


Updating Proof of Identity Details in Grant Hub forms

If you have received email notification that your identity document check has returned an invalid result or could not be validated, follow the guide below to update and correct your details so that your application can be processed in a timely manner.

*Please note that the Document Verification System will allow a total of four attempts (the initial submission plus three correction attempts) per application before it will be denied.

Step One: Receiving email notification to update your details

Proof of Identity Verification Status for Businesses Costs Recovery Program - Non-employed Businesses

 Economic Development Enquiries <noreply@ecodev.vic.gov.au>
To: Your email address

Mon 22/02/2021 9:31 AM

Your ID for future reference is GA-F1450508-5674.

Unfortunately, your identity document check has returned an invalid result or could not be validated. Your application has been reset to 'Draft'. Please return to your Draft application on the [Grants Portal](#) to update and confirm your identity document information. You may select a different identity document from the available options on the application form.

Please contact our [Help Line](#) if you need assistance.

Thank you.

Please note that this is an automatically generated email.

Click and follow this link



Step Two: Selecting your application on the Grants Hub

VICTORIA State Government | DEPARTMENT OF JOBS, PRECINCTS AND REGIONS

HOME > SUPPORT FOR YOUR BUSINESS > DJPR GRANTS > MY GRANTS AND ASSISTANCE

My Grants and Assistance
Manage grants and assistance that you have applied for.

Update My Account | Change Password | Log Out

PROGRAM	IDENTIFIER	REFERENCE NO.	STATUS	LAST MODIFIED	ACTION
Business Costs Assistance Program - Non-employed Businesses		GA-F1450508-5674	Draft	22/02/2021	
Business Costs Assistance Program - Employing Businesses		GA-F1450493-4425	Draft	22/02/2021	
Alpine Resorts Support Program - Stream 2		GA-F1207426-1811	Submitted	16/12/2020	

Select the application which matches the number quoted in the email

Step Three: Follow the link through to your application

DEPARTMENT OF JOBS, PRECINCTS AND REGIONS

HOME > SUPPORT FOR YOUR BUSINESS > DJPR GRANTS > VIEW GRANT APPLICATION

Business Costs Assistance Program - Non-employing Businesses
Application GA-FJA45508-5674

Status: Draft
Created: 21/02/2021
Submitted: 21/02/2021

Documents

NAME	CREATOR	DATE	ACTION
Business Costs Assistance Program - Non-employing Businesses		21/02/2021	

Cancel

Follow the link to update your application

Step Four: Preview Page

DEPARTMENT OF JOBS, PRECINCTS AND REGIONS

HOME > SUPPORT FOR YOUR BUSINESS > DJPR GRANTS > BUSINESS COSTS ASSISTANCE PROGRAM - NON-EMPLOYING BUSINESSES (PREVIEW)

Please review the information below to ensure completeness and accuracy before submitting.

- INTRODUCTION
- SECTION 1: ARE YOU ELIGIBLE TO APPLY?
- SECTION 2: APPLICANT DETAILS
- PROOF OF IDENTITY**
- SECTION 3: REASON FOR APPLICATION
- DECLARATION AND AGREEMENT (ACKNOWLEDGEMENT)
- OVERALL PREVIEW

Business Costs Assistance Program - Non-employing Businesses (Preview)
Application GA-FJA45508-5674

INTRODUCTION

What is the purpose of this application form?

User Registration

It is a requirement to be a registered user in order to 'Save as Draft' or 'Submit' an application form. If you are already a registered user, you will be directed to enter your username and password when you 'Save as Draft' or 'Submit' the application. If you are not a registered user, you will be directed to create a username and password when you 'Save as Draft' or 'Submit' the application form.

Privacy and Commercial Confidentiality

The Department of Jobs, Precincts and Regions (the Department) is collecting your personal information such as your name and contact details to assess your eligibility for grant funding and to contact you about your application. Your information will be held by the Department and be managed in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1974. For more information, go to the Department's Privacy Policy.

