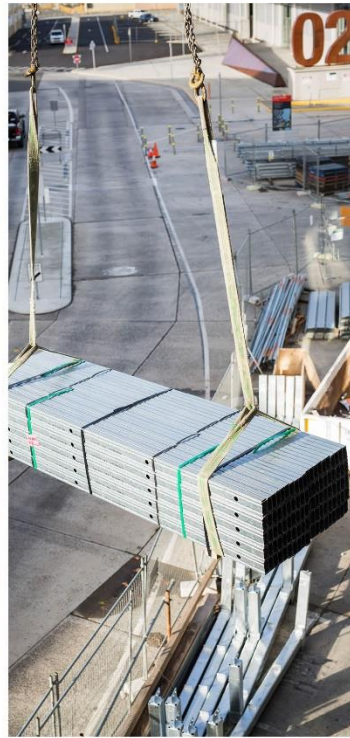
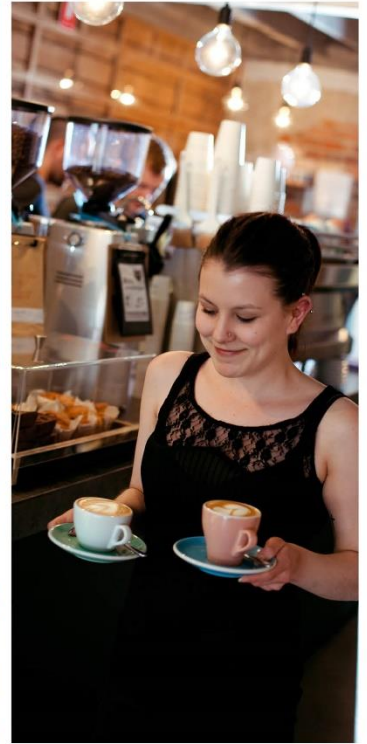


# Frequently Asked Questions



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## 1. What are the key tips to support a successful application?

### Tip 1

Include all the required elements on your invoice to the Department of State Growth (State Growth) ([see question 21](#)). In particular:

- Pay attention to the bank account details you enter on your application form. 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 your funding being received. We cannot guarantee that funds paid to an incorrect bank account will be returned to us.
- Make sure the bank account details on your application form match those on your invoice to State Growth.
- Do not include GST on your invoice.
- While your supplier's quote is required in the application, do not upload it in place of your invoice to State Growth. The grant is paid to you as the applicant, not your supplier. If your application is successful, we cannot pay you unless you provide a valid invoice. There is a separate section in the application form for you to upload your supplier's quote.
- If you need an invoice template one can be found at <https://www.business.tas.gov.au/managing/invoices> If your invoice is incorrect or has missing information you will be contacted and asked to correct it.

### Tip 2

If your application is successful, you will receive 80 per cent of your grant request up front. To receive your remaining 20 per cent you must fully acquit your grant. To do this you need to upload evidence to demonstrate you have spent your full grant amount. The evidence you upload must be one or more of the following:

- A paid invoice showing \$0 owing.
- A receipt from your supplier.
- A copy of your bank statement highlighting payment/s to your supplier.

Unpaid quotes/invoices from your supplier **will not** be accepted.

### Tip 3

You cannot apply for a grant for purchases you have made before being notified of the outcome of your grant application.

### Tip 4

Read the program guidelines carefully before you start your application to ensure you are eligible and the items you wish to use the grant for are eligible.

### Tip 5

If you have any questions or need clarification, contact us before you submit your application. Call Business Tasmania on 1800 440 026 or send us an email: [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

## 2. Why are the program guidelines available now but I can't apply until the program opens on 29 October 2024?

The program guidelines have been made available in advance of the program opening to allow businesses plenty of time to review the guidelines, consider their eligibility and identify the eligible capital purchases to include in an application.

## 3. The program opens on 29 October 2024, can I purchase an item/s then be reimbursed before I receive the grant?

No, your grant application needs to be approved first and you need to receive notification from State Growth that you have been approved for the grant before you make your purchase/s.

## 4. Can I get quote/s from suppliers for the eligible items I intend to include in my grant application before the program opens?

Yes, however the quote needs to specify how long the quote is valid for to ensure you will still be able to purchase the item/s at the same price once the program opens for applications, and that the item/s will still be available if your application is successful.

## 5. How much money is available?

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

## 6. How much can I apply for?

If you are eligible you can apply for a grant of between \$2,500 and \$10,000 (excluding GST) to make capital purchases that align with streams three (Enabling business) and four (Technology) of the [Small Business Growth Strategy 2026](#).

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

Part of the eligibility criteria is the applicant's ability to provide a cash contribution of at least 30 per cent towards the total purchase cost. Applicants may be required to provide evidence of their available funds to meet this requirement.

Eligible applicants can only apply once but applications can request funding for multiple purchases, up to a total value of between \$2,500 and \$10,000.

