

# Enabling Business Grant Program Application

## Form Preview

### Eligibility

\* indicates a required field

Read the Program Guidelines and Frequently Asked Questions (FAQs) before you begin

The Program Guidelines and Frequently Asked Questions (FAQs) can be downloaded [here](#).

Applications without the required supporting or incorrect documentation will be assessed as ineligible and not provided an opportunity to update their application.

### Introduction

The Enabling Business Grant Program (the 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 for capital purchases that align with Stream three (Enabling business) and Stream four (Technology) of the Small Business Growth Strategy 2026.

### What is a Capital Purchase?

Capital purchases are defined as business assets (also known as plant and equipment) such as machinery, electronic payment terminals, and computers. Capital purchases do not include items that are considered normal running expenses such as stationery and repairs, and equipment rentals or leases. Refer to section 8 in the Program Guidelines for more details about eligible grant expenditure.

### About the funding

- 1.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 (including supplier added GST).
- 2.Applicants must have their own funding available to make the minimum 30 per cent (30%) cash co-contribution towards the total capital purchase cost.
- 3.The total value of the proposed purchase/s must not exceed \$50,000 (including supplier added GST).
- 4.80 per cent (80%) of the total amount of the grant request will be paid on approval of the grant application.
- 5.The remaining 20 per cent (20%) will be paid on submission and acceptance of a satisfactory acquittal of the grant expenditure.

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

Information supplied by applicants may be subject to authenticity checks using third party software.

The Program closes at 2:00pm on Tuesday, 10 December 2024 or when the available funds are allocated, whichever occurs first.

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The assessment process will be completed as quickly as possible. Please allow up to four weeks to be notified of the outcome of your application. Applications will be assessed in order of receipt.

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)

## How to fill in this form

For some questions in this form, you are required to upload documents as evidence to support your claims.

Acceptable formats include Word, Excel, PDF or Images.

DO NOT provide web address links unless asked to.

### Red Warning Instruction

If you see a red warning instruction you need to input the requested information and then refresh the page as follows:

1. Click **Previous Page** button at the bottom of this page.
2. Once you are on the Previous Page, click **Next Page** at the bottom of the page to return and confirm the red warning instruction is no longer displayed.

Any required information that you miss will be flagged with you at the end of the application process before you can submit your application form.

### Table Questions

When completing a question that is a table, if you need to add or remove rows, use the + and - buttons at the right-hand side of the table to add and remove rows. Alternatively, click on the *Add More* button.

## Eligibility check

Review the following list and confirm that you meet all these criteria:

- Your business is registered for tax purposes in Australia with a continuously active ABN on or before 22 October 2023 (or you meet Eligibility criteria 6.1.1 or 6.1.2 as detailed in the Program Guidelines).
- Your business had an annual sales turnover of between \$50,000 and \$10 million in either the 2022-23 or 2023-24 financial year. (Note: you will be required to provide evidence of your annual turnover when you acquit your grant).
- Your business is a small business with no more than 19 full time equivalent (FTE) employees.

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- Your business is located in Tasmania and currently operating (at the time of this submission).
- Your business is a majority-owned Tasmanian business.
- If you are a sole operator with no paid employees, you derived at least 50 per cent (50%) of your total annual income in either the 2022-23 or 2023-24 financial year from your business and this amount was more than \$50,000. (Note: you will be required to provide evidence of your annual turnover when you acquit your grant)
- At the time of applying, you have the funds available to make the 30 per cent (30%) cash co-contribution towards the total capital purchase cost (including GST).
- You are able to purchase the proposed item/s within **six weeks** of being notified by email from State Growth of the outcome of your grant application.
- This application is being submitted by the business owner.
- You are able to provide the required supporting documents, as per Section 10 of the Program Guidelines.

\*

- Yes, I confirm that I meet these criteria.

