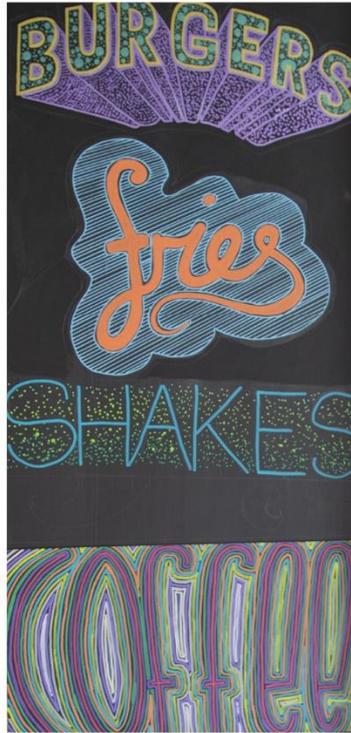


Program Guidelines



Contents

Regional Hospitality Revival Fund	2
1. Aim.....	2
2. Eligibility criteria.....	3
3. Ineligible applicants.....	4
4. Eligible expenditure	5
5. Ineligible expenditure	5
6. Timeframes	6
7. Application process.....	7
9. Taxation and financial implications.....	8
10. Payments	8
11. Confidentiality	8
12. Administration and contact details.....	9
13. Publicity of rebate assistance.....	9
14. Right to information	9
15. Personal information protection.....	9
16. Disclaimer.....	10

Regional Hospitality Revival Fund

I. Aim

Up to \$1 million is available under the Regional Hospitality Revival Fund for one-off rebate payments to assist eligible businesses up to a capped amount of \$1 500 for costs associated with live performances, event staging, minor works and marketing activities that assist in driving visitation to regional areas.

The Fund aims to assist hospitality businesses in regional areas, and is open to eligible hospitality businesses located outside greater Hobart and Launceston. Businesses physically located in the greater Hobart or Launceston areas are not eligible to apply. A full list of ineligible postcodes is included below.

The Regional Hospitality Revival Fund is not a competitive grant program, and applications will be assessed in order of receipt against the eligibility criteria through a two stage process:

- Stage one – Registration
- Stage two – Provision of rebate

Applicants must be assessed as eligible in Stage one to be able to receive a rebate in Stage two.

Stage one

Businesses will register their details and confirm their eligibility via an application form. The registration process will capture business details including type and location. Applicants will also be required to provide details of the activity they are seeking a rebate for and the amount of the rebate being sought. Stage one registrations will be assessed against the eligibility criteria detailed in these Guidelines. The assessment of registrations will commence as applications are received and eligibility will be confirmed within ten business days by email to the applicant.

The Stage one registration process will open at 10:00 am on Monday 23 August 2021 and close at 2:00pm on Thursday 2 December 2021 or when the funding limit has been reached, whichever occurs first.

Stage two

Businesses undertake the activity specified in the registration application during the eligible expenditure period (from the date of email advising the application is approved through to 30 May 2022). Following completion of the activity, recipients will be able to access their rebate by providing proof of payment of eligible expenditure. Recipients will be required to provide proof of payment by 31 May 2022. Upon confirmation of eligible expenditure, funds of up to \$1 500 will be transferred to the recipient's nominated bank account within 10 business days. All payments remain subject to final eligibility checks.

The program will be continuously monitored to manage the program budget. Once the funding limit has been reached, no further applications will be accepted.

The Regional Hospitality Revival Fund will open for Stage one registration applications at 10:00am on Monday 23 August 2021 and close at 2:00 pm on Thursday 2 December 2021 or when funds are

fully allocated, whichever occurs first. Assessment of Stage one registrations will commence as applications are received.

2. Eligibility criteria

Applications must meet all eligibility criteria. If you are unsure about your ability to meet all eligibility criteria you should contact Business Tasmania on 1800 440 026 to discuss.