## 7. When will I get the full grant payment?

If approved, 80 per cent of the grant request will be paid to the applicant. The remaining 20 per cent will be paid on submission and acceptance of a satisfactory acquittal of all approved purchases.

All grant payments are made to the applicant, not to the merchandise supplier.

The program guidelines illustrate an example of how the grant is paid in instalments, along with how the applicant co-contribution works.



## 8. What detail will I need to provide about how I will use the grant?

When you complete the application form in SmartyGrants you will need to provide the following:

- A detailed description about your proposed purchase and how it directly relates to, and supports your business to grow, adapt and/or innovate.
- An itemised quote/s from the supplier/s you will purchase your eligible goods from (including a description of the goods).

## 9. How are applications assessed?

Applications will be assessed against the eligibility criteria detailed in the program guidelines and the evidence submitted with each application.

Applications will be assessed in order of receipt. Assessments will continue until the program closes on

10 December 2024 or when all funding is exhausted, whichever occurs first.

## 10. What other documents will I need to provide with my application?

In addition to your itemised quote/s from your supplier, you will need to upload the following to your application form in SmartyGrants:

- A valid tax invoice for the first 80 per cent of your grant request (the remaining 20 per cent will be paid when you supply a satisfactory acquittal).
- A copy of your most recent business bank account statement that clearly shows your BSB, account name and address.

## 11. How long will it take to receive my grant if my application is approved?

Applications are assessed in order that they are received.

Whilst every effort will be made to process applications as quickly as possible, applicants should allow up to two calendar weeks from the time of submission to be notified of the outcome of their application.

If successful, applicants will receive the initial 80 per cent payment within five business days of being notified of the outcome.

The final payment representing 20 per cent of the grant will be paid within 10 business days of submission of a satisfactory acquittal.

## 12. If my application is successful, how long will I have to purchase my item/s and acquit my grant?

You must purchase your approved item/s within six weeks of being notified by email from State Growth that your application was successful.

If circumstances change you are encouraged to contact Business Tasmania for further advice. For example, the item you have been approved to purchase is no longer in stock and there will be a delay, or you need to identify a new supplier to source the item.

### 13. When will I receive the remaining 20 per cent of my grant?

From the date you are notified via email from State Growth that your application has been successful, you will have six weeks to purchase your approved item/s. If you are unable to fully expend your grant within six weeks you must contact Business Tasmania as soon as possible to discuss your circumstances.

Once you have purchased your item/s, to receive the remaining 20 per cent of your grant you must acquit it. This means you must complete the acquittal form in SmartyGrants (sent to you when you receive your first payment of 80 per cent of the grant amount) to confirm that you have spent the funds in accordance with your application.

The final 20 per cent of the grant will be paid within 10 business days of submission of a satisfactory acquittal.

To complete a satisfactory acquittal form you must:

- Confirm you have spent your grant on the items nominated in your application.
- Upload a valid tax invoice to the Department of State Growth for the outstanding 20 per cent ([see Question 21](#)).
- Upload evidence to demonstrate you have paid for your items. Acceptable evidence is one or more of the following:
  - a paid invoice showing \$0 owing
  - a signed and dated invoice with notation stating 'paid'
  - a receipt from your supplier
  - a copy of your bank statement highlighting payment/s to your supplier.

Unpaid quotes/invoices from your supplier **will not** be accepted.

### 14. Can I submit more than one application using the same ABN?

No, only one successful application per ABN can be submitted.

### 15. Can I apply if my ABN was registered after 29 October 2023?

No, to be eligible your ABN must be registered on or before 29 October 2023.

If you have recently purchased an existing business or changed your business structure which has resulted in a new or reset ABN, you may still be eligible but you will need to demonstrate that the business has been in operation for at least 12 months from the time of applying for the grant.

### 16. I was previously approved for a grant in the Small Business Growth Strategy Grant Program, can I apply again?

Yes, however if you received a grant under the Small Business Growth Strategy Grant Program (round one) your proposed use of funds under this round must be substantially different and you will be required to provide evidence of how you spent the previous grant.

## 17. If I am unsuccessful with my application, can I re-apply?

Each application is assessed based on the information contained in the application as per the program guidelines. An application may be unsuccessful for specific reason/s. If you think your circumstances have changed, you can submit a new application anytime while the program remains open.

## 18. Do I add GST to my invoice to State Growth?

No, you do not add GST to your invoice to State Growth. GST, where applicable, has already been included in the quotation provided to you by your service provider.

## 19. I applied for less than \$10,000 and have been paid my grant. I now have additional items I would like to purchase; can I update my application or submit another application?

No, you cannot update your application and no new applications from the same business/ABN will be accepted.

Only one successful application per ABN is allowed in each round of the program.

\$10,000 (without GST) is the maximum amount that can be applied for in an application and is a once off payment. It is not a running balance that a business can draw from for the duration of the grant round. You must identify all the items you wish to purchase at the time of applying.