Review the following list and confirm that you are **not** one of the following:

- 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 that make up more than 30 per cent (30%) of their income.
- A public company as defined in the *Corporations Act 2001*.
- A business that is for sale, planning towards sale, trading insolvent, under external administration or bankruptcy at the time of submitting this application.
- An investment entity that solely generates passive turnover from residential and commercial property investment and/or the renting of property.
- An applicant that has already been approved to receive a grant in this round of the program.
- An applicant making multiple applications for businesses with different ABNs where the business activities are similar.
- An applicant applying for funding for purchases that have taken place prior to being notified of the outcome of this grant application.
- Submitting this application on behalf of the business owner.
- A local, state or Australian Government entity.
- A business without a physical presence or office in Tasmania.

\*

- Yes, I confirm I am not any of the above.

**Did you receive a grant in Round one of the Small Business Growth Strategy Grant Program? \***

- Yes  
 No

Declaration

**I declare that my proposed use of funds in this round are substantially different from Round one. \***

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Yes

### About your business

\* indicates a required field

#### Business details

Details provided below will be used for any correspondence relating to this application.

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

Organisation Name

**Business address \***

Address

  

**Postal address \***

Address

  

**Name of business owner \***

First Name

Last Name

  

Enter the name of the person who is the majority owner of the business

**Phone \***

Include area code if landline.

**Email \***

Must be an email address.

**Business Website**

Must be a URL.

**Which local government area is your main business operation located in? \***

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

Choose the industry that best describes your main business operation.

### Is your business home-based? \*

- Yes  
 No

### Describe your business AND its activities. \*

Word count:

Must be no more than 750 words.

## Australian Business Number (ABN)

To be eligible for a grant under this program, your business must be registered for tax purposes in Australia with a continuously active ABN on or before 22 October 2023.

### Was your business registered for tax purposes in Australia with a continuously active ABN on or before 22 October 2023? \*

- Yes  
 No

## Australian Business Number (ABN)

### 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.

## ABN registration after 22 October 2023

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Businesses with an ABN registered after 22 October 2023 may be considered eligible if they meet either Item 6.1.1 or 6.1.2 in the Program Guidelines.

**Which of the following best describes your business ABN registration? \***

- I purchased my business and it was actively trading for at least 12 months before 22 October 2023.
- I have changed my business structure which has resulted in a new active ABN issued after 22 October 2023, but my business has been operating for at least 12 months from the time of applying for the grant.
- My business is new and I registered my ABN after 22 October 2023.

**Upload evidence to demonstrate you either purchased your business or changed your business structure after 22 October 2023. \***

Attach a file:

Examples of evidence include a letter from your accountant, lawyer or business advisor, a transfer of ownership document, or other suitable evidence to demonstrate your purchase or change of business structure.

Thank you for your interest in the Enabling Business Grant Program.

Unfortunately, your business is not eligible.

**Please do not submit this application form.**

You may like to consider accessing the free business advisory service.

To connect with the service please visit [www.businessadvice.tas.gov.au](http://www.businessadvice.tas.gov.au) or call Business Tasmania on 1800 440 026, or email [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

To stay up to date with news and information about new programs businesses are encouraged to subscribe to the Business Tasmania newsletter.

You can subscribe at [www.business.tas.gov.au/updates](http://www.business.tas.gov.au/updates).

## 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

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

**What is an FTE employee?**

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A **Full-Time Equivalent** 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.

### Number of FTEs \*

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

### Annual Business Sales Turnover

To be eligible, your annual business sales turnover must be **between \$50,000 and \$10 million** in the 2022-23 or 2023-24 financial year.

Annual business sales turnover is defined as total sales of goods and services to customers (excluding GST and income from other sources such as grants).

NOTE: When you acquit your grant, you **will be** required to upload your tax return as lodged with the Australian Tax Office (ATO) to demonstrate your business sales turnover.

If you have not lodged your 2023-24 tax return, a copy of a letter from your accountant (on their letterhead, signed and dated) confirming your business turnover will be considered.

Ineligible evidence will include a notice of assessment, bank statements, profit and loss statements and business activity statements (BAS).

