



SMALL BUSINESS GRANTS

COVID-19 RESPONSE



**NORTHERN
TERRITORY**

BUSINESS IMPROVEMENT GRANTS

A new program will deliver \$20 million through the Business Improvement Grants program. These grants will help stimulate the economy and keep Territorians in jobs.

It's part of the Territory Government's Jobs Rescue and Recovery plan in response to the coronavirus (COVID-19).

All eligible Territory businesses will be able to access a \$10,000 grant.

For work valued at more than \$10,000, the co-contribution by the Territory Government is limited to \$10,000 on a dollar-for-dollar basis up to a maximum grant of \$20,000.

Each business is only eligible to receive one grant, and it can be used to complete one or two different jobs on the premises.

The upgrades and purchases must be from another Territory business.

The program operates through a voucher system.

WHO CAN APPLY

You can apply if you are a business or enterprise that:

- ▶ Has a valid legal entity and holds a valid Australian business number (ABN) from the date the program was announced (18 March 2020)
- ▶ Is not an excluded recipient - refer to the terms and conditions
- ▶ Has its principal place of doing business physically located in the Northern Territory (NT)
- ▶ Services its customers or clientele from a shopfront premises
- ▶ Offers goods and / or services to the public
- ▶ Was offering its services wholly or substantially in the NT for at least one month at the time of applying for a grant.



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HOW TO APPLY

You must read, understand and agree to the scheme's [terms and conditions](#) to apply for a grant.

When you are ready to apply, follow these steps:

- Step 1.** Decide what type of job you want done in your business.
- Step 2.** [Check the list of registered service providers](#) taking part in the program.
- Step 3.** Contact a service provider from the list for a quote. There is no minimum number of quotes.
- Step 4.** After selecting a preferred quote, apply online to receive a unique voucher on the [Smartygrants website](#).
- Step 5.** Once the work is completed, you must pay the service provider for the work using the voucher as part payment. You must give your voucher to the service provider so they can be paid by the Department of Trade, Business and Innovation.

AFTER YOU APPLY

All work must be completed within six months of the date of issue of the voucher, or 30 April 2021 - whichever is sooner.

FAQS

Who can apply?

You can apply if you are a business or enterprise that:

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- ▶ Is not an excluded recipient - refer to the terms and conditions
- ▶ Has its principal place of doing business physically located in the Northern Territory (NT)
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What can you use the grant for?

You can use the grant to purchase goods and services to make permanent physical improvements to a business (land and / or building) that help its operations and customer experience.

You must not use a voucher with any other voucher or other benefit granted under any other program (whether an Australian Government or NT Government program) to pay for the same works.

Eligible works include:

- ▶ Buying new equipment
- ▶ New shop fit outs
- ▶ Physical changes to attract customers.

Eligible works must:

- ▶ Include a labour component and
- ▶ Be carried out by an eligible business that is not related to the grant recipient.

What works are excluded?

Excluded works include:

- ▶ Security improvement works as defined under the Biz Secure and Alcohol Secure programs
- ▶ Buying solar photovoltaic (PV) panels or installing solar panels - eg rooftop solar, and any related solar works (except solar hot water)
- ▶ Works that are to be carried out by the grant recipient on a 'do-it-yourself' basis or
- ▶ Works carried out by a business related to the grant recipient.

When can work start?

Eligible works can start after an application has been approved by the Department of Trade, Business and Innovation.

SMALL BUSINESS SURVIVAL FUND

The Jobs Rescue and Recovery plan's Small Business Survival Fund is a \$50 million initiative to help Territory small businesses survive the physical distancing requirements in response to the coronavirus (COVID-19) pandemic.



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The fund has three goals:

1. Help local businesses survive through the partial or full shut-down period. For example, support in meeting unavoidable fixed costs.
2. Help local businesses adjust and adapt to take advantage of the new consumer environment. For example, expanding online services, takeaway and delivery.
3. Prepare local businesses to take advantage of the rebounding economy when the coronavirus (COVID-19) crisis is over. For example, upgrading premises or upskilling staff.

The fund will be administered by the Department of Trade, Business and Innovation. It is targeted at businesses that have a significant reduction in trade due to the shutdown and physical distancing provisions.

The fund was developed by an industry-led advisory board, chaired by respected Territory business leader Dick Guit.

The Small Business Survival Fund is available to eligible businesses in addition to other support, including the Jobs Rescue and Recovery Package and the Tourism Resilience Package.

BEFORE YOU APPLY

To apply you must have a NT Government vendor ID.

