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Business Support Fund - Expansion FAQs

Questions and answers related to the Victorian Government's Business Support Fund - Expansion for small businesses.

Why did the Victorian Government launch the Business Support Fund?

The Business Support Fund – Expansion was launched to support small and medium businesses in metropolitan Melbourne and Mitchell Shire that may have been financially impacted by the return of Stage 3 Stay at Home restrictions in these areas.

What are the key dates for the program?

The program will be open for applications from Monday, 13 July 2020 and will close at 11.59 pm on Wednesday 19 August 2020.

What businesses are eligible to apply for the Business Support Fund – Expansion program?

A business is eligible to apply for the \$5,000 grant if it meets all the following:

- operate a business located in metropolitan Melbourne or Mitchell Shire
- be a participant in the Commonwealth Government's JobKeeper Payment scheme
- employ people
- be registered with WorkSafe on 30 June 2020
- have an annual payroll of less than \$3 million in 2019-20 on an ungrouped basis
- be registered for Goods and Services Tax (GST) as at 30 June 2020
- hold an Australian Business Number (ABN) and have held that ABN at 30 June 2020
- be registered with the responsible Federal or State regulator.

A sole trader must employ persons other than themselves to be eligible.

Not-for-profit organisations can apply for a grant as long as they meet the eligibility criteria.

Businesses that have received funding from other components of the Victorian Government's Economic Survival Package are eligible to apply for this program.

Am I eligible to apply for the \$5,000 grant if I received an earlier \$10,000 grant under the Business Support Fund?

Yes, if you have previously received a \$10,000 grant under the Business Support Fund, you are eligible to apply for the Businesses Support Fund – Expansion program.

I received a \$10,000 Business Support Fund grant - do I have to apply to the Business Support Fund – Expansion program to receive the \$5,000 grant?

Yes, businesses will still need to submit an application to receive a grant under the Business Support Fund – Expansion program. This program has different criteria to the Business Support Fund.

Am I eligible to apply for the \$5,000 grant if I received a Payroll Tax rebate or waiver?

Yes, a business is eligible to receive the \$5,000 grant in addition the Payroll Tax rebate or waiver, if they meet the eligibility criteria.

I have more than one business located in metropolitan Melbourne and Mitchell Shire can I receive more than one grant of \$5,000?

If you have more than one business registered with different ABNs and they can individually meet the relevant criteria, you may be eligible for a grant for each business. You would need to submit a separate application for each business.

What do I do if I accidentally submit two applications? How can I retract one?

Each business, as identified by its ABN, is eligible to receive only one grant of \$5,000.

If you have accidentally submitted two separate applications for one business (i.e. one ABN), you do not need to do anything to retract one of them – we will only pay one grant for that ABN.

How do you define an employee?

Generally, to be considered an employee, staff must be under the control of the business, and have income tax and superannuation paid by the employer.

My business is part of a payroll group - can I apply?

- Eligible businesses must have a payroll as defined by the State Revenue Office of less than \$3 million in 2019-20.
- Where a business is in a payroll group, the payroll eligibility criteria applies to each business in the payroll group. That is, any member of a group with an annual payroll of up to \$3 million in 2019-20 can apply and each business may be eligible for a grant.
- If your business has a payroll of above \$3 million in 2019-20, your business is not eligible for a grant.

How do I provide evidence that my business is registered with WorkSafe?

- Applicants must provide a WorkCover Employer Number (WEN).
- The WorkCover Employer Number (WEN) is a unique number allocated by the Victorian WorkCover Authority (WorkSafe Victoria) to identify employers registered for WorkCover purposes.
- All employers should receive their 2020-21 invoice from WorkSafe in the week beginning Monday 6 July 2020, which will contain the WEN.
- If you have forgotten your Workcover Employer Number **visit the WorkSafe website External link (opens in same window)** (<https://www.worksafe.vic.gov.au/login>).

How do I provide evidence that my business is a participant in the Commonwealth's JobKeeper Payment scheme?

Evidence of participation will be in the form of your most recent 'JobKeeper business monthly declaration', or if you are a new entrant your JobKeeper enrolment form – as a PDF file generated from the Australian Taxation Office Business Portal.

