

# Multicultural Small Business Grant Application

## Form Preview

### Eligibility Criteria

\* indicates a required field

#### Introduction

The Multicultural Small Business Grant Program aims to support Tasmanian multicultural small businesses to obtain business advice and support.

If your application is approved, you will receive a grant of between \$700 and \$5,000 to obtain business advice or support with your nominated service provider. The grant will cover 70 per cent (70%) of the cost quoted by your service provider. You **must** have your own money available to make your minimum 30 per cent (30%) cash co-contribution towards the cost of your service provider.

You will be required to acquit your grant. This means that you will need to provide evidence that you have paid your service provider for the services that you outlined in your application.

Please read the program guidelines and frequently asked questions (FAQs) for information on this program including eligibility criteria.

The program guidelines and FAQs can be downloaded at [www.business.tas.gov.au/funding/general/multicultural\\_small\\_business\\_grant\\_program](http://www.business.tas.gov.au/funding/general/multicultural_small_business_grant_program).

If you have any further questions about this program, contact Business Tasmania prior to the program closing date and time.

Phone: 1800 440 026 (9:00am to 5:00pm, Monday to Friday)

Email: [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

The program opens at 2:00 pm on Tuesday, 19 November 2024 and closes at 2:00 pm on Thursday, 20 February 2025, or when the available funding has been fully allocated, whichever occurs first.

Noting:

The Department of State Growth may contact you for additional information about your application and verify the information you have provided.

Information you supply may be subject to authenticity checks using third party software.

### Eligibility Criteria

**Review the following list and confirm that you meet these criteria.**

- Be registered for tax purposes in Australia with an Australian Business Number (ABN) at the time of applying for the grant.
- 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.
- You must be an Australian citizen, permanent resident or have the right visa to run a business in Australia and be able to demonstrate you arrived in Australia in the last 10 years.

# Multicultural Small Business Grant Application

## Form Preview

- Be able to demonstrate the annual business sales turnover from your business was at least \$40,000 in the 2022-23 or 2023-24 financial year.
- At the time of applying, you must have the funds available to make the minimum 30 per cent (30%) cash co-contribution towards the total cost of your proposed services (including GST applied by the supplier).
- Be able to undertake the proposed activities within three months of being notified by email from the Department of State Growth (State Growth) of the outcome of the grant application.
- Provide all the required supporting evidence at the time of submitting your application (applications submitted without the required supporting evidence will not be successful).
- The service provider that you will use must be:
  - A business that is located and registered for tax purposes in Australia with an active ABN on or before 19 November 2023.
  - Easily recognised as a business that regularly provides advice, expertise and services to businesses, aligned to those to be funded under this program.

\*

- ☐ Yes, I confirm that my business meets these criteria.

### Ineligible applicants/ applications

**Review the following list and confirm that your business is NOT any of these criteria.**

- 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.
- Any public company as defined in the *Corporations Act 2001*.
- Any business that is for sale, trading insolvent, under external administration or bankrupt at the time of submitting an application.
- Investment entities that solely generate passive turnover from residential and commercial property investment and/or the passive renting of property.
- Any government body, government agency or government business enterprise.
- Any business that has a current subsidised funding agreement in place with the Tasmanian Government.
- Applicants who have already been approved to receive a grant in this program or a similar program for the same work. Only one successful application per ABN and/or business operation is permitted.
- Applications made and submitted by the nominated service provider on behalf of the applicant business.
- Applications for services that have taken place prior to the applicant being notified of the outcome of their application.
- Applications where the work with the nominated service provider is more than three months after the applicant is approved for the grant.
- Applications where there is a conflict of interest between the business owner and the nominated service provider (for example, if a familial relationship exists between the business owner and the nominated service provider).
- Any business that applies without the required supporting evidence.
- Applicants that make multiple applications for businesses with different ABNs but deliver similar business activities. Only one application will be accepted unless the work to be undertaken by the nominated service provider is significantly different in each application.

