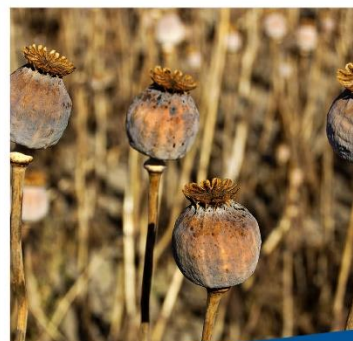
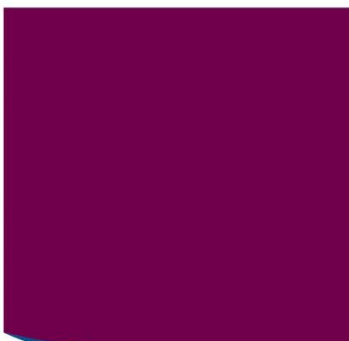
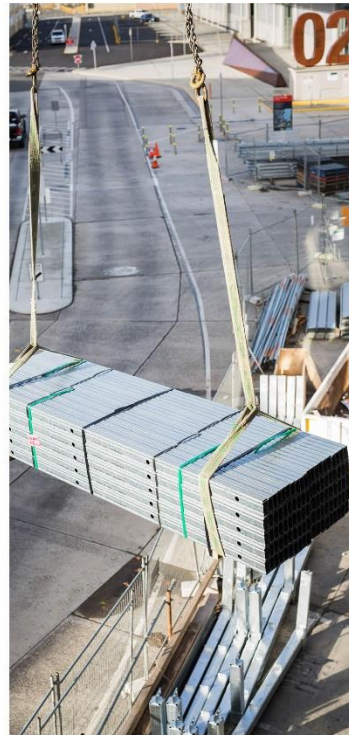
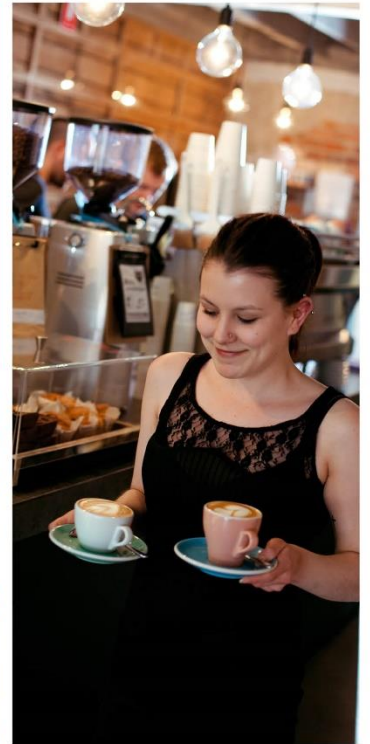
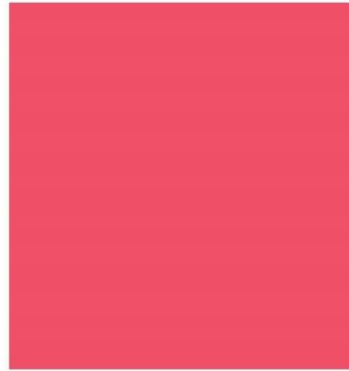


Program Guidelines



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1. Acknowledgement of Aboriginal People and Country

The Department of State Growth recognises and values Aboriginal histories, knowledge and lived experiences and is committed to being culturally inclusive and respectful in our working relationships with all Aboriginal people.

The Department of State Growth acknowledges all Aboriginal people; the traditional owners of the Land upon which we work and pay our respects to Elders past and present.

2. Overview

The Tasmanian Government recognises the significant role of small businesses in driving the Tasmanian economy. The [Small Business Growth Strategy 2026](#) sets out the priorities and objectives for government and the private sector to support small business growth in Tasmania. It aims to pursue the creation of a sophisticated, modern operating environment that supports Tasmanian businesses to be resilient, innovative, collaborative and to achieve their goals.