Applicants will need to supply the ATO JobKeeper Receipt ID number in the application form and some additional information about your business JobKeeper enrolment and current participation, which may be used to cross-check your business is a current participant.

What evidence is needed to prove that a business had an annual payroll of less than \$3 million in 2019-20 on an ungrouped basis?

The State Revenue Office (SRO) will verify if a business had a payroll of less than \$3 million for 2019-20. Applicants are not required to attach documentation.

For some businesses, you may need to complete your annual payroll tax reconciliation which is due by 21 July 2020 to enable the SRO to assess that you had a payroll of less than \$3 million.

What are the relevant Commonwealth and State regulators that a business needs to be registered with?

- For the purpose of this grant program, a business is defined as an entity where a business name is registered with the Australian Securities Investment Commission (ASIC).
- In the case of a charity, it must be registered with the Australian Charities and Not-for-profits Commission (ACNC).
- In the case of an incorporated association, it must be registered with Consumers Affairs Victoria (CAV).
- Businesses must ensure their registration is current prior to application.
- If your businesses is not registered at the time of application it will not be eligible to receive a grant.

I received an email stating 'Application failed Australian Securities and Investments Commission (ASIC) check', what does that mean?

As part of the grants assessment process, we check with the Australian Securities and Investment Commission (ASIC). This check has found that your business name is not registered, does not match the name you provided on your application or that there has been an adverse finding against your business.

Businesses must ensure their registration is current prior to application. If your business is not registered at the time of application it will not be eligible to receive a grant.

An adverse finding is taken into consideration when processing grant applications.

Why are businesses who do not employ people not eligible for the \$5,000 grant?

The Program was created to support employing businesses that have been highly impacted by the return to Stay at Home restrictions.

Given the availability of JobKeeper and JobSeeker payment schemes for non-employing sole traders, the Program was designed to support as many employing businesses as possible.

Non-employing businesses may be able to access support through the Business Advisory and Wellbeing Program. Details of this program will be available soon on the **Business Support Package page** (<https://www.business.vic.gov.au/support-for-your-business/grants-and-assistance/business-support-package>).

If I am a successful applicant, are there restrictions on what I can spend the funds on?

Funds may be spent on business activities and costs, including:

- employee salaries
- utilities and rent
- seeking financial, legal or other advice to support business continuity planning
- developing the business through marketing and communications activities
- other supporting activities related to the operation of the business.

I have not heard about my application. Is it still being considered?

The Department will endeavour to process all applications within ten business days.

Delays may be experienced if:

- the application does not meet all the criteria outlined in the guidelines
- applicants have not submitted the requested supporting documentation
- the submitted documentation, such as a gas bill/Council rates, or banking information is incorrect
- the State Revenue Office is unable to verify if the business had less than \$3 million in payroll tax for the year 2019-2020
- the application has been returned for amendments
- more than one application has been submitted for the same business
- incorrect details have been entered on the application form, for example, incorrect ABN, WEN and banking details (for successful applicants).

Why is it important that applicants attach accurate supporting documentation to their application?

A Utility Bill, Lease Agreement or Council Rate Notice will clearly indicate your business' physical address within an eligible Local Government Area.

If an applicant's supporting documentation and geographical eligibility cannot be verified, the application will be returned, and the applicant will be asked to update their documentation.

What happens if I have submitted an application and not received any email notifications?

Your spam filter may have prevented you from seeing email notifications from us, please check your junk inbox.

Applicants may be emailed for the following reasons:

- if you have not submitted the correct supporting documentation
- if your application is considered eligible and you have been awarded a \$5,000 grant of your application is ineligible as it does not meet the eligibility criteria of the program.

Will my business be audited by the Victorian Government after the grant has been paid?

Applicants may be subject to audit by the Victorian Government or its representatives and will be required to produce evidence (such as payroll reports to demonstrate impact) at the request of the Victorian Government for a period of four years after the grant has been approved.

[Return to the Business Support Fund - Expansion page](https://www.business.vic.gov.au/support-for-your-business/grants-and-assistance/business-support-package/business-support-fund) (<https://www.business.vic.gov.au/support-for-your-business/grants-and-assistance/business-support-package/business-support-fund>)

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