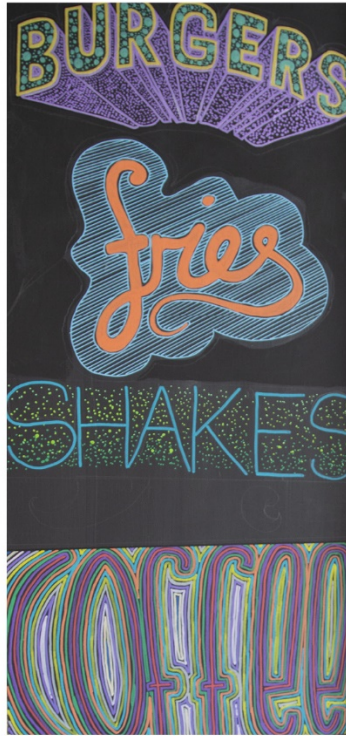
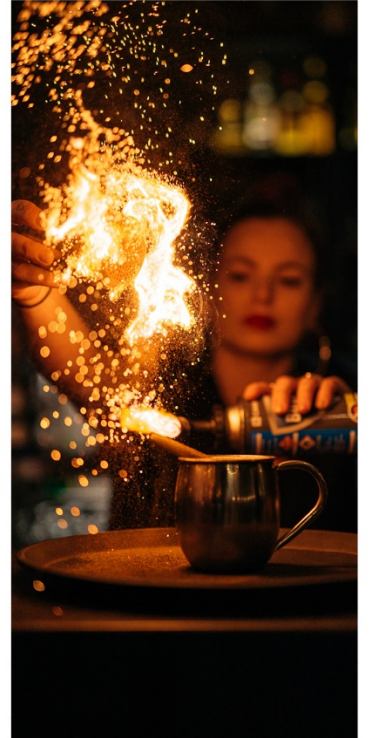


Program Guidelines



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COVID-19 Hospitality Energy Rebate Program

I. Aim

The Tasmanian Government recognises that the public health restrictions because of COVID-19 have impacted on a significant number of hospitality businesses in Tasmania.

To ensure that the Tasmanian Government continues to be responsive to businesses across Tasmania, \$10 million has been allocated to assist impacted Tasmanian hospitality businesses with their energy costs. Should eligible applications to the program exceed \$10 million, rebates will be offered at reduced scale and on a pro-rata basis across all applications to the funding cap of \$10 million.

One-off rebate payments are available to eligible businesses up to a capped amount to assist with energy bills for both gas and electricity for the period of July to September 2020.

Eligible businesses must be able to demonstrate a 30 per cent or more decline in turnover between April and June 2020 compared to the same period in 2019.

Businesses will be rebated based on 2018-19 annual turnover against the following scale:

- \$50k to \$200k up to \$1,000
- \$200k to \$500k up to \$2,000
- \$500K to \$3m up to \$5,000
- \$3m to \$5m up to \$7,500
- \$5m to \$10m up to \$10,000

Businesses whose energy bills are less than the maximum rebate will receive a reimbursement to the value of the valid electricity and/or gas bill.

Turnover for 2018-19 is defined as normal operating revenue (excluding GST) such as proceeds from the sale of goods and services to customers.

The COVID-19 Hospitality Energy Rebate Grant Program will open for applications at 9:00am on Monday 14 December 2020 and close at 12 noon on Friday 29 January 2021. Assessment of applications will commence after the program closes.

2. Eligibility criteria

Applications must meet all of the eligibility criteria. If you are unsure about your ability to meet all aspects of the eligibility criteria you should contact us.

To be eligible, all businesses must:

- Be a recognised hospitality business where the main function of the business is hospitality services, including in-house (seated) dining or beverage services. For example, a restaurant, café, bar or club with an eat-in dining or drinking offering.
- Have been operating since 1 January 2019. (*Note: Businesses that were established after that date but that meet the remainder of the eligibility criteria may be considered eligible. Please contact us to discuss.*)
- Be primarily based and operating within Tasmania.
- Hold an Australian Business Number (ABN) – this ABN must be for the applicant business, have been active on or before 12 March 2020 and continues to be active at the time of applying for the rebate.
- Be registered for GST.
- Can demonstrate a 30 per cent or more decline in turnover during April-June 2020, compared to April-June 2019.

Turnover is defined as normal operating revenue (excluding GST) such as proceeds from the sale of goods and services to customers. Proceeds from irregular sources such as grants, JobKeeper and the sale of plant and equipment will not be counted as turnover for 2019-20.

Where a business owner has multiple businesses and multiple ABNs, they are eligible to apply for each hospitality venue.