Data Security and Ownership

Information in this application is transmitted to the Department's secure environment once you have saved or submitted an application. Your draft form can be seen by Departmental staff but will not be viewed in detail or assessed until you have submitted it.

Funding Discretion

Assessment of this application and any decision to approve funding are matters for the State of Victoria in its absolute discretion acting through its Ministers and the Department.

State Not Liable for Claims Arising from Application

The State of Victoria will not be liable for any action or claim arising from or in connection with this application and its assessment.

Confirmation

- I confirm that I have read and understood the Program Guidelines.
- The applicant meets and can provide evidence as to its eligibility to the program.
- I understand that Accommodation businesses that apply to both the Business Costs Assistance Program and the Victorian Accommodation Support Program will only receive the maximum grant they are eligible for under either program.
- I understand that Licensed Hospitality Venue Fund grant recipients are not eligible to receive a grant from this program and confirm that my business has not received a Licensed Hospitality Venue Fund grant.

You will land on this "Preview" page. Select the "Proof Of Identity" tab on the left of the page

Step Five: Update your Proof of Identity & Resubmit

DEPARTMENT OF JOBS, PRECINCTS AND REGIONS

HOME > SUPPORT FOR YOUR BUSINESS > DJPR GRANTS > BUSINESS COSTS ASSISTANCE PROGRAM - NON-EMPLOYING BUSINESSES

Business Costs Assistance Program - Non-employing Businesses (page 4 of 6)
Application GA-FJA45508-5674

PROOF OF IDENTITY

*Proof of Identity

Please select one from the adjacent list. The identity document details provided should be for a person listed on the Australian business Register as either the owner or co-owner of the business or authorised contact of the business.

Your proof of identity information will be verified after you complete and submit this application.

If your proof of identity information cannot be successfully verified, you will receive an email notification requesting you to log into this portal again and correct any errors.

Driver Licence

DRIVER LICENCE DETAILS

*Driver Licence No.

*State of Issue

*Given Name (as it appears on your driver's licence)

*Family Name

*Date of Birth

* Includes mandatory fields.

<< Previous Page | Save as Draft | View as PDF | **Next Page >>**

On the "Proof of Identity" tab you will be able to update the information of the ID type you selected (e.g. Driver Licence) or choose a new ID Type

Once you have updated or corrected your details, select "Next Page" to step through the rest of your application and re-submit

Step Six: Resubmission

VICTORIA DEPARTMENT OF JOBS, PRECINCTS AND REGIONS

DEPARTMENT OF JOBS, PRECINCTS AND REGIONS

HOME > SUPPORT FOR YOUR BUSINESS > DJPR GRANTS > BUSINESS COSTS ASSISTANCE PROGRAM - NON-EMPLOYING BUSINESSES (PREVIEW)

Please review the information below to ensure completeness and accuracy before submitting.

Business Costs Assistance Program - Non-employing Businesses (Preview)

Application GA-F1450508-5674

INTRODUCTION

What you need to know before completing the application form.

User Registration
It is a requirement to be a registered user in order to 'Save as Draft' or 'Submit' an application form. If you are already a registered user, you will be directed to enter your username and password when you 'Save as Draft' or 'Submit' the application. If you are not a registered user, you will be directed to create a username and password when you 'Save as Draft' or 'Submit' the application form.

Privacy and Commercial Confidentiality
The Department of Jobs, Precincts and Regions (the Department) is collecting your personal information such as your name and contact details to assess your eligibility for grant funding and to contact you about your application. Your information will be held by the Department and be managed in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1974. For more information, go to the Department's Privacy Policy.

Data Security and Ownership
Information in this application is transmitted to the Department's secure environment once you have saved or submitted an application. Your draft form can be seen by Departmental staff but will not be viewed in detail or assessed until you have submitted it.

Funding Discretion
Assessment of this application and any decision to approve funding are matters for the State of Victoria in its absolute discretion acting through its Ministers and the Department.

State Not Liable for Claims Arising from Application
The State of Victoria will not be liable for any action or claim arising from or in connection with this application and its assessment.

