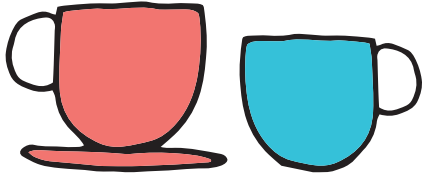




# Professional Assistance Grant

Quick response funding for small business  
affected by COVID-19





## SUMMARY:

The City of Hobart Professional Assistance Grant supports small business by providing a cash contribution to assist with the cost of professional services that they may need as a result of COVID-19.

We recognise that in order for businesses to alter the way they operate and to prepare for the recovery stage, professional advice is often required from a range of services, consultants and advisors.

Funding available for professional assistance is up to \$700 plus GST per business.

Total available funds for eligible applications are \$120 000. Assessment will be done in the order applications are received until such time as the budget is exhausted or until 15 June 2020.

## KEY DATES:

Applications open 9 am Saturday 9 May 2020 and will be available until Monday 15 June 2020 or until such time as the budget is exhausted.

Applications will be assessed in the order that they are submitted and applicants will be advised of an outcome as soon as practicable.

Applicants are expected to use their funds as soon as practicable with an acquittal due in 3 months.

## APPLY:

[hobartcity.smartygrants.com.au/ProfessionalAssistance](http://hobartcity.smartygrants.com.au/ProfessionalAssistance)

## APPLICANT ELIGIBILITY:

- The business must have an existing physical store that is located within the City of Hobart municipality where customers would come to purchase specific goods or services (as at 29 February 2020). This store must be a permanent tenancy (a market stall is not sufficient).
- Have an Australian Business Number (ABN) and is;
  - registered in Tasmania
  - registered for GST
- Be a small business as defined by the ABS, that is employing fewer than 20 FTE (at the time of the application)
- Must not be subject to any legal impediment, including bankruptcy or liquidation
- Applications must be submitted from the Business Owner/Manager/appropriate signatory and not a third party (i.e. an accountant)
- Only 1 application will be accepted from an individual ABN

## NOT ELIGIBLE:

- Australian, state and local government agencies, bodies and enterprises, political organisations, registered not-for-profits or unincorporated organisations
- Businesses located outside the City of Hobart municipality
- Where the applicant has outstanding debt to the City of Hobart or where the applicant has failed to comply with terms and conditions of previous funding with the City of Hobart



## ELIGIBLE EXPENDITURE:

Grant funds must be used for the purpose of receiving professional assistance to overcome issues created by COVID-19. The aim of the assistance is to help businesses become more adaptable in the short term and inform recovery planning for the business.

Professional assistance must be provided by a suitably qualified consultant (for example, CA, CPA).

Services and activities that could be considered include:

- Financial advice (financial planning, accountant, bookkeeper that typically requires the provider to hold an Australian Financial Services Licence, Australian Credit Licence, or CPA) for the purpose of cash flow projections, managing risk, determining eligibility for further grants and assistance in applying for further grants available through other bodies including JobKeeper
- Legal advice or guidance (lawyer, solicitor), for the purpose of a change in operating model such as Public Liability Insurance advice
- Specialist IT advice and assistance with taking part of the business online
- Marketing consultant, for the purpose of developing a strategic marketing plan and advice in relation to the change in operating model (pivoting).

Other professional assistance may be included and will be assessed on an individual basis.

A quote will be required to be submitted as part of your grant which must include:

- o The name of the consultant + business
- o The service to be provided
- o The cost

We highly encourage businesses to use local suppliers for professional advice wherever possible.

If you are a successful applicant of the State Growth/Business Tasmania's Business Continuity Grant, you will still be eligible for this funding but you must describe how this grant will build upon the assistance already received.

Funding available is up to \$700 plus GST.

## INELIGIBLE EXPENDITURE:

Applications can only be funded for activities occurring no earlier than two weeks from when the application is submitted and no later than 31 August 2020.

Applications will not be considered for funding where they have listed assistance that forms part of routine business operations (pre COVID-19) or does not directly relate to the operations of the business.

Examples of what the funding cannot be used for include, but not limited to:

- Servicing creditors or personal debts
- Annual business tax or accounting services
- The purchase, hire or lease of physical goods and equipment
- General operating expenses such as electricity, lease/rent payments, telephone, uniforms etc. that are part of ongoing expenses
- Franchise fees
- Retrospective payments
- Individual pursuits or professional development, unless there is a public outcome
- Contribution towards payment of rates
- Capital works, construction, or improvements to buildings

The professional assistance must not be delivered on an 'in-kind' basis, and must be paid in full to the service provider. Any charge over and above the grant funding must be paid for by the applicant.

## ASSESSMENT:

Will be undertaken by an internal panel of skilled and relevant officers. The City of Hobart may request further information should it be required to fully assess your application.

## TERMS AND CONDITIONS:

You will be required to provide your bank details when submitting your application as the quickest way to transfer you funds if successful is via Receipt Created Tax Invoice.

If successful, you will need to sign a letter of agreement with details of the funding received.

You will also be required to submit an acquittal form which will request you provide a summary of how the funds were used and by which professional service (including business name).

## QUESTIONS?

Please call the Marketing & Business Engagement Officer on 6238 2434