# Multicultural Small Business Grant Application

## Form Preview

- Businesses that operate a taxi service, or in the share economy, including but not limited to Airbnb, Uber and food delivery businesses.

\*

- ☐ I confirm my business is NOT any of the above.

### Australian citizenship or permanent residency

#### Are you currently a Australian citizen or permanent resident? \*

- ☐ Yes  
☐ No

#### Upload evidence of your citizenship or permanent residency \*

Attach a file:

### Visa

If you are not an Australian citizen or permanent resident, to be eligible for a grant you must hold one of the following visas and arrived in the last 10 years.

#### Which of the following visas do you hold? \*

- ☐ Subclass 188 Business Innovation and Investment (Provisional)  
☐ Subclass 489 Skilled Regional (Provisional)  
☐ Subclass 491 Skilled Work Regional (Provisional)  
☐ Subclass 444 New Zealand citizen  
☐ Subclass 461 New Zealand Citizen Family Relationship  
☐ Subclass 300 Prospective Marriage  
☐ Subclass 309 Partner (Provisional)  
☐ Subclass 820 Partner (Temporary)  
☐ Temporary Protection visa (subclass 785)  
☐ Safe Haven Enterprise visa (subclass 790)  
☐ Bridging visas associated with subclass 489 Skilled Regional application  
☐ Bridging visas associated with subclass 491 Skilled Work Regional application  
☐ Bridging visas associated with subclass 190 Skilled Nominated application  
☐ Bridging visas associated with subclass 887 Skilled Regional application  
☐ Bridging visas associated with subclass 188 Business Innovation and Investment Provision application  
☐ Bridging visas associated with subclass 888 Business Innovation and Investment Permanent application

If you have selected other, please write the name of your visa.

#### Upload your visa grant notice \*

Attach a file:

**If you do not have your visa grant notice you can check visa details and conditions through [Visa Entitlement Verification Online \(VEVO\)](#). Upload a copy of this documentation to the 'upload your visa grant notice here as evidence'.**

# Multicultural Small Business Grant Application

## Form Preview

### Arrival into Australia

**What date did you arrive in Australia? \***

To be eligible for the grant, your arrival date must be after 19 November 2014.

**Upload a copy of the official document provided to you from the Australian Government that shows the date you arrived in Australia. \***

Attach a file:

**If you do not have evidence of your arrival date in Australia, you can [request international movement records](#) through the Australian Government.**

### About your business

\* indicates a required field

#### Business details

The details you provide below will be used in assessment of your application.

**Business name (the applicant business) \***

Organisation Name

**Business address \***

Address

  

This must be a street address.

**Postal address \***

Address

  

**Application contact \***

First Name

Last Name

  

**Phone \***

Include area code if landline.

# Multicultural Small Business Grant Application

## Form Preview

**Email \***

**Business website (if applicable)**

**Which Council or Local Government Area is your main business located in? \***

**Does your business operate from your home premises? \***

- ☐ Yes  
☐ No

**Which industry does your business operate in? \***

Choose the industry that best describes your main business operation.

**Briefly describe your business and what it does. \***

Must be no more than 750 words.

## Australian Business Number (ABN)

To be eligible for a grant under this program, you must have an Australian Business Number (ABN) at the time of your application.

**What is your Australian Business Number (ABN)? \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN. You can use the [ABN Lookup website](#) to search for your ABN and related information.

# Multicultural Small Business Grant Application

## Form Preview

### Employees

**Does your business currently have paid employees (excluding the business owner/s)? \***

- ☐ Yes  
☐ No, I am a self-employing business (sole operator with no employees)

### Employee details

A Full-Time Equivalent (FTE) employee is one or more employees who work the equivalent of 38 hours each week. The FTE count includes full-time, part-time and casual employees. For example, if one employee works 18 hours per week and another employee works 20 hours per week, then the total FTE = 1. In another example, if one employee works 30 hours a week and another employee works 38 hours per week, then the total FTE = 1.8.

