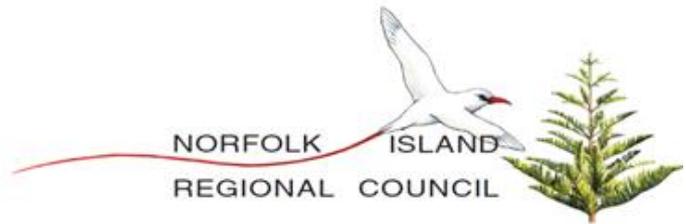




**The Administrator  
Australian Territory of Norfolk Island**



# **COVID BUSINESS RELIEF GRANT PROGRAM**

## **GUIDELINES**

## **2021**

## Aims and objectives

The Australian Government and the Norfolk Island Regional Council (NIRC) are working together to provide financial assistance payments to Norfolk Island businesses affected by the current COVID-19 outbreak and travel restrictions.

This relief scheme will support local businesses experiencing hardship caused by the downturn in visitors due to widespread COVID-19 lockdowns and travel restrictions across Australia. The program is similar to other programs being delivered to COVID-19 affected communities in Australia.

The package will provide businesses a tiered one-off payment ranging from \$5,000 to \$15,000 (taxable) depending on their annual turnover. Businesses will also be eligible to apply for a fortnightly payment of \$1,500 to cover business expenses until the border restrictions put in place by Emergency Management Norfolk Island (EMNI) to Norfolk Island are lifted.

## Available Grants

**Table of Grants available**

Annual Turnover	Eligible Businesses				One Off Grant Amount	Eligible for fortnightly payments?
	Micro Business	Small Business	Sole Trader	Not for Profit		
\$30,000 - \$50,000	Yes	Yes	Yes	Yes	\$5,000	Yes
\$50,000 - \$100,000	Yes. Where turnover is < \$75,000	Yes	Yes	Yes	\$7,500	Yes
\$100,000 - \$200,000	No	Yes	Yes	Yes	\$10,500	Yes
Greater than \$200,000	No	Yes	Yes	Yes	\$15,000	Yes

## Eligibility

To be eligible, businesses must meet the following conditions:

- hold an active Australian Business Number (ABN)
- provide a Norfolk Island Regional Council Rates Assessment Number for the premises the business owns, or occupies. Business owners do not need to be the owner of the premise or, be the ratepayer at the property. Businesses leasing a premise are able to contact a landlord or, Customer Care to get the assessment number for the property.
- demonstrate the business was operating in Norfolk Island on 1 June 2021 by providing a valid ABN number with a postcode of 2899
- have had total annual Australian wages of \$10 million (or less) at 1 July 2021

- have an aggregated annual turnover between \$75,000 and \$50 million (inclusive) for the year ended 30 June 2021 for businesses categorised as a sole trader or, not-for-profit or,
- have an aggregated annual turnover between \$30,000 and \$75,000 (inclusive) for the year ended 30 June 2021 for businesses categorised as a: micro-business i.e. a small business, sole trader or not-for-profit
- have business costs for which there is no other government support available, for example: salaries and wages, utilities and rent, financial advice, legal or other advice, marketing and communications, perishable goods, and other business costs
- have experienced a decline in turnover of 30% or more over a minimum two-week period from **26 June 2021 to 20 August 2021**, due to the Public Health Order. This is compared to:
  - the same period in 2019, or
  - the same period in 2020, or
  - the 2-week period immediately before 26 June 2021
- for employing businesses, an agreement to maintain employee headcount from 13 July 2021 whilst receiving payment
- for non-employing businesses i.e. sole traders, demonstrate that the business is the primary source of income (greater than 50%) for the nominated person. Those who have more than one non-employing business can only claim payments for one business.

