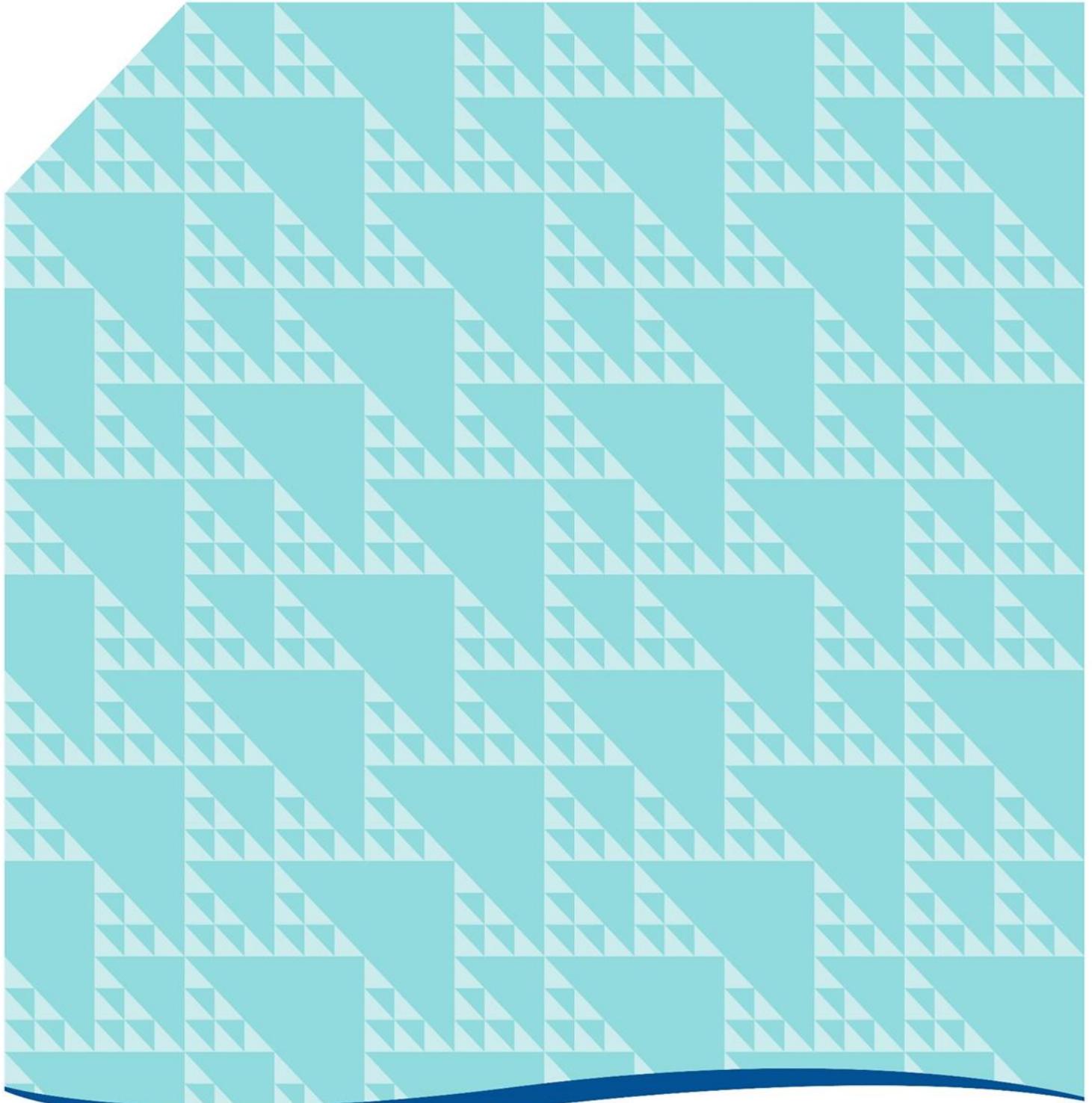


Guidelines



Building Projects Support Program

Round 2

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I. Aim

The Tasmanian Government recognises the difficulty in getting some construction projects up and going in a COVID-19 environment.

