*
4. have been operating their business (not a hobby or charity) on or before 31 January 2019.
5. be registered for tax purposes in Australia with an Australian Business Number (ABN).
6. be a majority owned and operated Tasmanian business.

*Note, businesses may only submit one application per ABN.*

## Ineligible applicants

- Businesses who have already received funding under round one.
- Wholly owned subsidiaries of large businesses (25+ employees).
- A non-employed business from which the owner derives less than 50 per cent of their income.
- Not for profit organisations, unless trading or funding activities are a substantial part of the organisations activities.
- Businesses who are eligible for the Primary Healthcare Grants.
- Businesses who submit multiple applications under one ABN.
- Unincorporated associations.

## Funding allocation

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

Notes:

1. Applicants will need to meet the hardship test and may be requested to provide financial evidence of hardship (a loss in revenue greater than 30 per cent from 31 January 2020 to 31 March 2020).
2. If the application is successful, the grant payment will be made into the applicant's business bank account.

*Note, the Department of State Growth is not responsible for applicants who do not submit correct bank account details.*

## Application process

1. Potential applicants should ascertain eligibility and contact Business Tasmania on 1800 440 026 with any queries.
2. Applicants must complete and lodge an application online via the Business Tasmania website [www.business.tas.gov.au](http://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

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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

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# 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

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# Program Guidelines

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# 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 (including beauty and hairdressers, any business with a shop front)
- Arts and entertainment
- Fitness (includes personal trainers, gyms, yoga)

Plus

- suppliers to the above sectors (who derive the majority of their income from the above sectors), and
- exporters (any business who in 2018-19 derived the majority of the income from international exports).

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

Plus

- suppliers to the above sectors (who derive the majority of their income from the above sectors), and
- exporters (any business who in 2018-19 derived the majority of the income from international exports).

## 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](http://www.business.tas.gov.au).
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## Taxation and financial implications

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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.

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