### What was your annual business sales turnover in either the 2022-23 or 2023-24 financial year (excluding GST)? \*

\$

### Sole operator

Sole operators who have no paid employees must derive at least 50 per cent (50%) of their total annual income in either the 2022-23 or 2023-24 financial year from their business.

The 50 per cent (50%) annual business sales turnover must be more than \$50,000.

Annual business sales turnover is defined as total sales of goods and services to customers (excluding GST and income from other sources such as grants).

NOTE: When you acquit your grant, you **will be** required to upload your tax return as lodged with the Australian Tax Office (ATO) to demonstrate your business sales turnover.

If you have not lodged your 2023-24 tax return, a copy of a letter from your accountant (on their letterhead, signed and dated) confirming your business turnover will be considered.

Ineligible evidence includes a notice of assessment, bank statements, profit and loss statements and business activity statements (BAS).

### What was your annual business sales turnover in either the 2022-23 or 2023-24 financial year (excluding GST)? \*

\$

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### Proposed capital purchase/s

\* indicates a required field

Applications that do not include enough detail about their proposed purchases and a detailed description of how the purchase will result in supporting the business to grow, adapt and/or innovate **will be assessed as ineligible and not provided an opportunity to update their application.**

#### **Describe your proposed purchase/s. \***

Word count:

Must be no more than 750 words.

Carefully read Section 8 of the Program Guidelines and the Frequently Asked Questions (FAQs) to determine if your proposed purchase/s are eligible.

#### **Describe in detail how your proposed purchase/s will result in supporting your business to grow, adapt and/or innovate (include as much information as possible). \***

Word count:

Must be no more than 750 words.

### Your grant request

Applications without the required supporting or incorrect documentation will be assessed as ineligible and not provided an opportunity to update their application.

#### **Red Warning Instruction**

If you see a red warning instruction you need to input the requested information and then refresh the page as follows:

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### Grant request

In this section we are looking for how you intend to spend your grant request.



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Carefully read Section 8 of the Program Guidelines and the Frequently Asked Questions (FAQs) to determine if your proposed purchase/s are eligible.

For each of your proposed purchases, complete the table below with the following information:

**1. Expenditure item description:** Enter a brief description of your proposed purchase/s.

**2. Supplier's quote:** Enter the cost as per your supplier's quote. Include GST applied by the supplier.

- The total value of your quote/s must be between \$3,572 (corresponding with the minimum grant amount of \$2,500 after your 30% co-contribution) and \$50,000 (the maximum purchase amount allowed under the guidelines).
- The maximum available grant is \$10,000. If the total of your quote/s is greater, the system will automatically cap your grant to \$10,000.
- If you are purchasing more than one item from the same supplier, include all items in your description and the total amount for all items in one entry line.
- If there are only some items on your supplier's quote you are including in your grant request, only enter a description of those item and their total amount.
- If you are using multiple suppliers, add a new row for each supplier.

**3. Upload your supplier's/installer's quote/s:** Upload a copy of your supplier quote in each row you complete in the table.

- If the eligible item/s require installation, upload your itemised quote/s from suitably qualified installer/s who will install the item/s.

**Use the + and - buttons at the right-hand side to add and remove rows or click on the Add More button.**

1. Expenditure item description	2. Supplier's quote (including suppliers GST)	3. Upload your supplier's/installer's quote/s
		Must be a quote, invoices are not acceptable. Add a new row for each supplier.
	\$	

### Total purchase cost and grant request

The figures below are automatically calculated.

1. This is the total of your supplier's quotes.
2. This is the total amount you can request as your grant (70% of the Suppliers' Quote/s), capped at the maximum amount of \$10,000.
3. This is your cash co-contribution (minimum 30% of the Suppliers' Quote/s). This is the amount you are required to contribute to your total purchase.

#### 1. Total of Suppliers Quote/s

This number/amount is calculated.

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### 2. Your Grant Request

This number/amount is calculated.

### 3. Your cash co-contribution

This number/amount is calculated.

### 2. Your Grant Request

This number/amount is calculated.