**How many Full-Time Equivalent (FTE) employees do you employ (excluding the business owner/s)? \***

This figure must be FTE as defined above. Decimal points accepted.

### Business Sales Turnover

To be eligible, your annual business sales turnover must be at least \$40,000 in the 2022-23 or 2023-24 financial year.

Note: during the assessment process you may be required to provide your tax return, as submitted to the ATO, as evidence of your business turnover.

**Which financial year are you nominating? \***

- ☐ 2022-2023  
☐ 2023-2024

**What was your annual business sales turnover in your nominated financial year? \***

\$

Must be a dollar amount and at least 40000.

Business sales turnover is defined as total sales of goods and services to customers, excluding Goods and Services Tax (GST).

**Upload your business tax return \***

Attach a file:

Tax return must be from 2022-2023 or 2023-2024 financial year and as submitted to the ATO.

### About your nominated service provider and their business advice or support

\* indicates a required field

# Multicultural Small Business Grant Application

## Form Preview

### Service provider's eligibility

As per the program guidelines, the service provider/s that you nominate must be:

- located and registered for tax purposes in Australia with an active ABN on or before 19 November 2023
- easily recognised as a business that regularly provides financial and/or business expertise and services, aligned to those to be funded under this program.

If you are wanting your grant to cover work provided by more than one service provider, you need to provide the details for all nominated service providers in your application. To do this, please click on 'Add More' at the end of this section.

#### Notes:

The work with your nominated service provider/s must be completed within three (3) months of the department notifying you that your grant has been successful.

If you are nominating a service provider that is a digital coach or business advisor under one of the following programs, you must have used your available free service hours prior to applying:

- - [Tasmanian Business Advice Service](#)
  - [New Business Support Pilot Program](#)
  - [Digital Ready for Business](#)

### Service provider's details

#### Service provider's name \*

First Name

Last Name

#### Service provider's business name \*

#### Address of service provider/s business \*

Address

  

#### Service provider's phone number \*

Must be an Australian phone number.

#### Service provider's email \*

# Multicultural Small Business Grant Application

## Form Preview

### Service provider's website

### What is your service providers ABN? \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

To be eligible, the ABN must have been active on or before 19 November 2023.

### Service provider advice and support

Read the program guidelines to determine if your proposed activities with your service provider are eligible. Eligible expenditure is detailed in section 4. Ineligible expenditure is detailed in section 9.

### What type/s of business advice or support will your nominated service provider deliver? (Select one or more) \*

- ☐ Planning, managing and understanding your business cash flow
- ☐ Risk management, for example, advice and planning for business cyber security or preparing for emergencies
- ☐ Developing your business plan
- ☐ Marketing your business, for example building a new website or developing and delivering a marketing plan
- ☐ Developing and delivering plans for innovation or diversification of your business
- ☐ Other small business advice and/or guidance to help your business, for example, attending a training course or workshop

**Tell us how your service provider will help your business. For example, tell us why you are seeking advice or support and the change that you expect to see in your business from receiving the advice or support. \***

Must be no more than 750 words.

# Multicultural Small Business Grant Application

## Form Preview

### Service provider quote/s, grant request and invoice from your business

\* indicates a required field

#### Your service provider quote/s

In the table below, please provide the following information.

##### 1. Service provider's quoted costs:

- Enter the cost on your quote from your service provider, including the quoted GST if applicable.

Note: The total value of your quote/s must be between \$1,000 and \$10,000. The maximum available grant is \$5,000. If the total of your quote/s is greater, the system will automatically cap your grant at \$5,000.

##### 2. Service provider's quote:

- Upload a copy of your service providers quote in each row you complete in the table. If you have multiple service providers complete one row for each provider.

#### Adding and subtracting rows

- Adding rows: Use the + (plus) button at the right-hand side or click on the 'Add More' button.
- Subtracting rows: Use the - (minus) buttons at the right-hand side

##### 1. Service provider/s quoted cost

Include the total cost of the quote, including GST if applicable.

