

GUIDELINES

Licensed Hospitality Venue Fund – COVID-19

Program Summary

On 13 September 2020, the Victorian Government announced a new support package to help businesses survive the impacts of coronavirus (COVID-19) restrictions and to keep Victorians in jobs. This announcement includes \$251 million for the Licensed Hospitality Venue Fund.

Through the Licensed Hospitality Venue Fund (**Program**) eligible liquor licensees (**Licensees**) may apply for grants of between \$10,000 and \$30,000. The Program is open to both metropolitan and regional based businesses across Victoria.

These Guidelines set out the eligibility criteria for support under the Program. Please ensure that you read this document and the grant terms and conditions carefully before completing the application form.

The Department of Jobs, Precincts and Regions (**Department**) will send invitations to submit applications under this Program directly to the Licensee of the liquor licence by using the same email account as the Licensees' Liquor Portal Account registered with the Victorian Commission for Gambling and Liquor Regulation¹. Completed application forms are to be submitted to the Department.

1 Standard Eligibility Criteria

1.1 To be eligible for the Program:

- businesses must operate at licensed bars, restaurants, pubs, clubs, hotels, cafes or reception centres that serve food and alcohol (Premises) located in Victoria on 13 September 2020; and
- businesses must hold a general or late night (general), full club, restaurant and cafe, producer's or on-premises or late night (on-premises) liquor licence as at 13 September 2020; and
- businesses must have been operating prior to 13 September 2020 and intend to continue to operate under the Licensee's liquor licence²; and
- there must be a food business³ (which may be a third party or the Applicant) holding a Class 2 or 3 Service Sector Certificate of Registration under the *Food Act 1984* which serves food on the same Premises; and

¹ Licensees may access the portal at the Victorian Commission for Gambling and Liquor Regulation: <https://liquor.vcglr.vic.gov.au/liquorportal/>

The Department recognises that a VCGLR Liquor Portal account may have been set up by either the Licensee or a person authorised by the Licensee to do so.

² Categories of licences for liquor supply as issued by the Victorian Commission for Gambling and Liquor Regulation.

³ Be a food business under the *Food Act 1984* and must submit a Class 2 or 3 Service Sector Certificate of Registration under the *Food Act 1984* (Vic) that is valid in 2020, held by the applicant or the food business operating on that premises, to operate a restaurant, hotel, cafe, pub, bar, club or reception centre.

- businesses must be registered for Goods and Services Tax (GST) on 13 September 2020⁴; and
- businesses must hold an Australian Business Number (ABN) and have held that ABN at 13 September 2020; and
- businesses must be registered with the responsible Federal or State regulator⁵.

1.2 Businesses that apply for support under the *Third Round of Business Support Fund* (BSF3) and this Program may be entitled to a grant no higher than the maximum amount for which the business is eligible under either BSF3 or this Program. If the business is eligible, you will receive the higher grant available to you from either program.

2 Available funding

2.1 The grant funding to be provided to eligible businesses will be based on:

- the location of the Premises as specified in the liquor licence and the food Certificate of Registration for metropolitan Melbourne or regional Victoria⁶; and
- the patron capacity as specified by the Liquor Licence for the Premises⁷.

2.2 The grant amount per premises will be as follows:

Venue Capacity ⁸	Grant per premises in a Metropolitan Melbourne LGA	Grant per premises in a Regional LGA
1-20 patrons	\$15,000	\$10,000
21-100 patrons	\$20,000	\$15,000
101+ patrons	\$30,000	\$25,000

2.3 An eligible business as defined by its ABN can only receive one grant per Premises.

2.4 Where a business operates more than one Premises under its ABN, the business must make a separate application for each individual Premises.

3 How the funding may be used

3.1 Grant funds may be used to assist the business, for example on:

- Meeting business costs, including utilities, salaries or rent;

⁴ Non-for-profit entities with annual 2019/20 turnover between \$75,000 and \$150,000 that are not registered for GST and are registered with the Australian Charities and Not-for-Profit Commission are eligible to apply. Businesses with annual 2019-2020 turnover of \$75,000 or more that are not required by relevant taxation legislation to be registered for GST are eligible to apply.

⁵ Relevant regulators are the Australian Securities and Investment Commission (ASIC); the Australian Charities and Not-for-profit Commission (ACNC); Consumer Affairs Victoria (CAV); the Department of Health and Human Services (DHHS), State Revenue Office (SRO), the Victorian Commission for Gambling and Liquor Regulation (VCGLR), Local Councils and the Australian Business Register.