Through a consultation process with individual businesses, industry representative organisations and communities across Tasmania, feedback was grouped under four key themes. These themes provide an indication of what's important to Tasmanian businesses, where challenges and opportunities lie, and areas to focus on to enable growth. The four themes are:

1. People and connections
2. Place
3. Enabling business
4. Technology

This program is the second round of the Small Business Growth Strategy Grant Program, and aims to support Tasmanian small businesses to grow, adapt and innovate by providing grants of between \$2,500 and \$10,000 for capital purchases that align with the Strategy's themes, particularly stream three (Enabling business) and four (Technology).

Capital purchases are defined as business assets (also known as plant and equipment) purchased by a business such as machinery, electronic payment terminals, and computers. The assets can be brand new or second-hand. Things that aren't capital items include normal running expenses such as stationery and repairs, and equipment rentals or leases.

Round two will open at 2:00 pm on 29 October 2024 and close at 2:00 pm 10 December 2024 unless all funding is allocated prior.

In applying for a grant, applicants will be required to outline how the proposed purchase directly relates to, and supports, the business to grow, adapt and/or innovate.

Questions regarding the program can be directed to Business Tasmania by emailing ask@business.tas.gov.au or calling 1800 440 026 before the program closes.

Further information is provided in the Frequently Asked Questions (FAQs), and Applicant Checklist that will be available on the Business Tasmania website before the program opens.

All successful applicants, including business name and grant amount received, will be published on the Business Tasmania website.

3. Funding

Up to \$1 million has been allocated for this program.

Eligible applicants will receive one-off grants of between \$2,500 and \$10,000 (including GST applicable on capital purchases), and all successful applicants will be required to provide a cash contribution of at least 30 per cent towards the total purchase cost.

Applicants can only apply once but can apply for funding for multiple purchases, to a maximum total request of between \$2,500 and \$10,000.

The total value of the proposed purchase/s must not exceed \$50,000, including GST.

80 per cent (80%) of the total amount of the grant request will be paid on approval of the grant application.

The remaining 20 per cent (20%) will be paid on submission and acceptance of a satisfactory acquittal (refer to [Section 14: Acquittal](#))

When completing the application form, applicants are required to:

- Provide details about the proposed purchase/s (refer to [Section 8: Eligible Grant Expenditure](#)).
- Upload quote/s from suppliers for the proposed purchase/s.
- Nominate the grant request amount, between \$2,500 and \$10,000 as per supplier quotes, taking in to account the requirement for a 30 per cent co-contribution.

Example grant requests:

Example 1 – Purchase of a new computer for the business:

Quote from supplier for the computer	\$3,575 (including GST)
Applicant co-contribution (minimum 30 per cent of total cost)	\$1,072.50
Total grant request (excludes applicant co-contribution of minimum 30 per cent of total cost)	\$2,502.50 (excluding GST) Note: \$2,500 is the minimum grant request accepted under this program.
Initial grant payment (80 per cent of total grant request)	\$2,002 (excluding GST)
Final grant payment, processed on satisfactory acquittal (20 per cent of total grant request)	\$500.50 (excluding GST)

Example 2 – Purchase of solar panels for the business:

Quote from supplier for the solar panels (including installation)	<p>\$12,000 (including GST) (supply)</p> <p>\$3,000 (including GST) (installation)</p> <p>Total \$15,000 (including GST)</p>
Total grant request	<p>\$10,000 (excluding GST)</p> <p>This is the maximum request amount accepted under this grant program.</p> <p>The requirement for the applicant to provide a co-contribution of at least 30 per cent is achieved because the total cost is more than \$14,286.</p>
Initial grant payment (80 per cent of total grant request)	\$8,000 (excluding GST)
Final grant payment, processed on satisfactory acquittal (20 per cent of total grant request)	\$2,000 (excluding GST)

Example 3 – Purchase of small-scale mill process equipment for the business:

Quote from supplier for the mill processing equipment	<p>\$46,000 (including GST)</p> <p>Note – the total value of the proposed purchase/s must not exceed \$50,000, including GST.</p>
Total grant request	<p>\$10,000 (excluding GST)</p> <p>This is the maximum request amount accepted under this grant program.</p> <p>The requirement for the applicant to provide a co-contribution of at least 30 per cent is achieved because the total cost is more than \$14,286.</p>
Initial grant payment (80 per cent of total grant request)	\$8,000 (excluding GST)
Final grant payment, processed on satisfactory acquittal (20 per cent of total grant request)	\$2,000 (excluding GST)

4. Timeframes

Late applications will not be accepted.