To be eligible, a business must:

- Be a recognised hospitality business where a main function of the business is hospitality services. For the purpose of this program, to be eligible the business must offer in-house (seated) dining or drinks service. For example, a restaurant, café, bar, pub, or RSL.

Hotels and motels are eligible to apply if the business has an in-house (seated) dining or drinks service. Bottle shops, serviced apartments, sports and community clubs, short term accommodation and holiday homes (including Bed and Breakfasts and AirBnBs) are not eligible to apply.

- Be based and operating within Tasmania, but physically located outside the greater Hobart and Launceston City areas.

Businesses physically located in the postcodes listed in Section 3 are not eligible to apply.

- Hold an Australian Business Number (ABN) – this ABN must be for the applicant business and be continuously active from the time of submitting a Stage one registration.
- Be registered for GST.

Where business owners have multiple businesses registered under multiple ABNs, or multiple businesses registered under one ABN and they wish to submit an application for more than one registered business, separate application forms need to be submitted for each registered business. Only one application per operating site can be submitted. For example, if a site has a café and a separate restaurant, only one application for one of those businesses can be submitted for that site.

At the time of applying, you must provide evidence of business registration and either food licence and/or liquor licence to demonstrate you operate a hospitality business with in-house (seated) dining or beverage services.

If you are unsure about your ability to meet all aspects of the Eligibility Criteria you should contact Business Tasmania on 1800 440 026 to discuss.

3. Ineligible applicants

Ineligible applicants include:

- Businesses that do not offer hospitality services, including in-house (seated) dining or beverage services.
- Sports Clubs and Community Clubs.
- Bottle shops, serviced apartments, short term accommodation and holiday homes (including Bed and Breakfasts and AirBnBs).
- Businesses physically located in the greater Hobart or Launceston areas, including businesses located in the following postcodes:

Greater Hobart:

7000 7004 7005 7007 7008

7009 7010 7011 7012

7015 7016 7018 7019 7020 7021

7050 7052 7053 7055

Greater Launceston:

7248 7249 7250

- Any government body, government agency or government business enterprise.
- Not-for-profit organisations, incorporated associations or charities UNLESS the business is a recognised or identifiable as a hospitality business as per the criteria outlined in Section 2.
- Any public company under the meaning as defined in the *Corporations Act 2001*.
- Businesses that operate predominantly from a home residence.
- Businesses not registered for GST.
- Any business that is under external administration or subject to bankruptcy or similar proceedings, or is trading insolvent.
- Third parties submitting an application on behalf of a business owner.

4. Eligible expenditure

Funding under this program will be provided for initiatives that assist in attracting visitors into regional areas.

Eligible expenditure includes:

- Event and/or live performance staging costs including hiring a DJ and/or live band, equipment hire and decorations (excludes food and beverage purchases and business labour costs).
- Minor works for the venue. This may include, but is not limited to, updating venue signage, repainting interiors/exterior, purchasing new dining tables and chairs, flooring, new artwork, theming, landscaping, upgrading amenities and the purchase of IT equipment.
- Marketing and promotion including communication and branding activities (e.g. social media campaigns, website updates, print media advertising costs) and promotional activities.
- Other initiatives that contribute to the revival of hospitality businesses including staff training, new staff uniforms or upgrading, replacing or purchasing new equipment. For example the purchase of a better coffee machine or larger/additional oven, staging equipment or sound system.

If you are unsure about whether activities are eligible for a rebate, please call Business Tasmania on 1800 440 026 or via email: ask@business.tas.gov.au.

One-off rebate payments are available to a capped amount of \$1 500 per eligible applicant. Rebates may be used as part payment for costs exceeding \$1 500 but the total rebate amount paid to any applicant will not exceed \$1 500.

5. Ineligible expenditure

Ineligible expenditure includes:

- Usual or ongoing operating costs including salaries, rent, utilities, cleaning, maintenance and repairs.
- Staff recruitment costs.
- Normal stock purchases.
- Prizes for competitions or events.