3. Supporting information requirements

Please provide the following information to support your application:

- Evidence of business registration and either food licence and/or liquor licence to demonstrate you operate a hospitality business with seated dining or beverage services.
- Evidence of payment of metered electricity or gas supply bills during July-September 2020.

- To demonstrate evidence of a 30 percent decline in turnover for the period April to June 2020, provide a profit and loss statement, tax return, Business Activity Statement (BAS) or other suitable documentation for the 2018-19 April to June quarter, along with the same quarter for 2019-20.
- To verify your annual turnover level you must attach a profit and loss statement, tax return, or other suitable documentation for the applicant entity for the 2018-19 or 2019-20 financial year.

If you propose an alternate business impact measure in addition to turnover you will need to provide evidence to substantiate your claim.

If suitable information is not provided to demonstrate eligibility and payment of a metered energy bill, the application will not be successful.

Applicants must certify that they meet the eligibility criteria. Providing false or misleading information may result in the rebate being repayable on demand, and jeopardise any current and future applications for support.

4. Ineligible applicants

Applications will **NOT** be accepted from:

Businesses that are not recognised or identifiable as a hospitality business.

Businesses that operate predominantly from a home residence.

Businesses not registered for GST.

Any public company under the meaning as defined in the *Corporations Act 2001*.

Any government body, government agency and government business enterprises.

Not-for-profit organisations, incorporated associations and charities unless trading or financial activities are a substantial part of the organisation activities.

Any business that is under external administration or bankruptcy.

Third party submissions on behalf of a business owner.

5. Assessment

Applicants must determine if they meet the eligibility criteria before submitting an application by reading the Program Guidelines.

Applicants should complete and lodge an application online via SmartyGrants from the Business Tasmania website www.business.tas.gov.au.

Applicants who are unable to apply online via SmartyGrants can access a manual application form by calling Business Tasmania on 1800 440 026.

Applicants should ensure that all required information is provided in the application, as there will be no opportunity for applicants to provide additional information after lodgement.

Applications will be assessed by the Department of State Growth.

Applications will be assessed on applicant eligibility and evidence provided by the applicant in support of the application.

Applicants will be advised via email of the outcome of their application once assessed.

6. Timeframes

The COVID-19 Hospitality Energy Rebate Grant Program will open for applications at 9:00am on Monday 14 December 2020 and close at 12 noon on Friday 29 January 2021.

Assessment of applications will commence at the close of the program.

The Department of State Growth expects that there will be a high volume of applications received.

Applicants will be notified of the outcome of their application via the online SmartyGrants platform.

To ensure everyone has an equal opportunity to apply for a grant, no late applications will be accepted after the closing date and time. For any extenuating circumstances that may prevent applicants meeting the deadline, applicants must contact us before the grant program closes to discuss further.

7. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

The online platform allows you to apply for a grant at any time while the program is open. It also allows us to send you notifications throughout the grant application and funding process.

Applicants should complete and lodge an application online via SmartyGrants from the Business Tasmania website www.business.tas.gov.au.

Following the submission of your application via SmartyGrants you will receive an automatic receipt of your application. This receipt will include details of the application and a unique application ID.

There will be no opportunity to change an application or provide further information to support it once it has been submitted. Therefore applicants should ensure that all supporting documentation provided is accurate and has been attached correctly before submitting.

Applicants who are unable to apply online via SmartyGrants can access a manual application form by calling Business Tasmania on 1800 440 026.

8. Taxation and financial implications

Grants under the program are not subject to Goods and Services Tax (GST).

The receipt of funding from this program may be treated as income by the ATO. While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

It is strongly recommended that potential applicants seek independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

9. Grant payments

Applicants will be asked for your bank account details so that we can process successful grant payments. This bank account must be in the same name of the person or business who applied for the grant. You may be asked to provide a copy of your bank statement or a letter from you bank to confirm your bank account details.

For any successful applicants who provides incorrect bank account details, this may result in funds being paid to an incorrect account and then these funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays any funding being received. Additionally we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

For applicant who are successful in being awarded a grant and:

1. their situation changes,
2. they do not complete the activities or tasks required under the funding agreement,
3. they do not use any or all of the funding provided, or
4. the information provided to us is found to be false or misleading, the applicant will be required to return the funds to the department.

10. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the performance of the project for reporting.

11. Administration and contact details

The COVID-19 Hospitality Energy Rebate program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to: ask@business.tas.gov.au or 1800 440 026.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision

Important note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

12. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

13. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

14. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

15. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Nothing in this item 15. Disclosure, derogates from a party's obligations under the Personal Information Protection Act 2004 (Tas) or the Privacy Act 1988 (Cwlth).

16. Copyright and disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains. The Crown in Right of Tasmania 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, and any person relying on this document and the information it contains does so at their own risk absolutely. The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.

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