



BUSINESS ADAPTATION AND ASSISTANCE QUICK RESPONSE GRANT GUIDELINES





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This guideline outlines the eligibility, assessment criteria and application process for the Business Adaptation and Assistance Quick Response Grant.

For detailed information and definitions, please read the [Detailed Grant Program Information](#).

SUMMARY

The City of Hobart Business Adaptation and Assistance Quick Response Grant supports small businesses to overcome hardships that have come about as a result of Covid-19.

We recognise that in order for businesses to adapt to and recover from Covid-19, additional assistance and advice is often required from a range of services, consultants and advisors.

More specifically, the grant aims to support businesses and projects that, as a result of Covid-19:

- are changing their business model or direction
- need professional assistance outside their general business-as-usual such as marketing or IT services by a qualified professional
- require assistance with preparing for the resumption of trade in-line with various safety requirements
- are upskilling business owners and their employees to enable them to undertake a transition in operations or service.

Between \$500 and \$2000 plus GST is available per business for eligible projects.

The total Business Adaptation and Assistance Quick Response Grant funding pool is \$100 000. Assessment will be done in the order applications are received until such time as the total funding pool is exhausted or until 30 November 2020, whichever comes first.

Approved projects will need to be delivered within 3 months of the application date and applications will need to provide a complete budget supported by quote(s) where applicable.



GRANT AIMS

We are looking to support projects that:

- help businesses to overcome hardship that has come about as a result of Covid-19
- enable businesses to be adaptable
- strengthen business resilience in Hobart
- support the City in meeting its goals by aligning to the Capital City Strategic Plan 2019–29.

WHAT CAN YOU APPLY FOR?

The Business Adaptation and Assistance Quick Response Grant is funding to support business and projects that, as a result of Covid-19:

- are changing their business model or direction
- require professional assistance such as marketing or IT services by a qualified consultant
- require assistance with preparing for the resumption of trade in-line with Covid-19 related safety requirements
- are upskilling business owners and their employees to enable them to undertake a transition in operations or service.

HOW MUCH CAN YOU APPLY FOR?

The Business Adaptation and Assistance Quick Response Grant offers cash support of between \$500 to \$2000 plus GST per business.

Organisations and groups may receive one grant only each financial year for the same project or activity from any City of Hobart grant stream.

WHO CAN APPLY?

- Businesses located within the City of Hobart, being either:
 - o a business that has a permanent physical presence in the City of Hobart, or
 - o a current market stallholder that trades in a market that is regularly operating in the City of Hobart¹ and, as a stallholder, regularly trades at that market.²
- Must be a small business as defined as:
 - o employing fewer than 20 full time equivalent staff (FTEs) as at 29 February 2020.
- Have an Australian Business Number (ABN) and is:
 - o registered in Tasmania
 - o registered for GST
 - o has been active since at least 29 February 2020
 - o is currently active.
- Has experienced, and is continuing to experience, a reduction in aggregated turnover.
- Providing goods/services within the City of Hobart municipal area.
- Only one application will be accepted from an individual ABN and only one financial beneficiary per grant round.
- Applications must be submitted from the business owner/manager/appropriate signatory and not a third party (ie an accountant).

¹ The market must operate in the City of Hobart for at least one day per week, 70 per cent of the year (36 weeks minimum) from March 2019 – March 2020.

² The stallholder must trade in the eligible market for 70 per cent of available markets in that year (25 times minimum).



WHO CANT APPLY?

The following are not eligible to apply:

- ✗ Current employees of or contracted staff to the City of Hobart
- ✗ Applicants who have received a City of Hobart grant for the same project within the same financial year
- ✗ Political parties
- ✗ Businesses located outside the City of Hobart municipal area
- ✗ Businesses that do not provide services within the City of Hobart
- ✗ Australian, state and local government agencies and bodies and enterprises, political organisations, not-for-profit organisations, owner's corporations
- ✗ Any public company under the meaning as defined in the *Corporations Act 2001*
- ✗ An applicant who has not correctly acquitted a previous City of Hobart grant or where the applicant has an outstanding debt to the City of Hobart
- ✗ An applicant that is subject to any legal impediment, including bankruptcy or liquidation
- ✗ The business is listed for sale either privately or publically
- ✗ Direct selling businesses where sales of another business' goods or services are made in the customer's home, work or meeting place through methods such as party plan or network marketing
- ✗ Taxi/ride-sharing operations (including UberEats)
- ✗ AirBnB or similar shared economy applicants.

WHEN TO APPLY?

The Business Adaptation and Assistance Quick Response Grant is open from 9 am Monday 28 September 2020 for applications until 30 November 2020 or until funds are fully allocated, whichever comes first.

Late applications are not eligible.

Applications can only be funded for projects that have not commenced and will be occurring no earlier than five weeks from the date of submission. The project must be completed within 3 months of approval notification.

Please contact grants@hobartcity.com.au before commencing your application to ensure there are funds available.

HOW TO APPLY?

We use the SmartyGrants system to administer the grants program, and all applications can be started at hobartcity.com.au/grants

If you are having difficulty submitting your application, please contact the Grants Officer.