### 3. Your cash co-contribution

This number/amount is calculated.

## 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).

## Invoice to the Department of State Growth

\* indicates a required field

### Payment of grant

If your application is approved you will receive your grant over two instalments.

- Instalment one: 80 per cent (80%) on approval of this application, and
- Instalment two: 20 per cent (20%) on submission and acceptance of a satisfactory acquittal.

Based on the information you entered on the previous page, the table below is automatically calculated and sets out your instalment payments.

#### Your total grant request

This number/amount is calculated.

#### Instalment One: 80%

This number/amount is calculated.

#### Instalment Two: 20%

This number/amount is calculated.

### Invoice for Instalment one - 80% of your grant request

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To receive Instalment one (80%) you must upload a valid invoice to the Department of State Growth.

The invoice must be from your business, **NOT** your supplier. The grant payment is made to your business, not your supplier.

An example of a valid invoice for this program is available [here](#).

If you need an invoice template, download one [here](#).

**Note: Please keep GST as zero (\$0) on your invoice (see example template above).**

Your invoice MUST include all of the following information.

- Addressed to the Department of State Growth
- The word, "Invoice"
- Date of issue of invoice
- Your business name
- Your business address and contact information
- Your business ABN
- Your business bank account name
- Your business bank BSB and account number
- A description using the words "Instalment one: Grant payment under the Enabling Business Grant Program"
- The grant amount you are applying for (excluding GST) - 80 per cent (80%) of your grant request.

**The amount to include on this invoice for Instalment one must be the following (this is 80% of your total grant request).**

\$

This number/amount is calculated.

**Upload your Instalment one invoice (80%) here (do not add GST to your invoice): \***

Attach a file:

This MUST be an invoice from your business to the Department of State Growth. Uploading anything other than your invoice will result in your application being ineligible.

### Grant acquittal and Instalment two

If we notify you by email that your application has been successful:

- Your first grant payment (80%) will be made into your nominated bank account within five (5) working days.
- You will receive an email from SmartyGrants with a link to your acquittal form with the due by date. You can acquit your grant any time before the due date.
- You will have up to six weeks to purchase your approved items and acquit your grant.

To acquit your grant and receive Instalment two you will need to:

- Complete the acquittal form we email you.
- Upload evidence to demonstrate you have paid your suppliers for your approved capital purchases - in full.
- Upload your Instalment two invoice to the Department of State Growth for the remaining 20% of your approved grant amount.

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Acceptable evidence to demonstrate your **full payment** must be 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 your business bank statement, highlighting the payment of the item/s to the supplier.

**If, for whatever reason your circumstances change, get in touch with the department to discuss your circumstances before your acquittal is due. For example, if your supplier no longer has the items in stock, or if you need to change your approved purchase items.**

**Contact with the department can be directed to Business Tasmania by:**

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

**Phone:** 1800 440 026

## Your business 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 ABN entity, business/trading name or applicant name applying for the grant (entered on your application form)
- be the same as those you included on your invoices to the Department of State Growth
- be the same as the business 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 \***

**Bank account BSB number \***

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

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### Bank account number \*

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

### I declare the above details are accurate and are for the eligible business bank account. \*

Yes

### Is your business bank account name the same as your entity or business/trading 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 ineligible. \*

## Bank statement evidence

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

It will be used to confirm the bank account details you entered above.

It **must** be for the same account you have nominated 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 here: \*

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

If no, you **MUST** provide a reasonable explanation or your application will be assessed as ineligible.

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

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### Declarations

\* indicates a required field

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/enabling\\_business\\_grant\\_program](http://www.business.tas.gov.au/funding/general/enabling_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

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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 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 subject to a random spot audit in relation to this application, and
- 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

Business owner completing this form

**Electronic Signature \***

First Name

Last Name

**Position \***

Thank you for your interest in the Enabling Business Grant Program. The assessment process for the Grant Program will be completed as quickly as possible. Please allow up to four weeks to be notified of the outcome of your application. Applications will be assessed in order of receipt.