

# Small Business Grant

## Application Form

Meander Valley Council has allocated grant funding to support small businesses to recommence operations after the COVID-19 Disease Emergency. Applications will be competitively assessed with grant amounts up to a maximum of \$5,000 available as one-off payments to applicants who meet the eligibility criteria and can demonstrate an adverse financial impact from the COVID-19 Disease Emergency. More information about eligibility and assessment criteria can be found in the *Small Business Grant Guidelines*.

**Applications must be received by 5pm, Sunday 14 June 2020. All applications will be competitively assessed after this date.**

### Eligibility Criteria

To be eligible to apply for a Small Business Grant, applicants must:

- Be a small business with up to 20 full-time equivalent staff prior to 19 March 2020;
- Be a sole trader, partnership, company or trust;
- Be registered in Australia for taxation purposes with an active ABN;
- Demonstrate that they operate "for profit" as an ongoing concern (not a hobby or private not-for-profit);
- Be located and operating in the Meander Valley local government area;
- Demonstrate financial hardship and provide evidence to support a loss or future loss as a consequence of the COVID-19 Disease Emergency;
- Not be subject to any legal impediment, including bankruptcy or liquidation, that would impact the continuance of the business or trade of the business; and
- As of 19 March 2020, been operating as a business for two months or greater.

I/we confirm that I/we meet ALL the eligibility criteria outlined above.

I/we declare that my/our small business:

- Has a satisfactory credit history.
- Has met any statutory obligations that apply, for example worker entitlements including superannuation.
- Has maintained a licence(s) and/or insurance(s) required to legally operate.

### Business Owner Details

Business Owner Name/s:

*If the business is owned by more than one person, please list all owners (first name then last name)*

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Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

### Business Details

Business Trading Name: \_\_\_\_\_

Australian Business Number (ABN): \_\_\_\_\_

*Council will use your ABN to confirm your details. Please ensure your ABN is written correctly and the online information associated with your ABN is up to date. If you are unsure or need to update your details visit [www.abr.business.gov.au](http://www.abr.business.gov.au)*

Place of Business Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Provide a brief description of the products and/or services your business provides:

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What was your business's forecast gross revenue before the COVID-19 Disease Emergency?:

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**Financial Impacts**

Applicants must be able to demonstrate financial hardship in at least one of two ways:

I/we can demonstrate:

- Financial hardship due to a reduction in gross revenue by more than 30% relative to the same (comparable) period before the impact of COVID-19.
- Future financial hardship due to cancelled orders, resulting in a reduction of gross revenue by more than 50% for the period to 30 September 2020.

Briefly describe how the COVID-19 Disease Emergency has impacted your business:

*(If you require more space, please attach a separate sheet)*

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As a result of the COVID-19 Disease Emergency, has your business:

- Reduced or restricted operations or trading.
- Ceased operating or trading.

When do you anticipate you will re-commence normal operations or trading?

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Have you received any other State or Federal Government grants as a result of the COVID-19 Disease Emergency?

- Yes    No

If yes, what is the total amount received to date? \$ \_\_\_\_\_

I/we submit the following evidence to demonstrate financial hardship:

- Business Activity Statements (BAS) comparing revenue;
- Relevant report from accounting software such as MYOB or Xero;
- A statement from a registered accountant;
- A statutory declaration from an appropriate and independent professional, who is familiar with the applicant's circumstances (for example a bank manager);
- A statutory declaration from the business owner detailing the nature and quantum of the hardship; and/or
- Documentation confirming receipt of a government subsidy related to hardship such as the Jobkeeper or Jobseeker benefit payments.

**Grant Amounts**

Applicants may apply for one grant of up to a maximum of \$5,000.

The amount awarded will be at the sole discretion of Council, having regard to the total number of grant applications and the demonstrated hardship and benefit of the grant to a business.

Applicants seeking the maximum amount must demonstrate high need due to financial hardship AND high benefit in terms of direct links to the ongoing employment or re-employment of people.

Grant amount sought: \$ \_\_\_\_\_

If applying for the maximum grant amount (\$5,000):

Provide a brief description of why you are in high need due to financial hardship:

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Provide a brief description of how grant funding will directly benefit the ongoing employment or re-employment of people:

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I/we can demonstrate this by:

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I/we confirm that this application has been completed accurately and is a true reflection of my/our circumstances as at the date of submission.

Signature of applicant/s:

_____	_____	Date: _____

### How to lodge your application

-  **By mail:** Mail completed form and copies of any supporting documents to:  
**Attn: General Manager, PO Box 102, Westbury Tasmania 7303**
-  **By email:** Scan completed form and copies of any supporting documents and email to **mail@mvc.tas.gov.au**
-  **Need help?** If you need help completing this application form, please phone Council on **6393 5300**

### **Confidentiality**

*The Council may use and disclose the information provided by applicants for assessing applications under the program guidelines and decisions on successful applicants. Council is also required to report the name and dollar value of successful grant applications.*

### **Governance**

*As part of the Council's governance process, the Council may publicise the level of financial assistance and the identity of the business recipient from the grant program.*

### **Right to Information**

*Information provided to the Council may be subject to disclosure in accordance with the Right to Information Act (2009).*

### **Personal Information Protection**

*Personal information will be managed in accordance with the Personal Information Protection Act (2004) and the Council's Personal Information Protection Policy. This information may be accessed by the individual to whom it relates, on request to the Council.*

### **Disclaimer**

*Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Council, as to the accuracy or completeness of the information it contains. Council accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document. Any person relying on this document and the information it contains does so at their own risk. Council does not accept liability or responsibility for any loss incurred by an applicant that is in any way related to the program.*