



Queensland Government Taxi and Limousine Business Support Grants

Guidelines

1. About the program

The objective of the Taxi and Limousine Business Support Grants Scheme is to support Queensland taxi and limousine licence holders to acquire business improvement services or financial advocacy services to adjust to changes in the personalised transport industry.

2. Available funding

2.1 For an *applicant*, assistance available under this scheme is:

- a) up to 50 per cent of the total costs, up to \$5,000 for acquiring eligible business improvement services; or
- b) up to 100 per cent of the total costs, up to \$5,000 for eligible financial advocacy services.

2.2 For an *applicant group*, assistance available under this scheme is:

- a) up to 50 per cent of the total costs, up to \$20,000 for acquiring eligible business improvement services; and
- b) remuneration per *eligible licence* is up to \$5,000.

2.3 Funds for applicant groups will be distributed equally between each *eligible holder* of an *eligible licence* in the *applicant group*.

3. Eligibility criteria

3.1 To be eligible for assistance you must:

- a) be an *eligible holder* of an *eligible licence*;
- b) not have undertaken, or paid in part or in full, for the *eligible service*;
- c) ensure the *eligible service*, excluding acquiring equipment, will be provided by an *eligible service provider* who is:
 - i. not related to, associated with or affiliated to you; and
 - ii. not employed by you or employed by an entity you fully or partially own;
- d) not have previously received assistance under this scheme for the *eligible licence* to which the application relates.

4. Eligible activities

4.1 Funding is available for activities under one of the following two categories:

- a) Business improvement services aim to improve the efficiency of the taxi or booked hire service, through activities including:
 - i. information technology, including acquiring any equipment needed to use the service, for example, computer equipment;
 - ii. developing or participating in training relevant to the taxi or limousine business (for example engaging a consultant to provide advice on driver safety training or training for drivers or others associated with your business); or
 - iii. obtaining advice relating to business, financial or strategic planning.
- b) Financial advocacy services aim to address financial difficulties associated with providing the taxi or booked hire service, and includes:
 - i. financial counselling;
 - ii. negotiating with creditors; or
 - iii. advice about recovering debts.

4.2 QRIDA must be satisfied that the *eligible service* is likely to improve the efficiency, or otherwise provide a commercial benefit to the applicant's taxi service or booked hire service.

5. Ineligible activities

5.1 Funding is not available for the following activities:

- acquiring equipment that has previously been used or sold;
- vehicle improvements or upgrades;
- legal services and fees;
- vehicle security cameras or upgrades;
- travel costs;
- services delivered in-kind (funding will only cover services paid for via a financial transaction);
- fees for services provided by related parties (such as companies with common shareholdings or directorship with the applicant, and employees or immediate family of the applicant);
- franchise or lease fees or related costs;
- purchase of a non-product or service related asset such as stock;
- salaries;
- general business operating costs;
- paid advertising campaigns (the grant can cover the development of a digital marketing plan, but not the actual cost for advertising);
- retrospective payments for expenses incurred prior to grant funding approval date or work already undertaken.

6. How to apply

- 6.1 Applications are to be made on official application forms available from QRIDA's website (www.qrida.qld.gov.au).
- 6.2 For an application submitted for an *applicant group*, each *eligible holder* must complete the required sections stated on the application form.
- 6.3 The completed application form should be submitted along with the documents requested in this form.

7. Application assessment

- 7.1 QRIDA will assess complete applications in order of receipt. As the scheme has limited funding, we strongly suggest applying before the end of October 2019.
- 7.2 If successful, you will receive conditional approval and may then proceed to acquire the approved business improvement service or financial advocacy service.
- 7.3 After acquiring the business improvement service or financial advocacy service, you must submit a claim form to QRIDA accompanied by:
- a) for payment directly to the *eligible holder/s* – fully paid invoices and *official receipts* for the amount conditionally approved; or
 - b) for payment to an *eligible service provider* – a request to pay form, tax invoices and *official receipts* demonstrating payment of the cost exclusive of the amount conditionally approved.
- 7.4 Upon receiving completed documentation, QRIDA will give final approval for assistance and pay funds as directed, provided the *eligible holder/s* to which the application relates:
- i. still meet the eligibility criteria; and
 - ii. have acquired the business improvement service or financial advocacy service in compliance with the conditional approval.

8. Terms and conditions

- 8.1 Apply for final approval for assistance on or before **30 June 2020**.
- 8.2 The availability of grants is subject to funds being available.

9. More information

For more information on the Taxi and Limousine Business Support Grants Scheme, contact QRIDA on Freecall **1800 623 946** or email contact_us@qrida.qld.gov.au.

10. Definitions

Applicant means a person applying for assistance under the scheme.

Applicant group means 2 or more persons who are the *eligible holders* of 2 or more different *eligible licences* who jointly:

- a) intend to acquire a business improvement service; and
- b) apply for funding under the scheme.

Eligible holder of an *eligible licence* means:

- a) a person who the *licence register* confirms:
 - i. is registered in the *licence register* as the holder of the licence; and
 - ii. was the holder of the licence immediately before 11 August 2016; or
- b) a person who the *transport chief executive* has, by written notice given to the authority and other relevant persons, declared a person to be the *eligible holder* of the *eligible licence*. This declaration will only occur if:
 - i. the person was listed on the *licence register* as the holder of the *eligible licence* immediately before the relevant day; or
 - ii. the licence was transferred to the person and the *transport chief executive* was given notice of the transfer under the *Transport Operations (Passenger Transport) Regulation 2005* before the relevant day; or
 - iii. the licence was vested in, or was transferred to the person, whether by operation of law or otherwise; and
 - iv. having regard to the matters relating to the vesting or transfer, *the transport chief executive* is satisfied the person should be declared to be the *eligible holder* of the licence.

Example: If an *eligible licence* is vested in an executor of a deceased estate, the *transport chief executive* may be satisfied the executor should be declared to be the *relevant holder* of the licence.

Eligible licence means a taxi service licence or a limousine licence, other than a special purpose limousine licence, that:

- a) is in force and is not currently suspended under the *Transport Operations (Passenger Transport) Act 1994*; and
- b) was in force immediately before 11 August 2016.

Eligible service means a business improvement service or financial advocacy service.

Eligible service provider means a person who has:

- a) the relevant qualifications or experience to provide a business improvement service or financial advocacy service; or
- b) membership of a professional body that entitles the person to provide a business improvement service or financial advocacy service.

Licence register means the register of licences the *transport chief executive* must keep under the *Transport Operations (Passenger Transport) Act 1994*, section 91U.

Official receipt means a receipt of an amount paid by an *applicant* to an entity that includes:

- a) the name and address of the entity that issued the receipt; and
- b) if the entity has an Australian Business Number, the ABN; and
- c) a description of each item to which the receipt relates.

Transport chief executive means the chief executive of the department in which the *Transport Operations (Passenger Transport) Act 1994* is administered.