⁶ More information about metropolitan and regional local government areas is provided at the following: https://www.dhhs.vic.gov.au/sites/default/files/documents/201610/DHS_Victoria_Map_Areas-LGAs_0.pdf

⁷ Where the patron capacity is not specified on the liquor licence, the capacity will be deemed to be 21-100 patrons for the purposes of this program for all licence types other than general or late night (general) licences where the patron capacity will be deemed to be 101+ patrons.

⁸ Maximum capacity being the persons at any one time as specified on the liquor licence for the premises.

- Seeking financial, legal or other advice to support business continuity planning;
- Developing the business through marketing and communications activities; or
- Any other supporting activities related to the operation of the business.

4 Application process

- 4.1 The Department will send the application link to the Licensee at the same email as the Licensee's Liquor Portal account registered with the Victorian Commission for Gambling and Liquor Regulation. Liquor licensees that do not have a Liquor Portal account, can create an account at <https://liquor.vcglr.vic.gov.au/liquorportal/>. Detailed instructions on how to register are available at the VCGLR website: https://www.vcglr.vic.gov.au/sites/default/files/final_liquor_portal_steps.pdf.
- 4.2 The Licensee will be invited to submit an application for a grant under this Program through the email contact details for the Licensee holding a liquor licence type eligible under this Program.
- 4.3 The Applicant must submit one application per licensed Premises using the link provided by the Department. All questions in the application must be completed to ensure timely assessment of the grant application.
- 4.4 Applications will be accepted until 11:59pm on 23 November 2020 or until all available Program funds are exhausted, whichever is the earlier.

5 Evidence of eligibility

- 5.1 The application must include a copy of the liquor licence for the relevant Premises. The liquor licence must be valid as at 13 September 2020.
- 5.2 The application must include evidence of a current Class 2 or 3 Service Sector Certificate of Registration under the *Food Act 1984* (Vic) issued by the Local Council under the Victorian *Food Act 1984*. The Certificate must be valid for 2020 and specify the same business Premises as is noted on the Licensee's liquor licence.
- 5.3 Applicants must provide details of their date of birth, residential postcode and registration number on their:
 - Victorian Drivers Licence or Victorian Learner's Permit issued by VicRoads/Transport for Victoria; or
 - Proof of Age Certificate issued by the Victorian Commission for Gambling and Liquor Regulation; or
 - Seniors Citizens Card issued by the Department of Health and Human Services.
- 5.4 Applicants may be required to provide further information in support of the application at the Department's discretion, including for example, copies of utility bills for the relevant Premises or any other information as required.
- 5.5 The Department's decisions on all matters pertaining to the award of funding under this Program is at the Department's absolute discretion.

6 Other application information


- 6.1 As part of the assessment process, evidence provided by applicants may be subject to a crosscheck with other government departments and agencies including, but not limited to, the Department of Health and Human Services, ASIC, Australian Business Register, Victorian Commission for Gambling and Liquor Regulation, VicRoads and Local Councils.
- 6.2 Any of the following circumstances may be taken into consideration in any decision whether to award a grant:
- Any adverse findings by a Government agency or Local Council regarding a business or its operation;
 - A business is, or notice has been given that it will be, placed under external administration;
 - There is a petition for bankruptcy or to wind up or deregister a company or business; and
 - The business is or becomes deregistered or unregistered (including cancellation or lapse in registration or any relevant permit).
- 6.3 Businesses must ensure that their ABN registration information is current and accurate as at the time of application.

7 Compliance

- 7.1 Applications will be subject to a risk assessment which verifies any information provided with ASIC, Australian Charities and Not-for-Profits Commission, Australian Business Register, Consumer Affairs Victoria, Local Councils, the Department of Health and Human Services, Victorian Commission for Gambling and Liquor Regulation, VicRoads, Transport for Victoria and/or other applicable public sector agencies or regulators.
- 7.2 If any information in the application is found to be incomplete, inaccurate, false or misleading, or grants are not applied for the purposes of the business in accordance with the terms of funding as set out in these Guidelines and any attached application, the grant will be repayable on demand.
- 7.3 Applicants may be subject to audit by the Victorian Government or its representatives and will be required to produce evidence at the request of the Victorian Government for a period of four years after the grant has been approved.

8 Other information about this Program

- 8.1 Any personal information about the applicant or a third party in the application and project reporting will be collected by the Department for the purpose of determining program eligibility and will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 (Vic)



and other applicable laws. For further information, please email:
privacy@ecodev.vic.gov.au

- 8.2 The Department reserves the right to withdraw or amend the Program or these guidelines and application terms at any time as it deems appropriate without notice.
- 8.3 Further information may be found at business.vic.gov.au or through the Business Victoria Hotline at 13 22 15.
- 8.4 The Department will endeavour to notify all applicants of the outcome of their submitted application within 10 business days.