Description	Time/date
Round two program opens	2:00pm, Tuesday 29 October 2024
Round two program closes	2:00pm, Tuesday 10 December 2024, or prior if all funding has been allocated
Applications assessed	In order of receipt
Applicants notified	In order of assessment Notifications of grant outcomes may take up to two weeks from when the application is received
Payment to successful applicants	Within five days of notification that an application has been approved

5. Definitions

Topic	Definition
Acquittal	<p>A statement that is requested from the successful grant recipients, confirming that the grant funding provided was used as it was intended and as per the statements made on the application form.</p> <p>It is a requirement that all grant recipients under this program acquit their grant.</p> <p>Acquittal for this grant program must include acceptable evidence to demonstrate completed purchase of the item/s detailed in the application form and a valid tax invoice to the Department of State Growth for the remaining 20 per cent of the total grant amount.</p>
Capital purchase	<p>Business assets (also known as plant and equipment) purchased by a business such as machinery, electronic payment terminals, and computers. The assets can be brand new or second-hand. Things that aren't capital items include normal running expenses such as stationery and repairs, and equipment rentals or leases.</p>
Currently operating	At the time the application is submitted.
Full Time Equivalent employee	<p>A Full Time Equivalent (FTE) employee is one or more paid employees who work 38 hours each week.</p> <p>For example, if one employee works 18 hours per week and another employee works 20 hours per week the total FTE is 1. The FTE count can also include the casual employees.</p>

Sales Turnover	The sale of goods and services to customers excluding GST and any other funding sources such as grants within a financial year.
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6. Eligibility criteria

Applicants must meet the following eligibility criteria:

- 6.1 Be registered for tax purposes in Australia with a continuously active Australian Business Number (ABN) on or before 29 October 2023.
 Exceptions to 6.1 may be considered, for example (Note: the applicant will be required to provide relevant evidence to support their application):
 - 6.1.1 An applicant that has purchased a business that was actively trading for at least 12 months before 29 October 2023.
 - 6.1.2 An applicant that has changed their business structure which has resulted in a new active ABN issued after 29 October 2023, but the business has been in operation for at least 12 months from the time of applying for the grant.
- 6.2 Be able to demonstrate an annual business sales turnover of between \$50,000 and \$10 million in the 2022-23 or 2023-24 financial year.
- 6.3 Be a small business with no more than 19 full time equivalent (FTE) employees and be able to demonstrate that the business is currently operating and located in Tasmania.
- 6.4 Be a majority-owned Tasmanian small business.
- 6.5 For sole operators who have no paid employees, the sole operator must derive at least 50 per cent of their total annual income in the 2022-23 or 2023-24 financial year from the business (Note: the 50 per cent sales turnover from the business must be more than \$50,000).
- 6.6 At the time of applying, applicants must have the funding available to make the minimum 30 per cent co-contribution towards the total capital purchase cost (including GST).
- 6.7 Be able to purchase the proposed item/s within six weeks of being notified by email from the Department of State Growth (State Growth) of the outcome of the grant application.
- 6.8 Upload all the required supporting documentation (refer to [Section 10: Supporting Documentation](#)).

Applicants may be asked to supply documentation to support their eligibility claims, as part of the application process, or as part of an audit process. Information supplied by applicants may be subject to authenticity checks using third party software.