PROJECT ELIGIBILITY SUMMARY

ELIGIBLE APPLICATIONS WILL NEED TO DEMONSTRATE:

- ✓ alignment with the purpose and aims of the grant
- ✓ the outcomes of the project are delivered in the City of Hobart local government area
- ✓ the request is for a project that will be delivered within 3 months of the approval notification date
- ✓ if requesting professional services, the service must be provided by a suitably qualified professional as deemed by the Grants Officer
- the project costs have been confirmed by providing a quote submitted as part of the application and must include:
 - ✓ - the name of the consultant or service provider
 - the service to be provided
 - the total cost of the project excluding GST
- ✓ that the business has had a reduction in turnover and is continuing to have a reduction. Applicants are required to include evidence supporting the claim. This may include documentation from Xero/MYOB/or equivalent profit and loss statement for recent months compared to corresponding period last year, or most recent Business Activity Statement compared to the same period last year
- ✓ the applicant has a Covid-19 safety plan and/or checklist that complies with the current standards to ensure the health and safety of everyone involved in their business. The Safe Workplace Guidelines will help you complete your safety plan/checklist. For more information visit [Worksafe Tasmania](#)



APPLICATIONS WILL NOT BE ELIGIBLE IF THE:

- ✗ applicant has not fulfilled the conditions of a previous City of Hobart grant by the due date
- ✗ project has received another City of Hobart grant for the same project within the same financial year
- ✗ listed assistance forms part of routine business operations or does not directly relate to the operations of the business
- ✗ project is inconsistent with current Covid-19 pandemic restrictions
- ✗ the project can be funded through other sources that are more appropriate
- ✗ application is for ongoing administration or operational costs of the applicant
- ✗ assistance is for services that relate to accounting or business continuity as covered by the State Government's Business Continuity Grant
- ✗ assistance is delivered on an 'in-kind' basis
- ✗ assistance is considered similar to that of the organisation requesting assistance (for example an IT firm requesting IT assistance)
- ✗ fees for services and/or goods are provided by related parties (such as companies with common shareholdings, immediate family of the applicant)

This grant cannot be used to fund:

- ✗ servicing creditors or personal debts
- ✗ annual business tax or accounting services
- ✗ franchise fees
- ✗ retrospective payments
- ✗ individual pursuits that do not directly relate to the business
- ✗ contribution towards payment of rates
- ✗ projects that would rely on recurrent future funding from the City of Hobart
- ✗ general operating expenses such as electricity, lease/rent payments, telephone, salaries, uniforms etc that are part of ongoing expenses
- ✗ the purchase of good/services that are not specific to project delivery
- ✗ projects that require a Development Application to proceed
- ✗ purchase of vehicles/machinery, property or any other asset that would be eligible as an instant asset write-off in accordance with the Australian Tax Office
- ✗ projects that are not consistent with the City of Hobart's Waste Strategy



APPLICATION ASSESSMENT CRITERIA

EACH ELIGIBLE APPLICATION WILL BE ASSESSED ON ITS INDIVIDUAL MERIT AGAINST THE FOLLOWING CRITERIA:

- ✓ demonstrated relevance and impact that the project will have on the business as an outcome of the project
- ✓ the extent to which the business has been impacted by Covid-19
- ✓ demonstrates that the project is well planned, that suitably-skilled people are involved
- ✓ demonstrates that the level of funding requested is commensurate with the project activities
- ✓ likelihood that the initiative can be sustained beyond the grant timeframe and the project is financially viable
- ✓ local procurement, where possible, or if not using local procurement, a valid rationale is provided

ASSESSMENT PROCESS

Applicants will receive an email confirmation on receipt of an application and notification of the success of their application.

Applications will be scored and assessed according to the criteria by an Assessment Panel of three or more relevant City of Hobart officers.

The Panel will make recommendations to the Director Community Life for final approval.

A summary of all successful applications will be publicly available at hobartcity.com.au/grants

SUCCESSFUL APPLICATIONS

Agreement

A formal agreement will be sent to successful applicants. Inability to comply with the agreement may result in withdrawal of support.

Applicants who do not meet their obligations under a grant agreement may not be eligible to apply for future grants.

Payment and GST

Payment information will be provided with the Letter of Offer. Grants will be paid in full upon receipt of a tax invoice or the City can generate a Recipient Created Tax Invoice (RCTI).

Organisations registered for GST should add GST to the grant amount.

Recognition of assistance

Successful applicants must acknowledge the City of Hobart's assistance for their project. Please refer to the [Grant Partnership Acknowledgement Guidelines](#) for details.

Project variations

If there are significant changes to the funded project, applicants must contact the Grants Officer to confirm the variation is acceptable.



Please speak to us when changes occur for project costs, which you have indicated the grant would cover or if the project changes in a way that would go against the eligibility criteria for this grant.

Acquittal

Upon completion of the project, successful applicants will be required to acquit their grant, providing evidence of the execution of their project, expenditure and outcomes.

The acquittal form is available on SmartyGrants and must be completed online within three months of the project completion date.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

Unsuccessful applications

Unsuccessful applicants are strongly encouraged to arrange a feedback session with the Grants Officer to discuss the results.

Feedback sessions can offer insight into the reasons behind an unsuccessful result and are valuable for future applications.

INFORMATION AND ENQUIRIES

Accessibility

If you can't access the online form or documents for this grant, please contact the Grants Officer to discuss how it can be adapted to suit your needs.

grants@hobartcity.com.au

03 6238 2132

Documents

Copies of all City of Hobart documentation referred to throughout this guideline can be found via the hyperlinks contained in this guideline and on the City of Hobart website hobartcity.com.au/grants

Contact officer

To discuss your project proposal, contact the Marketing and Business Engagement Officer on 03 6238 2459 and for administration and technical matters, please contact the Grants Officer on 03 6238 2132 or grants@hobartcity.com.au

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