6. Timeframes

The Regional Hospitality Revival Fund will open for registration applications at 10:00am on Monday 23 August 2021 and close at 2:00pm on Thursday 2 December 2021 or when funds are fully allocated, whichever occurs first.

For any extenuating circumstances that may prevent applicants meeting the deadline, applicants must contact Business Tasmania before the Stage one registration process closes on 2 December 2021 to discuss further.

Applicants are advised to submit applications well before the closing date and time. This will allow time to work through any issues or concerns before the program closes.

Description	Date
Stage one registration process opens	Monday, 23 August 2021, 10:00am.
Stage one registration process closes	Thursday, 2 December 2021, 2:00pm or when funds are fully allocated, whichever occurs first.
Stage one registration applications assessed	Assessment of Stage one registrations will commence as applications are received and applicants will be notified of eligibility within 10 business days by email. If a registration is deemed ineligible, applicants will be invited to update their application within five business days for reassessment.
Business undertakes work as specified in its Stage One registration application	From date of email advising registration application approval to 30 May 2022.
Recipients provide proof of payment for approved, eligible expenditure	Tuesday 31 May 2022, 2:00pm.
Rebate payments made	Upon confirmation of eligible expenditure, funds are transferred to the recipient's nominated bank account within 10 business days.

Assessment of Stage one registration applications will commence in order of receipt.

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.

7. Application process

Applicants must determine if they meet the eligibility criteria before submitting a Stage one registration.

Applicant's guidance:

- 7.1 Applicants should read the Guidelines carefully before starting a Stage one registration application.
- 7.2 Applicants should complete and lodge their 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 by calling Business Tasmania on 1800 440 026.
- 7.3 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.

Note: Stage one registrations close on Thursday, 2 December 2021 at 2:00pm.

- 7.4 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.
- 7.5 Applications under Stage one will be assessed by a departmental assessment team. If a registration application is deemed ineligible, the applicant will be able to reapply by updating their submission within five business days.
- 7.6 Applicants who are deemed eligible in Stage one will be advised of the outcome of their application via email.
- 7.7 The assessment of registration applications will commence as received and eligibility will be confirmed within ten business days by email.
- 7.8 Following completion of the activity, businesses must provide proof of payment that the works have been completed. e.g. Invoice itemising eligible expenditure and proof of payment such as a receipt. Bank statement transactions are not considered proof of payment.

Note: Recipients will be required to provide proof of payment by 31 May 2022. Failure to submit evidence of payment by this date may result in applicants not receiving the rebate.

Upon confirmation of eligible expenditure and proof of payment, funds of up to \$1 500 will be transferred to the recipient's nominated bank account.

A successful registration application will:

- Be submitted before the closing date and time.
- Meet all aspects of the eligibility criteria.

- Show that the activity to be supported by the rebate aligns to the purpose of the program, which is to attract visitors to regional areas in Tasmania.

9. Taxation and financial implications

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

The receipt of a rebate from this program may be treated as income by the ATO. While rebates are not 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 rebate under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

10. Payments

Applicants will be asked for bank account details at the time of applying so that successful payments can be processed. This bank account must be in the same name of the person or business who applied for the rebate. You may be asked to provide a copy of your bank statement or a letter from your 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 payment. This process may result in significant delays in any funding being received. Additionally we cannot guarantee that funds paid to an incorrect bank account will be returned to us and in that instance, further payments will not be made.

The Department of State Growth will pay the approved amount within 10 business days of receipt of proof of payment of the eligible expenditure.

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 Regional Hospitality Revival Fund 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.

13. Publicity of rebate 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 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.

16. 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.

Images used within this publication remain the property of the copyright holder.

Cover images courtesy of the Tasmanian Government, Osborne Images, Chris Phelps and Tourism Tasmania.

© State of Tasmania December 2020



Department of State Growth

GPO Box 536

Hobart TAS 7001 Australia

Phone: 1800 440 026

Email: ask@business.tas.gov.au

Web: www.stategrowth.tas.gov.au