For any queries about the eligibility criteria, contact Business Tasmania by emailing ask@business.tas.gov.au or phoning 1800 440 026 prior to the program closing time and date.

7. Ineligible applicants/application

Applications will not be accepted from the following:

- 7.1 Not-for-profit organisations, incorporated associations, or charities UNLESS the organisation is operating as a business employing paid staff and selling goods and services to customers that make up more than 30 per cent of their income.
- 7.2 Any public company under the meaning as defined in the Corporations Act 2001.
- 7.3 Any business that is for sale, planning towards sale, trading insolvent, under external administration or bankruptcy at the time of submitting an application.
- 7.4 Investment entities that solely generate passive turnover from residential and commercial property investment and/or the renting of property.
- 7.5 Applicants who have already been approved to receive a grant in this round of the program. Only one successful application per ABN and/or business operation per round of the program is permitted.
- 7.6 Applicants that make multiple applications for businesses with different ABNs where the business activities across the ABNs is similar.
- 7.7 Applicants that were successful in receiving funding in round one of the Small Business Growth Strategy Grant Program are ineligible for further funding unless the proposed use of funds in this round is substantially different from round one.
- 7.8 Applicants applying for funding for purchases that have taken place prior to the applicant being notified of the outcome of their grant application.
- 7.9 Third parties submitting an application on behalf of the business owner.
- 7.10 Local, state or Australian Government entities.
- 7.11 Businesses without a physical presence or office in Tasmania.
- 7.12 Any business that applies without the required supporting evidence.

8. Eligible grant expenditure

Applicants can nominate multiple purchases within their grant application, to a maximum total request of between \$2,500 and \$10,000.

Eligible capital purchases include, but are not limited to:

- 7.13 Technology hardware, including computers, laptops, tablets, printers (including 3D printers), drones and smart mobile phones that are purchased outright.
- 7.14 Point of sale systems (hardware and associated software).
- 7.15 Video conferencing equipment, for example, cameras and monitors/screens and associated software.
- 7.16 Security systems, for example security cameras and associated software.
- 7.17 Small-scale manufacturing plant and processing equipment, including commissioning costs if included in the purchase cost.
- 7.18 Purchase of equipment that will result in environmental improvements or efficiencies for the applicant's business, for example, purchase of solar panels.

- 7.19 Purchase of equipment that will enable the applicant to scale up their business, for example, equipment that will increase the business's capacity and capability to meet growing customer demand.
- 7.20 Installation costs by a suitably qualified operator associated with any eligible grant expenditure if the relevant quote is included in the grant application.

9. Ineligible grant expenditure

Ineligible expenditure includes, but is not limited to:

- 7.21 Usual or ongoing operating costs including rent, utilities, cleaning, maintenance, repairs, stock purchases, wages, salaries, subscriptions and software licenses.
- 7.22 Purchase of motor vehicles.
- 7.23 Purchase of software not associated with hardware being purchased with the grant funds.
- 7.24 Marketing activities including website development and/or upgrades.
- 7.25 Intangible assets such as costs associated with patents and intellectual property.
- 7.26 Specifically in relation to the purchase of small-scale plant and equipment to be used in the manufacturing process, any costs associated with:
 - 7.26.1 Building construction, modifications, repairs.
 - 7.26.2 Product prototype research and development.
- 7.27 Professional development, including any training for the applicant and/or their staff in relation to the capital purchase/s.
- 7.28 Repairs and/or maintenance (including purchase of parts) or running costs of existing assets, or repairs and/or maintenance of new assets acquired under this program including extension of warranties, except for statutory warranties included in the purchase price.
- 7.29 Assets that have no direct use to the business operations or activities or no relevance to the industry in which the business operates – for example, a lawnmower for an online retailer operating from home.
- 7.30 Purchases made prior to being notified by email by State Growth of the outcome of the grant application (note: the grant cannot be used for retrospective purchases).
- 7.31 Any other costs associated to acquiring an asset – for example, freight charges or commissioning costs, unless they are included in the purchase price.
- 7.32 Legal fees including obtaining legal/professional advice in the execution and/or management of this funding agreement, the business, and/or fees associated with the administration of trusts.