## Supporting Information

Businesses are required to provide supporting information with their application as evidence of eligibility, this includes:

- a 2020-2021 Australian Income Tax Return or, if this is not yet complete, a 2019-20 Tax Return and a declaration confirming that there has been no material change in the business since then.
- for business who have been operating for less than one year, a letter from their accountant which provides information about predicted turnover for 2020-2021.
- a valid Norfolk Island Regional Council Rates Assessment Number.
- a valid ABN which clearly identifies the location of the business as Norfolk Island, 2899. This information is available online at link [ABN Lookup \(business.gov.au\)](https://business.gov.au/abn-lookup).
- a document, or documents, which show the amount of money taken during the periods being compared; this is to show a decline in business turnover, for example, a sales report.
- turnover is defined as the total amount of money taken by a business in the 12-month period specified.

## Ineligible applications

An application is ineligible when:

- it does not meet the specified eligibility criteria.
- it does not contain supporting information such as an Australian Income Tax Return, ABN, Rates Assessment Number or other supporting documentation.
- it is submitted after the published closing date and time.

Government agencies as well as banks are not eligible to apply. An entity which earns a passive

income such as: rent, interest, or dividends is also ineligible.

## How to Apply

All applications are required to be submitted online via Councils grants program software. You can access this link on Councils website at <http://www.norfolkisland.gov.nf/council/grants-program> No applications will be received in hardcopy format or, by any other means.

Applications must provide all required information and, must be submitted on or before the closing date of 23:59 Thursday 30 September, 2021. This closing date aligns with the Declaration of State of Emergency issued by Emergency Management Norfolk Island (EMNI).

## Assessment of Applications

Applications are assessed by a panel including the General Manager of the Norfolk Island Regional Council (NIRC) and a representative of the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC).

Payments are authorised by the General Manager.

Successful applicants will be notified in writing by the Council, and will be required to provide bank account information to facilitate payment of grant funds.

## Successful Applications

On successful application, businesses will receive a letter of offer that sets out the amount of the grant to be provided and the terms and conditions of the grant funding.

Where the grant is accepted, a contracted Funding Agreement is instrumented that binds the parties to the documented terms, including any milestones, reporting and acquittal requirements.

Grant funds must be spent on items and eligible costs that are directly related to the funding received. During the application process businesses are asked what the received funds will be used for. This will form part of the Funding Agreement and acquittal process.

Businesses who are successful in receiving a the 'one-off' grant payment will be required to complete the acquittal process by the specified date.

Businesses who are successful in receiving a grant for fortnightly payments will have additional reporting requirements of a a fortnightly submission that demonstrates that the number of employees have been retained. They will also be required to notify Council if they are not maintaining the number of employees they had on the date of application. A reduction in employee headcount as a result of something outside of the control of the employer (such as voluntary resignations) will not be taken as a reduction in employee headcount.

## Unsuccessful Applications

Unsuccessful applicants are advised in writing and provided an option of support through specific feedback.

## Acquittal

The acquittal process requires those who have received grant funding to accurately report on the funding activities as well as the expenditure of the funding. Grant acquittal reports are required at the end of a project, they are used to confirm:

- that the funding has been used for the purpose outlined in the funding application and,
- to demonstrate that the terms of the funding agreement have been met.

Details of the acquittal process will be provided in the Funding Agreement.

## Privacy Statement

### Use and disclosure of personal information

The information provided as part of this grants process is stored in the Smartygrants system. This information will only be used for the purpose(s) for which you gave it to us and for related, internal management or statutory purposes. For example, to generate a report to the assessment panel. Council will not disclose your personal information to anyone else unless:

- you consent to or expect disclosure of your personal information
- disclosure is necessary for the enforcement of the criminal law or for the protection of public revenue
- disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of a person, or
- disclosure is required or authorised by law.

## More Information

If you have any questions, you can contact Customer Care on local free call 0100 or, for international callers +672 3 22244, or by emailing [customercare@nirc.gov.nf](mailto:customercare@nirc.gov.nf)

Customer Care offices are open Monday to Friday, 9 am – 4 pm, and are located at 9 New Cascade Road.

## Key Steps

1. Read these guidelines and all of the application information.
2. Complete the application form online using our Smartygrants portal.
3. If this is your first grant application using the Smartygrants portal, it will ask you to register as a user of the system.
4. Submit your application by the closing date and time.
5. Contact us if you have any questions.