The second \$10 million round of this program will assist in getting some of these projects off the ground and provide a future pipeline for the Tasmanian construction sector and support jobs.

This second round will provide grants of up to 25 per cent (to a maximum of \$1 million) of the total construction cost for projects with a minimum construction cost of \$1 million. Projects must be able to commence within 12 months of receiving a grant. Applications outside these parameters may be eligible on a case-by-case basis and considered within the merit-based process.

The program is merit based. Those projects that can best demonstrate economic benefit through the construction phase, enduring benefits to the Tasmanian economy through employment, deliver community and social benefit and demonstrate impact due to COVID-19 will be preferred.

Round 2 of the Building Projects Support Program will open for applications at 2:00pm on Wednesday, 25 August 2021 and close at 5:00pm on Wednesday, 6 October 2021.

2. Eligibility criteria

Applications must meet all of the eligibility criteria. If an applicant is uncertain about their ability to meet all aspects of the eligibility criteria they should contact Business Tasmania.

To be eligible applicants must:

- Hold an active Australian Business Number (ABN).
- Be registered for GST.
- Own or lease a property in Tasmania that incorporates a proposed development project with a construction value (refer definition below) of at least \$1 million.
- Have a development project that is able to commence construction within 12 months of receiving approval for a grant under the program.
- Have a development project that would not proceed or would be delayed without the grant funds requested in this program, including consequences to the project arising as a result of COVID-19.
- Have the financial capacity to deliver the applicant's contribution toward the project, meet project contingencies and have the operational capacity to manage the project through to completion.

Multiple applications may be submitted by the same applicant for different projects, however applicants should advise project priority as a combined maximum of \$1 million per applicant is available under the program. This maximum applies to the entirety of the program, being both rounds combined.

Unsuccessful applicants under the previous round are able to apply under Round 2.

Local government and local government authorities are eligible to apply under the program.

Important note: For the purpose of this program, construction cost is defined as the total construction cost of the project excluding GST, plant and equipment and professional fees (for example architect, engineer, building surveyor fees).

3. Supporting information requirements

Within the SmartyGrants portal, applicants will be asked to provide details and attach supporting evidence against the program eligibility and assessment criteria.

This includes:

- Evidence of construction cost, such as a builder's quote or contract or quantity surveyors report.
- Evidence that the project can commence construction within 12 months of receiving approval for a grant under the program, including evidence of any regulatory approvals already obtained.
- Evidence that the project would not proceed or would be delayed without the grant funds requested in this program, such as correspondence from the applicant's bank.
- Evidence of financial capacity to meet the applicant's contribution to the project, such as financial statements or bank statements.
- Details of Tasmanian labour and materials to be used in the construction of the project.
- Details of employment numbers that are likely to result from the completion of the project including any apprentices.
- Details of the project's positive community and social benefits.
- Details of the impact that the ongoing presence that COVID-19 has had on commencement and delivery of the project.

Applicants must ensure that all required information is provided as there will be limited opportunity to provide additional information after lodgement.

If suitable information is not provided to demonstrate eligibility and allow for assessment against the assessment criteria, the application may not be assessed.

Providing false or misleading information may result in a grant being repayable on demand and may jeopardise any current and future applications for support.

Depending on the size of the project and the size of the grant, a successful applicant may be required to prepare a Tasmanian Industry Participation Plan. Guidance from the department will be provided as required.

4. Ineligible applicants

Applications will not be accepted from:

- Applicants not registered for GST.
- Any public company under the meaning as defined in the *Corporations Act 2001*. Not-for-profit public companies are eligible.
- Any state or federal government body, government agency or government business enterprise.
- Any applicant that is under external administration or subject to bankruptcy or similar proceedings.
- Third party submissions on behalf of a business owner.

The following types of projects are **ineligible**:

- Projects that are not physically located in Tasmania.
- Residential housing projects such as residential subdivisions, strata title developments and multi-storey residential projects are ineligible unless significant community and social benefits can be demonstrated.
- Commercial property subdivisions.