## 20. What information do I need to include on the invoice I submit to State Growth?

The grant is paid to you as the applicant, not to your supplier.

At the time of submitting your application you must provide a valid invoice to State Growth for the first 80 per cent of the total grant amount.

You must submit an invoice that includes:

- The words “Addressed to the Department of State Growth”.
- Your business name, ABN, business address and contact information.
- Your business bank account details (name of bank/financial institution, account name, BSB and account number).
- A description using the words, “Grant payment under the Enabling Business Grant Program – 80% payment”.
- The grant amount payable (without GST).

An example invoice can be found at <https://www.business.tas.gov.au/managing/invoices>

The same information needs to be included in the invoice you submit for the final payment of 20 per cent of the total grant amount at the time you acquit the grant.

## 21. What can the grant money be used for?

The grant funds can be used to make capital purchases that align with streams three (Enabling business) and four (Technology) of the [Small Business Growth Strategy 2026](#).

Examples of what the funding can be used for includes (but is not limited to):

- Technology hardware including computers, laptops, tablets, printers (including 3D printers), drones and smart mobile phones that are purchased outright.
- Point of sale systems (hardware and associated software).
- Video conferencing equipment, for example, cameras and monitors/screens and associated software.
- Security systems, for example security cameras and associated software.
- Small-scale manufacturing plant and processing equipment, including commissioning costs if included in the purchase cost.
- Purchase of equipment that will result in environmental improvements or efficiencies for the applicant's business, for example, purchase of solar panels.
- 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.
- Installation costs by a suitably qualified operator associated with any eligible grant expenditure if the relevant quote is included in the grant application.

## 22. What can't I use the grant money for?

Examples of what funding cannot be used for includes (but is not limited to):

- Usual or ongoing operating costs including rent, utilities, cleaning, maintenance, repairs, stock purchases, wages, salaries, subscriptions and software licenses.
- Purchase of motor vehicles.
- Purchase of software not associated with hardware being purchased with the grant funds.
- Marketing activities including website development and/or upgrades.
- Intangible assets such as costs associated with patents and intellectual property.
- Any costs associated with modifying or repairing small-scale plant and equipment.
- Any costs associated with product prototype research and development associated with small-scale plant and equipment.
- Professional development, including any training for the applicant and/or their staff in relation to the capital purchase/s.
- 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.
- 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.
- 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).
- Any other costs associated to acquiring an asset – for example, freight charges or commissioning costs, unless they are included in the purchase price.
- 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.



## 23. Can I use the grant for marketing activity such as an upgrade of my business website?

No. The intent of this program is to support businesses to make capital purchases.

The grant cannot be used for activities such as developing a new website, upgrading an existing website, delivery of a marketing campaign, preparation of web copy, implementation of social media, photography, or search engine optimisation (SEO).

## 24. I'm a sole trader (I don't have paid employees), can I apply?

Yes. Applicants with no paid employees can apply however at least 50 per cent of their total annual income (ie. income from all sources) in either 2022-23 or 2023-24 financial year must be derived from the applicant's business as sales turnover (the sale of goods and/or services to customers excluding GST). Further, the 50 per cent must be between \$50,000 and \$10 million.

## 25. Where can I get help with my application?

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

You can also connect with one of our business advisors through our free [Tasmanian Business Advice Service](#). The advisor won't write the application for you, but they can guide you and provide advice.

## 26. What happens if I receive an email requesting further information?

During the assessment process State Growth may request further information to support or clarify your application.

You will receive an email detailing what is required.

You will be required to update your application form within SmartyGrants with the requested information. The updated application form will need to be re-submitted in SmartyGrants.

You will have one calendar week to re-submit your application form with the requested information.

If you do not re-submit your application form within the specified timeframe, your application will be assessed as ineligible.

## 27. How do I know that the person contacting me and asking for additional information is from the Tasmanian Government?

We will contact you (via email or phone) and supply your submission number as a reference so that you know that it relates to your specific application and that the person contacting you is from the Tasmanian Government.

If you do receive a call or email and this reference number is not included, please do not supply any information and immediately contact Business Tasmania on 1800 440 026.

## 28. Can a third party submit an application on behalf of my business?

Third party submissions are not allowed unless you have provided the third party with written permission to do so on your behalf, and this permission is submitted as evidence with your application.

## 29. Can a third-party contact Business Tasmania to discuss my application on my behalf?

Yes, however you will need to email Business Tasmania in the first instance to give permission for this to occur. Email Business Tasmania at [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

## 30. I'm not eligible for this grant, how can I find out about other grant programs and funding opportunities?

Sign up for the regular [Business Tasmania](#) e-newsletter to receive notifications when there is a new grant program opening. The e-newsletter also includes useful articles, events and links to relevant information in relation to running a business in Tasmania. You can also refer to the [funding page of the Business Tasmania](#) website.