

OFFICIAL

ALPINE SHIRE BUSINESS SUPPORT GRANT PROGRAM

PROGRAM GUIDELINES



Jobs, Skills,
Industry
and Regions

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1. Program Overview

Funded by the Victorian Government, the Alpine Shire Business Support Grant Program provides grants of \$5,000 to support eligible visitor economy employing small businesses located in the Alpine Shire Local Government Area that suffered a decline in their ordinary revenue as a result of the 26 August 2025 security incident in Porepunkah, where:

1. there is a decline in ordinary revenue of at least \$10,000 for a single month period between 26 August and 30 September 2025¹, as outlined in these guidelines; and
2. that decline represents at least 40 per cent of ordinary revenue (measured from the benchmark period as outlined in these guidelines)

Applicants are required to obtain a letter from a Qualified Agent (e.g. a qualified accountant, registered tax agent, registered BAS agent) to support their application using the letter template provided (Clause 5.3.3).

The expected primary outcomes of this program are:

- businesses owners have increased capability and capacity to recover, manage operations and meet essential costs
- improved resilience of small businesses to future disruptions
- strengthened local economy.

Businesses (as defined by their ABN) which received a grant under the 2025 Porepunkah Business Support Grant Program will not be eligible.

The program is administered by the Department of Jobs, Skills, Industry and Regions (department) on behalf of the Victorian Government in accordance with these Guidelines.

Eligibility may be assessed through various verification means, including with other government departments, agencies, regulatory and other bodies.

2. Program Application Dates

The program opened for applications on 7 October 2025 and will close on 6 November 2025 at 4:00 pm unless funds are allocated earlier. Please note that late applications will not be accepted.

3. Available Funding (and Expenditure)

The amount available is one \$5,000 grant per eligible applicant (as defined by its ABN).² The department will not pay GST in addition to the \$5,000 grant amount.

¹ For the purposes of this grant, a 'single month period' is a consecutive 30-day period between 26 August to 30 September 2025. For example, 26 August to 24 September 2025 inclusive, or 1 September to 30 September 2025 inclusive.

² **Applicant** is as defined by its Australian Business Number (ABN), which will become the recipient upon successful acceptance by the department of their application. It is the legal entity that has entered into a Grant Agreement with the department.

The grant is assessable income and taxable. Grants under this program may result in financial, taxation, legal or other implications for the Applicant. Businesses may be able to claim tax deductions for appropriate expenditure funded by the grant. It is strongly recommended applicants seek independent financial advice in regard to these possible impacts. Applicants may also seek advice from the Australian Tax Office on 1800 806 218 if they have further questions about their individual situation.

Approved grant recipients must spend all funding provided under this program by 30 December 2025 on business related activities and retain records of this expenditure until 7 October 2029 in accordance with these guidelines.

4. Eligible Local Government Areas and Industries

This program is for businesses located in the Alpine Shire Local Government Area³ (LGA) on 26 August 2025, that contribute to the visitor economy and operate in and are registered under an eligible industry class with the Australian Business Register.

Note: please refer to footnotes for limited included business types within an industry class.

List of Eligible ANZSIC classes:⁴

Sector	ANZSIC	Industry definition
Hospitality	4511	Cafes and Restaurant
	4512	Takeaway Food Services
	4513	Catering Services
	4520	Pubs, Taverns and Bars
	4530	Clubs (Hospitality)
Tourism	4400	Accommodation
	4900	Air and Space Transport
	5010	Scenic and Sightseeing Transport
	5029	Other Transport n.e.c (e.g. ski lift, ski tow operators)
	6639	Other Goods and Equipment Rental and Hiring n.e.c. ⁵
	7220	Travel Agency and Tour Arrangement Services
	8910	Museum Operations
	8921	Zoological and Botanical Gardens Operations
	8922	Nature Reserves and Conservation Park Operation
	9131	Amusement Parks and Centres Operation
	9139	Amusement and Other Recreational Activities n.e.c.

³ Alpine Shire LGA for the purposes of this grant is inclusive of Falls Creek and Mount Hotham.