10. Supporting documentation

Applicants will be required to upload the following documentation:

Application form

- 7.33 An itemised quote/s from the supplier/s that includes a description of the eligible item/s.
- 7.34 If the eligible item/s require installation, an itemised quote/s from suitably qualified operator who will install the item/s.
- 7.35 A valid tax invoice made to the Department of State Growth (excluding GST applied by the applicant).

IMPORTANT

The invoice amount must:

- match the supplier quote/s including GST
 - subtract the applicant's 30 per cent co-contribution if the total purchase price including GST is less than \$14,286
 - AND subtract a further 20 per cent which will be paid on submission and acceptance of a satisfactory acquittal.
- 7.36 A copy of the applicant's recent bank statement clearly showing the business's BSB, Account Number and address. This is required to confirm the bank account details provided on the application form and tax invoice to State Growth.

During the assessment of grant applications, State Growth may request from the applicant any of the following:

- 7.37 Evidence to demonstrate the business address and that it is currently operating at the time of application. Examples of acceptable evidence may include:
- A copy of the most recent utility account (e.g. Aurora Energy).
 - Evidence of recent sales of goods and/or services to customers in the calendar week prior to submitting the application.
 - A current business lease agreement.
- 7.38 Copy of the most recent tax return as submitted to the Australian Tax Office that demonstrates annual business sales turnover for either the 2022-23 or 2023-24 financial year.

Acquittal form

- 7.39 A valid tax invoice made to the Department of State Growth (excluding GST applied by the applicant) for the remaining 20 per cent of the approved grant amount. This invoice must have the same BSB and account number as that used for the first payment.
- 7.40 Evidence to demonstrate the full payment of the approved capital purchase items, which may include one or more of the following:
- A receipt from the supplier/s itemising the item/s purchased and showing \$0 owing.
 - An invoice from the supplier itemising the item/s purchased and clearly indicating the invoice has been paid.
 - A copy of the applicant's business bank statement, highlighting the payment of the item/s to the supplier.

11. Application process

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

SmartyGrants is an online grants management system which is easy to use and accessible via mobile phones, tablets, laptops, and personal computers.

Applicants without internet access should contact Business Tasmania on 1800 440 026 to discuss alternative methods for applying **prior** to the program closing, noting that the program will close early if funding is fully allocated prior to the nominated closing date.

Before submitting an application, applicants are encouraged to refer the Frequently Asked Questions (FAQs) and Applicant Check List, available on the Business Tasmania website [prior to the program opening date](#).

Applicants are encouraged to refer to the Business Tasmania Grant Writing Handbook and other grant writing resources available [here](#).

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

Applicants should ensure that all supporting documentation provided is accurate and is attached correctly before submitting.

What does a successful application look like?

A successful application:

- Is submitted before the closing date and time. Late submissions will not be accepted.
- Meets all eligibility criteria.
- Demonstrates a good understanding of the purpose of the grant program.
- Shows that the capital purchase to be made with the grant funding aligns to the purpose of the program.
- Provides clear and well-structured answers to all questions.
- Contains, where requested, quality documented evidence to support all claims made within the application.

12. Assessment Process

This grant program is not competitive. This means applications will be assessed in order of receipt from when the program opens.

State Growth will regularly publish the number of grants approved and the remaining funds available on the Business Tasmania website, until all funds are fully allocated.

Applicants that have commenced or have submitted an application that is yet to be assessed at the time funding is exhausted will be notified that all funding has been allocated.

Applications will be assessed against the applicant's ability to meet the eligibility criteria and additional information provided as part of the application process.

Applicants will be required to provide:

- a detailed description of how the proposed purchase/s will result in supporting the small business to grow, adapt and/or innovate.
- the required supporting documents (refer to [Section 10: Supporting Documentation – Application form](#)).