##### 2. Upload your service provider's quote


#### Your grant request

The figures below are automatically calculated based on the figure/s you entered in the 'Service provider/s quoted cost'

**1. Total of service provider quote/s:** This is the total of your service providers' quote/s.

**2. Your grant request:** This is the total amount you can request as your grant (70 per cent of the total of your service providers' quote/s). Noting, the maximum grant amount is \$5,000.

**3. Total of your cash co-contribution:** This is the amount you are required to contribute. Noting, this number is calculated based on the minimum 30 per cent of your cash co-contribution.

##### 1. Total of service providers quote/s

This number/amount is calculated.

This is the total of your service provider quotes.

# Multicultural Small Business Grant Application

## Form Preview

### 2. Total of your cash co-contribution

### 3. Your Grant Request

This is the amount to use on your invoice to the Department of State Growth

### 2. Total of your cash co-contribution

### 3. Your Grant Request

This is the amount to use on your invoice to the Department of State Growth.

## Your Invoice to the Department of State Growth

To receive a grant, you need to provide a valid invoice from your business to the Department of State Growth. An example of a valid invoice is available to download [here](#).

If you need an invoice, there is a template specific to this program available to download [here](#).

For your convenience, the amount to enter on your invoice is provided below in the 'invoice amount' field.

Note:

Do not add GST to your invoice - GST is not applicable to grants paid under this program.

The invoice must be from your business, **NOT** your nominated service provider. (The grant payment is made to your business, not your nominated service provider.)

Your invoice **MUST include all of the following information:**

- the word, "Invoice"
- date of issue of invoice
- your business name
- your business ABN
- your business address and contact information
- your business bank account name
- your business bank account BSB number **and** account number
- a description using the words "Grant payment under the Multicultural Small Business Grant Program"
- your grant request (**do not add GST**).

### Invoice amount

This number/amount is calculated.

# Multicultural Small Business Grant Application

## Form Preview

This is the amount to use on your invoice to the Department of State Growth.

### Upload your invoice \*

Attach a file:

## Tax requirements

Grants paid by the Department of State Growth may be considered part of your income in a financial year and may be subject to tax. You must determine your own taxation liabilities. We suggest you consult your financial adviser or contact the Australian Taxation Office on 13 28 66 (8:00am and 6:00pm, Monday to Friday).

## Your bank account details

\* indicates a required field

If your application is successful, the Department of State Growth will deposit your grant into your nominated business bank account.

The bank details you provide here must:

- be in the same name of the entity / applicant / business applying for the grant (NOT the bank account of your nominated service provider),
- be the same as those you included on your invoice to the Department of State Growth,
- be the same as the bank account statement you upload.

Check carefully to make sure your bank account details are correct before submitting your application.

Incorrect bank account details may result in significant delays in grant payments or an inability to make the grant payment.

**Name of bank or financial institution \***

**Your business bank account name \***

**BSB number \***

Must be a valid Australian bank six (6) digit BSB. For example 123456 (DO NOT INCLUDE A SPACE)

**Account number \***

Must be a valid Australian bank account number, excluding the BSB.

**I declare the above details are accurate**

☐ Yes

# Multicultural Small Business Grant Application

## Form Preview

**and are for the eligible business bank account. \***

**Is your business bank account name the same as your entity or business/trading or entity name? \***

- ☐ Yes  
☐ No

**Provide an explanation as to why your business bank account name differs from your business/trading name or the application will be declined. \***

Must be no more than 200 words.

## Bank Statement Evidence

To be eligible for a grant, you must upload a copy of your **most recent** business bank statement.

This must be for the same account you have nominated above because it will be used to confirm the bank account details you entered above.

The following details must be visible on your uploaded statement.

- Name of bank/financial institution
- Business name and address
- BSB and account number of the bank account the funding will be deposited into
- Recent transactions (**no more than three months old**)

**Upload your bank statement \***

Attach a file:

A minimum of 1 file must be attached.