Use your current vendor ID if:

- ▶ You have received a payment in the last six months from the NT Government, and
- ▶ Your business details have not changed.

You can find your vendor ID on your remittance advice in the top right hand side. It is the first eight characters of the Vendor No.

You can use this vendor ID in your application.

If you do not have a recent remittance advice or you need to register as a new vendor, email accountspayable@nt.gov.au.



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HOW TO APPLY

To apply for the fund, follow these steps:

- Step 1.** You must read, understand and agree to the fund's [terms and conditions](#) before you apply.
- Step 2.** Apply online on the [Smartygrants website](#).

FAQS

What does 'total Australian wages paid or payable' mean?

This initiative is available to Northern Territory (NT) businesses that meet the following criteria:

- ▶ A legal entity and holder of a valid Australian business number (ABN) as at 23 March 2020, and
- ▶ A Territory enterprise, and
- ▶ Usually operates in one of the industry sectors affected by the social gathering restrictions announced on 22 March 2020 and 24 March 2020, and / or
- ▶ Has been significantly impacted by the physical distancing requirements in response to the coronavirus (COVID-19) pandemic - for example, staffing, turnover.

How are applications assessed?

The following principles and criteria will be used to assess applications to the fund:

- ▶ The affected business must be operating in a defined industry sector listed below
- ▶ The affected business must demonstrate significant impact, in particular in relation to turnover, staffing levels and fixed and operational costs
- ▶ Applicants must be able to provide appropriate evidence to support their application to the fund
- ▶ Eligible recipients must comply with the NT Government's buy local policy requirements
- ▶ Businesses that meet the fund's objective (section 1.1 of the terms and conditions), intent and principles will be assessed on a case-by-case basis.



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How are payments made?

Payments will include an initial lump sum to offset current costs and provide time to adjust.

What is the immediate survival payment?

The immediate survival payment provides an initial lump sum directed to businesses to help offset immediate cost pressures and provide time to plan.

It's a four-tier payment based on the size of the impacted workforce.

Eligible businesses will have to provide a certified financial / payroll statement identifying the number of employees pre-shutdown.

The eligibility criteria includes:

- ▶ A demonstrated reduction in turnover
- ▶ Impact of fixed costs
- ▶ An employment reduction.

What are the immediate survival payment amounts?

The immediate survival payment amounts include:

- ▶ \$2,000 for sole traders
- ▶ \$5,000 for businesses with 2 to 4 employees (FTEs)
- ▶ \$20,000 for businesses with 5 to 19 employees (FTEs)
- ▶ \$50,000 for businesses with more than 20 employees (FTEs).

What is the rapid adaption payment?

The rapid adaption payment provides:

- ▶ Up to \$1,000 for businesses with one employee (FTE) and
- ▶ Up to \$5,000 for other eligible businesses to offset costs incurred in adapting their current business model to suit restrictions.

This payment is application-based and paid direct to the business.

It will be paid on the provision of an appropriate invoice.



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Expenditure must occur after the announcement and applications close on 1 May 2020.

After this time, businesses will have full access to the Business Improvement and Immediate Work grants under the Jobs Rescue and Recovery package.

What are the affected business sectors?

The following list includes those businesses specifically identified in the Australian Government physical distance restrictions and how they are proposed to be treated under this program.

Food, drink and retail

This includes:

- ▶ Restaurants and cafes
- ▶ Pubs, registered and licensed clubs (excluding bottle shops), hotels (excluding accommodation)
- ▶ Auction houses
- ▶ Retail (other).

Beauty and personal care services

This includes:

- ▶ Beauty therapy, tanning, waxing, nail salons and tattoo parlours
- ▶ Spas and massage parlours.

Entertainment venues

This includes:

- ▶ Cinemas, nightclubs and entertainment venues
- ▶ Casinos, gaming or gambling venues
- ▶ Strip clubs, brothels and sex on premises venues
- ▶ Concert venues, theatres, arenas, auditoriums and stadiums
- ▶ Amusement parks and arcades
- ▶ Play centres (indoor and outdoor).



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Leisure and recreation

This includes:

- ▶ Community and recreation centres (private enterprise only)
- ▶ Gyms, indoor sporting venues, health clubs, fitness centres, yoga, barre and spin facilities, saunas, bathhouses and wellness centres
- ▶ Bootcamps, personal training operating outside and inside
- ▶ Galleries, museums, national institutions and historic sites (private enterprise only)
- ▶ Libraries, community centres and youth centres (private enterprise only)
- ▶ Tourism (other).

What if my business is not listed?

If your business is not listed, email survivalfund@nt.gov.au.



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