State Growth may contact applicants during the assessment process to obtain further information. However, this will cause delays and may result in the application being assessed as ineligible due to the funding allocation running out prior to the information being provided. If further information is requested, this must be provided within five working days.

Applications will be assessed by a State Growth assessment team and approved by a senior State Growth representative.

All applicants will be notified of the assessment outcome via email from SmartyGrants.

Information supplied by applicants may be subject to authenticity checks using third party software prior to being submitted to the assessment team.

13. Grant payments

Applicants will be asked to enter their bank account details on the application form at the time of applying so that grant payments can be processed once approved.

This bank account must be in the same name as the individual or business that applied for the grant. Applicants may be asked to provide a letter from their bank to confirm their bank account details.

Successful applicants who provide incorrect bank account details may have their funds 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 in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient's:

- situation changes
- does not purchase the approved items
- does not use any or all of the funding provided, or
- the information provided to us is found to be false or misleading,

then the recipient will be required to return some or all of the funds to State Growth.

Recipients are encouraged to contact Business Tasmania early to discuss any change to their situation that may impact their grant. Phone 1800 440 026 or email ask@business.tas.gov.au

14. Acquittal

An acquittal is a statement that is requested from successful grant recipients, confirming that the grant funding provided was used as it was intended and as per the statements made on the application form. It is a requirement that all grant recipients under this program acquit their grant.

When successful applicants are notified, they will automatically receive their acquittal form. This will be via an email from SmartyGrants. The email will include a link to the acquittal form and detail the due date for completion.

If a grant recipient cannot meet the expected acquittal due date, they must contact Business Tasmania to discuss their individual circumstances well before the due date by phoning 1800 440 026 or via email ask@business.tas.gov.au

Applicants will be required to complete the acquittal form in Smartygrants. This includes uploading acceptable evidence to demonstrate completion of the purchase of items that were detailed in the application form (refer to [Section 10 Supporting Documentation, Item 10.9](#)), and submission of a valid invoice to State Growth for payment of the remaining 20 per cent of the grant.

The acquittal form must be completed by the due date noted in the email.

Grants that are not satisfactorily acquitted may impact the applicants future grant application outcomes.

State Growth has a requirement and responsibility to ensure that the public funding administered is allocated fairly and spent responsibly. As such, the outcomes of grant funding are reviewed to ensure they align to the intended original approved purpose.

At its discretion, State Growth may contact you at a later date and request evidence to demonstrate how you used your grant. Failure to provide this information by the required date will result in you having to repay the full grant funds to State Growth. Additional information on the outcomes of the activity may be requested up to 18 months after payment.

15. Program feedback survey

Successful grant recipients may be emailed a short feedback survey form via SmartyGrants. Completing the survey is encouraged but not compulsory. The aim of the survey is to assist State Growth to improve the delivery of future grant programs.

Any information provided will be managed by State Growth in accordance with the Personal Information Protection Act 2004.

16. Taxation and financial implications

Grants distributed under this program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable.

Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to State Growth with the GST amount added.

The receipt of funding from this program may be treated as income by the Australian Tax 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 prior to applying, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implication for receiving the grant.

17. 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 State Growth for any reason can be directed to Business Tasmania at ask@business.tas.gov.au or by phoning 1800 440 026.

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, will have to be repaid to State Growth.

18. Publicity of grant assistance

State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, State Growth may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered to be appropriate.

19. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for State Growth grants. State Growth will consider appeals relating to administrative process issues.

All requests must be in writing and should be addressed to the Director Small Business.

Your request must be received within 28 days from the date State Growth notifies you of the decision about your application. For further information about the process, contact Business Tasmania by emailing ask@business.tas.gov.au or phoning 1800 440 026.

20. Right to information

Information provided to State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

21. 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.

State Growth may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.
3. Use third party software to review information received in applications to confirm its authenticity.

22. 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 State Growth. A fee for this service may be charged.

23. 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.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) or the *Privacy Act 1988* (Cwlth) still apply.

24. 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

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