5. Assessment

Eligible applications will be assessed on merit by the Department of State Growth against the following criteria:

- Economic benefits of the project to Tasmania including those arising during the course of construction such as the use of Tasmanian materials and labour, as well as those economic benefits occurring following project completion such as employment (including apprentices) – 50 per cent weighting
- Community and social benefits to Tasmania once the project is complete - 20 per cent weighting.
- The impact that the ongoing presence that COVID-19 has had on commencement and delivery of the project —15 per cent weighting.
- Value of the grant compared to the value of construction that the grant brings forward - 15 per cent weighting.

Applications will be assessed based on the quality of the evidence provided and alignment with the program's stated aims in support of the application.

Applicants will be advised via email of the outcome of their application following completion of the assessment process.

6. Timeframes

The Building Projects Support Program – Round 2 will open for applications at 2:00pm on Wednesday, 25 August 2021 and close at 5:00pm on Wednesday, 6 October 2021.

To ensure all eligible applications have equal opportunity in being assessed 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 Business Tasmania before the application period closes.

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 phone, tablet and computer.

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

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

Following submission of an application via SmartyGrants, applicants will receive an automatic receipt which will include details of the application and a unique application ID.

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

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, being required to be repaid to the department.

8. Taxation and financial implications

Grants under the program may be subject to Goods and Services Tax (GST).

The receipt of funding from this program may be treated as income by the Australian Taxation Office (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 ATO, prior to submitting an application.

9. Acquittal

Acquittal

An acquittal is a statement that is required to be made by the successful grant recipient, confirming that the grant funding provided was used as it was intended and as per the application and funding agreement.

Acquitting a grant

Successful applicants will be required to provide information on the activities and purchases made along with providing evidence such as any quotes, invoices, receipts, statements or reports as evidence to support the acquittal. This requirement may occur at various stages of the grant term and will be requested electronically as a link to an acquittal form. The form will clearly define what is required to complete the acquittal process.

Additional acquittal questions

In addition to ensuring the funding provided was used as intended, the questions on the acquittal form help us determine how successful the grant funding program has been.

This success is determined by understanding what the project was able to achieve and, how well we were able to deliver the program to our clients. This helps us improve our client service and determine the best ways to invest grant funding in the future.

Failure to acquit

The department has a requirement and responsibility to ensure that the public funding we administer is allocated fairly and spent responsibly. As such, we must review the outcomes of grant funding to ensure it aligns to the intended and approved purpose.

Failure to lodge a valid acquittal by the due date may result in the grant funding being required to be repaid back to the department.

10. Grant payments

Applicants will be asked for bank account details so that the department can process successful grant payments.

This bank account must be in the same name of the person or business who applied for the grant. Applicants may be asked to provide a copy of bank statements or bank confirmation of bank account details.

Incorrect bank account details may result in funds being paid to an incorrect account. This may result in significant delays in funding being received. Additionally, there is no guarantee that funds paid to an incorrect bank account will be returned.

Successful applicants will be required to return grant funds to the department where:

1. activities or tasks required under the funding agreement are not completed to the satisfaction of the department
2. funding provided is not fully utilised, or
3. the information provided is found to be false or misleading.

Payments of the grant proceeds are expected to be paid in instalments over the project's construction period on a case-by-case basis.

The approved amount will be the maximum amount available to the applicant. Cost overruns are the applicant's responsibility.

11. 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.

12. Administration and contact details

The Building Projects Support Program will be administered by the Department of State Growth on behalf of the Crown in 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.
- Feedback on the decision of the application.

13. 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.

14. 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*.

15. Personal information protection

Personal information collected by the Department of State Growth in connection with your application will be used for the purpose of assessing your grant application and communicating with you about it, and managing your grant if you are successful. All such information will be managed by the Department in accordance with the *Personal Information Protection Act 2004*. You may access your own personal information on request to the Department and may be charged a fee for this service.

16. 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, 16. Disclosure, derogates from a party's obligations under the *Personal Information Protection Act 2004 (Tas)* or the *Privacy Act 1988 (Cwth)*.

17. 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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