Confirmation:

- I confirm that I have read and understood the Program Guidelines.
- The applicant meets and can provide evidence as to its eligibility to this program.
- I understand that Accommodation businesses that apply to both the Business Costs Assistance Program and the Victorian Accommodation Support Program will only receive the maximum grant they are eligible for under either program.
- I understand that Licensed Hospitality Venue Fund grant recipients are not eligible to receive a grant from this program and confirm that my business has not received a Licensed Hospitality Venue Fund grant.

I warrant that the information being submitted in this application is true and correct by signing the grant terms, that state the maximum government contribution where required, for example:

- Driver Licence with VicRoads or the appropriate Transport entity in my state or territory
- Medicare Card with Medicare Australia
- Australian Visa with Department of Home Affairs
- Non-public information with the Australian Business Register, and
- Payroll in 2019-20 with the State Revenue Office.

1.1 Further Information
Any personal information collected in the application will be used by the Department for the purposes of application assessment, program administration and program review. Any personal information collected, held, managed, used, disclosed or transferred by the Department will be done so in accordance with the Privacy and Data Protection Act 2014. You may contact the Department to request access to your personal information, or for other concerns regarding the privacy of your personal information, by emailing the Department's Privacy Unit at privacy@ecodevic.gov.au.

2.0 Applicant's declarations and acknowledgements

- The business that is the subject of this application is a going concern, and I have not, to the best of my knowledge having made all reasonable inquiries, omitted any information that would have a bearing on the consideration of my application, and I acknowledge that I may be required to provide evidence of applicant statements made and information provided in this application.
- The applicant statements set out and information provided in this application are true and correct in every particular.
- I understand this grant is for a small and medium businesses that were subject to closure or highly impacted by the COVID-19 circuit breaker.
- I understand if this application is successful, the grant will be awarded to assist the business.
- I understand that this application may be subject to audit and upon audit I will be required to produce evidence of costs incurred as a direct result of the COVID-19 circuit breaker announced 12 February 2021 for a period of 12 months after the grant has been approved.
- I confirm that neither I, nor any other person associated with this business, has previously applied for this grant for this business.
- I acknowledge that failing to provide some or all of the information which the Department requests about or in relation to the application or the business may result in this application not being processed or approved.
- I acknowledge and accept that the provision of incorrect BSB and bank account number details will delay the processing of my application and/or receipt of payment.
- I understand that any of the following circumstances may be taken into consideration in any decision whether to award a grant:
 - any adverse findings by a regulator regarding a business;
 - a business is placed under external administration;
 - there is a petition to wind up or deregister a company or business;
 - the business is or becomes deregistered or unregistered (including cancellation or lapse in registration)
- I understand that the Department will use the results of these verification exercises with other Victorian and Commonwealth government departments and agencies to assess the eligibility of my application.

Applicant Declaration

I declare that I am authorised for and on behalf of the Applicant/Business nominated in this application to provide this declaration and to submit this application.

I understand that if any information provided in this application is found to be untrue or misleading, the grant will be repayable on demand, the matter may be referred to law enforcement and penalties may apply.

- By checking this box I am making the above declaration and agree to the terms of the grant as set out in this online form. I acknowledge that all awarded grantees are subject to audit by the Victorian Government.
- Full name of person completing this application: Owner
- Position/Role: Owner

* Indicates mandatory fields.

<< Previous Page Save as Draft View as PDF Save and Submit

Review your application details on the "Preview Page" and scroll down to resubmit

Scroll Down

Click "Save and Submit" to resubmit your updated application

Final Step: Submission Confirmation

VICTORIA DEPARTMENT OF JOBS, PRECINCTS AND REGIONS

DEPARTMENT OF JOBS, PRECINCTS AND REGIONS

HOME > SUPPORT FOR YOUR BUSINESS > DJPR GRANTS > SUBMISSION RECEIVED

Submission Received

Thank you for your submission. Your response ID for future reference is GA-F1450508-5674.

We highly recommend that you print out a PDF version of your form response for your records. Click here to view the PDF of your response.

Once you reach this "Submission Received" page, your application and corrected DVS Details have been submitted and received.