

# GUIDELINES

## Business Support Fund - Expansion

### Program Summary

On 7 July 2020, the Victorian Government announced that the 31 metropolitan Melbourne Local Government Areas (LGAs) and Mitchell Shire will return to Stage 3 'Stay at Home' restrictions for a period of six weeks to help slow the spread of coronavirus (COVID-19). The Government announced that impacted employing businesses will be supported during the period through access to a one-off, \$5,000 grant under the **Business Support Fund - Expansion**.

### 1 Standard Eligibility Criteria

- 1.1 To be eligible for the Fund, businesses must:
  - a) Operate a business with an address located in one of the 31 metropolitan Melbourne LGAs and Mitchell Shire subject to the return to Stage 3 'Stay at Home' restrictions; and
  - b) Be a participant in the Commonwealth Government's JobKeeper Payment scheme<sup>1</sup>;
  - c) Employ people<sup>2</sup> and be registered with WorkSafe<sup>3</sup> on 30 June 2020; and
  - d) Have an annual payroll of less than \$3 million in 2019-20 on an ungrouped basis<sup>4</sup>; and
  - e) Be registered for Goods and Services Tax (GST) on 30 June 2020; and
  - f) Hold an Australian Business Number (ABN) and have held that ABN at 30 June 2020; and
  - g) Be registered with the responsible Federal or State regulator<sup>5</sup>.
- 1.2 Owners of businesses that do not employ people (non-employing businesses) are not eligible for funding through this Fund.

### 2 Other application information

- 2.1 Funding will be allocated through a grant process, through which businesses are invited to apply for a grant of \$5,000.
- 2.2 As part of the assessment process, evidence provided by applicants will be subject to a crosscheck with other government agencies such as the State Revenue Office and

<sup>1</sup> Further information on the JobKeeper Payment scheme is available from the [Australian Tax Office](#).

<sup>2</sup> Sole traders must employ persons other than themselves to be eligible.

<sup>3</sup> The applicant is able to provide a 'WorkCover employer number'

<sup>4</sup> Where a business is in a payroll group, the payroll eligibility criteria applies to each business in the payroll group. That is, any member of a group with an annual payroll of up to \$3 million in 2019-20 can apply.

<sup>5</sup> Relevant regulators are the Australian Securities and Investment Commission (ASIC); the Australian Charities and Not-for-profit Commission (ACNC); Consumer Affairs Victoria (CAV); and in the case of sole traders ABN registration will suffice (sole traders who use a business name other than their own personal name, must have that business name registered with ASIC).

Worksafe.

- 2.3 Any of the following circumstances may be taken into consideration in any decision whether to award a grant:
  - Any adverse findings by a regulator regarding a business;
  - A business is placed under external administration;
  - There is a petition to wind up or deregister a company or business; and
  - The business is or becomes deregistered or unregistered (including cancellation or lapse in registration).
- 2.4 Applicants must ensure that their Australian Business Register (ABN) registration information is up-to-date and current as at the time of application.
- 2.5 Businesses that have received assistance through the initial Business Support Fund, payroll tax rebate/waiver, or other COVID-19 programs can apply for assistance under the Business Support Fund expansion.
- 2.6 Applicants are required to submit an application online via the Business Victoria website ([business.vic.gov.au](http://business.vic.gov.au)). All questions in the application need to be completed to ensure timely assessment and grant payment.

### **3 Available funding**

- 3.1 The grant amount is \$5,000 per business.
- 3.2 The Program will be open for applications until 11.59 pm on 19 August 2020.
- 3.3 A business as defined by its ABN can only receive one grant under this Fund.

### **4 How the funding may be used**

- 4.1 Grant funds may be used to assist the business, for example on:
  - Meeting business costs, including utilities, salaries or rent;
  - Seeking financial, legal or other advice to support business continuity planning;
  - Developing the business through marketing and communications activities; or
  - Any other supporting activities related to the operation of the business.

### **5 Evidence of eligibility and compliance**

- 5.1 Applicants must certify that they meet the eligibility criteria.
- 5.2 Applicants must provide evidence of the location of their business operations through the most recent:
  - Utility bill (gas, electricity, telecommunications, water); or
  - Lease agreement; or
  - Council Rate Notice.

- 5.3 Applicants must provide evidence of participation in the Commonwealth Government's JobKeeper Payment scheme<sup>6</sup>.
- 5.4 Applicants are subject to a risk assessment which verifies business details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator.
- 5.5 If any information in the application is found to be false or misleading, or grants are not applied for the purposes of the business in accordance with the terms of funding as set out in these guidelines and attached application, the grant will be repayable on demand.

## **6 Other information about this Fund**

- 6.1 The Department of Jobs, Precincts and Regions reserves the right to amend these guidelines and application terms at any time as it deems appropriate.
- 6.2 Further information may be found at [business.vic.gov.au](http://business.vic.gov.au) or through the Business Victoria Hotline at 13 22 15.
- 6.3 The Department of Jobs, Precincts and Regions will endeavour to notify all applicants on the outcome of their submitted application within 10 business days.

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<sup>6</sup> The evidence required will be the most recent JobKeeper business monthly declaration or for new entrants their JobKeeper enrolment form. This document must be a PDF generated from the ATO portal and failure to produce this document in this format may render your application as ineligible.

A childcare centre will be eligible if it was a participant in the JobKeeper Payment scheme on or before 20 July 2020.