**Is the address on your bank statement the same as your business address on this application form? \***

- ☐ Yes  
☐ No

**Explain why your bank statement address is different from you business address. \***

Must be no more than 200 words.

## Declaration

**\* indicates a required field**

# Multicultural Small Business Grant Application

## Form Preview

Refer to the program guidelines for the full terms and conditions that relate to this grant program.

The program guidelines can be downloaded at [www.business.tas.gov.au/funding/general/multicultural\\_small\\_business\\_grant\\_program](http://www.business.tas.gov.au/funding/general/multicultural_small_business_grant_program)

The term 'Application' means this on-line form and all attached documents.

For and on behalf of the applicant detailed in this application, I, the undersigned, acknowledge and warrant (as the case may be) that:

1. I have authority to provide the information contained in this application and to execute (by completion of details below) this application for and on behalf of the applicant.
2. The department can rely upon the information and representations contained in this application (including these acknowledgements).
3. I have read, understood and I am able to comply with all criteria, terms and conditions contained in the guidelines and application form.
4. I have read and understood the eligibility requirements and assessment criteria for this program and declare to the best of my information, knowledge and belief, the applicant is eligible under those criteria and the information provided is true and correct.
5. The department may undertake all necessary credit checks, organisational searches and any other checks and enquiries on the applicant as the department determines and is hereby authorised to do so.
6. The application is made at the applicant's own cost and risk, the selection of the applicant for program funds is at the absolute discretion of the department and this application remains the property of the department.
7. The applicant will be responsible for notifying the department in writing of any changes relating to information provided in this application. Until receipt of such notification, the department shall process the application in accordance with the information provided.
8. Grant payments will be made via Electronic Funds Transfer (EFT) to a nominated bank account and the department is hereby authorised to make such payments.
9. The department is under no obligation to verify the authority of the undersigned on the bank account details.
10. The department will not be held responsible for delays of payment, or errors due to factors outside their reasonable control. The department reserves the right to terminate or suspend an EFT and to pay by cheque or any other manner which the department may determine.
11. The applicant agrees to indemnify the Crown in Right of Tasmania, against all present and future legal liability, claims or proceedings for financial loss arising from, or attributable to the provision and use of the information contained in this application and/or receipt and use of grants.
12. If a grant is awarded, the applicant acknowledges that the guidelines for this program and the information provided within this application will form an agreement between the applicant and the Crown in Right of Tasmania.
13. I am providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the department for the purpose of the grant approvals process and administering grants. Failure to provide this information may result in my grant application being unsuccessful or records not being properly maintained. The department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. I have the

# Multicultural Small Business Grant Application

## Form Preview

right to access my personal information by request to the department and may be charged a fee for this service.

14 Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

**I agree \***

☐ Yes

For and on behalf of the applicant detailed in this application, I, the undersigned, acknowledge and warrant (as the case may be) that I may be asked to provide further information to substantiate my claims.

**I agree \***

☐ Yes

Information from this grant application may be accessed and used in future grant programs delivered by the Department of State Growth.

**I agree \***

☐ Yes

## Feedback Survey

As per Item 17 in the program guidelines, successful grant recipients may be emailed a short feedback survey to assist the Department of State Growth to improve the delivery of future grant programs.

**Do you consent to receiving a short feedback survey? \***

- ☐ Yes  
☐ No

## Business owner completing this application form

**Electronic Signature \***

First Name

Last Name

**Position \***

**Are you submitting this application on behalf of a client, for example, as their accountant, bookkeeper or another third party? \***

- ☐ Yes  
☐ No

Authorised person

# Multicultural Small Business Grant Application

## Form Preview

Third party submissions will be assessed as ineligible unless the applicant has provided the third party with written permission to do so on their behalf, and this permission is submitted as evidence with the application.

**Upload signed authorisation from the applicant business authorising third party submission \***

Attach a file: