

Hospitality Business Boost Grant Program

Guidelines



Contents

Acknowledgement of Country	1
1. Aim	1
2. Funding available	1
3. Eligibility	1
4. Ineligible applicants/applications	2
5. Eligible activities and expenses	2
6. Ineligible activities and expenses	3
7. Assessment	4
8. Timeframes	4
9. Contact details	4
10. How to apply	4
10.1 Attachments to the application	5
11. Grant funding agreement	5
12. Appealing a decision	5
13. Grant payments	6
14. Taxation and financial implications	6
15. Acquittal	6
15.1 How to acquit your grant	7
15.2 Failure to complete an acquittal	7
16. Publicity of grant assistance	7
17. True and accurate information	7
18. Right to information	8
19. Information collection and usage	8
20. Disclaimer	8

Acknowledgement of Country

The Department of State Growth acknowledges and pays respect to Tasmanian Aboriginal people, as the traditional custodians of the land on which we work and live. We honour Aboriginal peoples' enduring connection to Country, which includes the lands, seas, skies, and waterways of lutruwita/Tasmania.

We also recognise and respect the sovereignty of the Tasmanian Aboriginal people. We acknowledge the strength, resilience, and wisdom of Aboriginal people, and we commit to learning from their knowledge and experiences.

1. Aim

The Hospitality Business Boost Program aims to support small businesses operating in the Tasmanian hospitality industry to invest in activities that will attract visitors to their regions, and/or assist in business growth, transition, recovery from unexpected events, innovation, or diversification.

Eligible businesses will be able to apply for a grant to help:

- attract visitors into your region, access new markets, or attract new customers.
- build the capacity and capability of business owners and staff.
- offset part of the future cost of business-related insurance premiums where these have increased by 20% or more since 1 November 2020.

The program opens at 4:00pm on 13 November 2024 and closes at 4:00pm on 11 December 2024 or until the available funding is fully allocated.

2. Funding available

The program budget is \$500,000, with grants of \$5,000 available to eligible hospitality businesses.

3. Eligibility

To be eligible for a grant you must:

- 3.1. be registered for tax purposes in Australia with a continuously active Australian Business Number (ABN) on or before 1 July 2023.

Exceptions to 3.1 may be considered, for example (Note: you will be required to provide relevant evidence to support your application):

3.1.1. You have purchased a business that was actively trading for at least 12 months before 1 July 2023.

3.1.2. You have changed your business structure which has resulted in a new active ABN issued after 1 July 2023, but the business has been in operation for at least 12 months from the time of applying for the grant.

- 3.2. have an annual sales turnover of more than \$50,000 in the 2022-23 or 2023-24 financial year. Annual sales turnover is defined as the sale of goods and/or services to customers, excluding Goods and Services Tax (GST) and income from other sources such as grants.
- 3.3. be a small hospitality business with no more than 19 full time equivalent (FTE) employees, currently operating and located in Tasmania.

Please note for this program a hospitality business is classified as:

- a. Accommodation businesses including hotels, motels, resorts, camping ground operations, caravan park operations, and hostels.
- b. Food and beverage businesses, including cafes, restaurants, pubs, taverns, wine bars, and clubs (hospitality).

4. Ineligible applicants/applications

You will not be eligible for this program if any of the following apply to you:

- 4.1. The total cost of your proposed activities, purchases, or expenses is less than \$5,000.
- 4.2. You are a short-stay accommodation property as defined in the *Short Stay Accommodation Act 2019* (e.g. holiday homes, shacks, AirBnB properties, homes and self-contained apartments).
- 4.3. You are a standalone retailer selling alcoholic beverages for consumption off the premises (e.g. a bottle shop).
- 4.5. You are a catering service operation, including airline food catering services.
- 4.5. You are a not-for-profit organisation, incorporated association, or charity 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 your income.
- 4.6. You are a public company as defined in the *Corporations Act 2001*.
- 4.7. You are an unincorporated association.
- 4.8. You are a Local, State or Australian Government entity.
- 4.9. Your business is for sale, trading while insolvent, under external administration or bankrupt.
- 4.10. You are an investment entity that solely generates passive turnover from residential and commercial property investment and/or the passive renting of property.
- 4.11. You have already commenced your proposed activity prior to being notified by email from State Growth of the outcome of your grant application (the grant cannot be used for retrospective activities or purchases).
- 4.12. You have an overdue acquittal from a previous Tasmanian government grant.

Please note we cannot accept applications lodged by a third party on your behalf, or more than one application from the same business or ABN.

5. Eligible activities and expenses

Grants under this program can be used for costs associated with:

- 5.1. attracting visitors into your region, accessing new markets, or attracting new customers including:

- live performances and event staging hire.
- marketing and promotions.
- business enhancement, including minor works, website upgrades, or new digital platforms.

5.2. building capacity and capability of business owners and your staff through:

- recognised leadership training courses.
- upskilling through recognised technical and specialist training courses.
- targeted professional development and mentoring with suitably qualified providers.

5.3. part of the future cost of business-related insurance premiums where you can show your annual premium has increased by 20% or more since 1 November 2020.

Applicants can nominate multiple activities and expenses within their grant application to make up a total of \$5,000. Activities must be completed within six months of being notified by email from the Department of State Growth of the outcome of your grant application.

6. Ineligible activities and expenses

Ineligible activities and expenses include, but are not limited to:

- 6.1. Usual or ongoing operating costs including rent, utilities, cleaning, maintenance, repairs, stock purchase, wages, salaries, licenses, council rates.
- 6.2. Annual, quarterly, or regular business tax preparation or accounting services (such as, but not limited to BAS, PAYG, all Tax and Annual returns, and bookkeeping and data input entry).
- 6.3. IT services such as day-to-day operations including installing/upgrading software or fixing computer software/hardware.
- 6.4. Memberships, subscriptions and software licenses.
- 6.5. Servicing creditors or personal debts and expenses.
- 6.6. Repairs and/or maintenance (including purchase of parts) or running costs of existing assets, including extension of warranties.
- 6.7. State Government charges, duties, and taxes.
- 6.8. Capital purchases, including plant and equipment (such as machinery, computers, furniture, motor vehicles), land, and buildings.
- 6.9. Eligible services or activities that have commenced or concluded prior to applying and/or being notified by email by State Growth of the outcome of the grant application (note: the grant cannot be used retrospectively).
- 6.10. Eligible services or activities that are scheduled to commence within 14 calendar days from the date of submitting an application.

7. Assessment

We will assess applications in the order of receipt using the eligibility criteria above and supporting documentation. Please note once the program budget has been allocated no more funding will be available.

8. Timeframes

Applications will not be accepted after the closing date or after the funding has been fully allocated, whichever occurs first.

Description	Date/time
Program opens	13 November 2024, 4:00 pm
Program closes	11 December 2024, 4:00 pm or prior once the program budget has been fully allocated
Applications assessed	In order of receipt, noting that assessments may take up to three weeks to complete
Applicants notified	Please allow up to four weeks from when your application is received.
Payment to successful applicants	Within two weeks of notification that an application has been approved

9. Contact details

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

10. How to apply

The Department of State Growth uses an online grants management system called SmartyGrants. This system 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.

For help using SmartyGrants, see the [applicant help guide](#).

Please contact Business Tasmania to discuss any issue preventing you from using SmartyGrants for your application. Late applications will not be accepted.

You may be asked to provide information or documentation after you have submitted your application. You must provide this information within the timeframe provided. If you are not able to provide the information within the timeframe, it may result in your application being unsuccessful.

The information you provide may be subject to authenticity checks using third party software.

- a. **Prepare:** You should read the guidelines and the frequently asked questions (FAQs) carefully before starting an application.
- b. **Start:** The application form is available from the funding page of the Business Tasmania website www.business.tas.gov.au. The application form is designed to help structure your responses to the eligibility criteria.
- c. **Confirm:** To ensure there is no delay in assessing your application, please ensure all the information and documentation is accurate and attached.
- d. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
- e. **Assessment:** Your application will be assessed in order of receipt against the eligibility criteria.
- f. **Notification:** You will be advised via email of the outcome of your application following completion of the assessment.

10.1 Attachments to the application

You will need to provide the following documents with your application:

- 10.1.1. a copy of your most recent tax return as submitted to the Australian Tax Office that demonstrates annual sales turnover for either the 2022-23 or 2023-24 financial year.
- 10.1.2. a copy of your most recent bank statement that includes recent transactions, your business address, and business bank account details.
- 10.1.3. itemised quote/s from the supplier/s showing the eligible item/s and costs associated with your activities.
- 10.1.4. if you are applying for a grant to offset the cost of business-related insurance premiums, a copy of the certificates of insurance from the relevant years that show at least a 20% increase in your annual premium.
- 10.1.5. a valid invoice from your business to the Department State Growth for the grant amount of \$5,000.

11. Grant funding agreement

If your application is successful, these guidelines and your application will form the funding agreement. There will be no additional funding agreement issued.

This program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania.

12. Appealing a decision

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

All requests must be in writing and addressed to the Director, Tourism and Hospitality. Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application.

For further information about the appeal process, contact ask@business.tas.gov.au.

13. Grant payments

Your bank account details will be collected at the time of application.

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

If your application is successful and you have provided incorrect bank account details your funds may be 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.

You will be required to return some or all the funds if:

- you do not complete the activities required under the funding agreement;
- you do not use any or all of the funding provided;
- your situation changes in a way that prevents completion of the grant; or
- we find that the information provided to us is false or misleading.

14. Taxation and financial implications

The receipt of funding from this program 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 recipient's particular circumstances.

We strongly recommend that, prior to submitting an application, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications (including Goods and Services Tax) for receiving the grant.

Information on invoices can be found on our Business Tasmania website:

www.business.tas.gov.au/manage_a_business/invoices

15. Acquittal

If your application is successful, you must provide an acquittal at the conclusion of the grant.

An acquittal is a statement that confirms the grant was completed as per the funding agreement. Unless otherwise stated, it is a requirement that all Department of State Growth grants are acquitted.

15.1 How to acquit your grant

An acquittal form will be sent to you from SmartyGrants. This will need to be submitted within 14 days of the completion of your activities.

Your acquittal must include:

- a report on the activities completed and their outcomes;
- how you spent the grant funds providing a list of all eligible costs covered by the grant; and
- evidence such as invoices, receipts and images.

The Department of State Growth may ask you to provide a Statement of Expenditure certified by an independent, professional auditor. You will be responsible for the cost of obtaining the certified Statement of Expenditure.

15.2 Failure to complete an acquittal

If you do not satisfactorily acquit your grant by the due date:

- you may be required to return the funding to the State Growth; and
- you may be ineligible for other grants from State Growth.

Contact Business Tasmania on 1800 440 026 to discuss any issue preventing you from acquitting your grant.

16. Publicity of grant assistance

The Department of State Growth is accountable for spending of public funds, including providing grants. As part of the accountability process, the department may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from the Department of State Growth:

- 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, and you consent to the disclosure of your name in this context.
- all obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

17. True and accurate information

You 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, may be required to be repaid to State Growth.

18. Right to information

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

19. Information collection and usage

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 State Growth.

The Department State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

20. 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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