⁴ The department may in its absolute discretion allow an applicant business with an ABN which is not registered in one of the above Eligible ANZSIC classes to be assessed as eligible, provided that the business directly supports the visitor economy, and meets other eligibility requirements. Such businesses must be directly reliant upon and deliver customer-facing services to tourist visitors to the Alpine Shire LGA.

⁵ Only includes amusement machine, camping, bicycle and sports and recreation equipment rental businesses that directly support the visitor economy.

Events and related services	5513	Motion Picture Exhibition
	6991	Professional Photographic Services
	9003	Performing Arts Venue Operation
	9111	Health and Fitness Centres and Gymnasias Operation
	9539	Other personal services n.e.c (i.e. wedding celebrants)
Retail	1174	Bakery Product Manufacturing (non-factory based)
	4000	Fuel Retailing
	4121	Fresh Meat, Fish and Poultry Retailing
	4122	Fruit and Vegetable Retailing
	4123	Liquor Retailing
	4274	Flower Retailing
	4129	Other Specialised Food Retailing
	4213	Houseware Retailing
	4214	Manchester and Other Textile Goods Retailing
	4241	Sport and Camping Equipment Retailing
	4244	Newspaper and Book Retailing
	4251	Clothing Retailing
	4253	Watch and Jewellery Retailing
	4273	Antique and Used Goods Retailing

5. Applicant Eligibility

5.1 Eligible applicants

To be eligible for the grant, the applicant must:

- be an employing business with fewer than 20 full-time equivalent (FTE) employees⁶ on payroll and be currently registered with WorkSafe Victoria;⁷
- hold an active Australian Business Number (ABN) and have held that ABN on and continuously from 26 August 2024;⁸

⁶ This means a minimum of 0.1 FTE but less than 20 FTE at the time of application. Casual employee FTE calculations are to be averaged over a 12-month period prior to the date of application. For sole traders, an employee who is the owner of the business must not be included in the employee FTE calculations, meaning that the business must employ someone other than the sole trader themselves.

⁷ The department may verify payroll data held by the State Revenue Office and that the employer is registered as an employer with WorkSafe Victoria.

⁸ Businesses that registered after 26 August 2024 but have backdated their ABN registration date to an earlier date will not be eligible, unless an exceptional circumstances application under clause 5.2 is approved for a business registered before 26 August 2025.

- c. be registered for Goods and Services Tax (GST) and have held GST registration on and continuously from 26 August 2025;^{9 10}
- d. be a **visitor economy employing small business**¹¹ registered under and operating in an eligible industry sector identified in the **List of Eligible ANZSIC classes** on and continuously from 26 August 2024 (refer to Clause 4);¹²
- e. be physically located¹³ in the Alpine Shire LGA (refer to Clause 4) on and continuously from 26 August 2025;
- f. have experienced a decline in ordinary revenue of at least \$10,000 across a single month period between 26 August and 30 September 2025¹⁴ as a result of the 26 August 2025 **security incident** in Porepunkah,¹⁵ and that decline represents at least 40 per cent of ordinary revenue measured from the benchmark period (refer to Clause 5.3);
- g. have been operational for a minimum of 12 months before 26 August 2025 and be intending to continue operating the small business in the Alpine Shire LGA; and
- h. not be insolvent or have owners/directors that are an undischarged bankrupt.

Additionally:

- i. A **not-for-profit organisation** must be registered with the Australian Charities and Not-for-profit Commission (ACNC).

Businesses which received a \$5,000 grant under the 2025 Porepunkah Business Support Grant Program are not eligible to apply for this program.

⁹ Businesses that registered after 26 August 2025 but have backdated their GST registration date to an earlier date will not be eligible.

¹⁰ A business or enterprise must register for GST if it has an annual GST turnover of \$75,000 or more. Incorporated Associations, registered with Consumer Affairs Victoria, with an annual turnover between \$75,000 and \$150,000 that are not registered for GST and charities, registered with the Australian Charities and Not-for-Profit Commission, that are exempt from GST registration are eligible to apply. Businesses with annual 2023-2024 turnover of \$75,000 or more that are not required by relevant taxation legislation to be registered for GST are eligible to apply. A statutory declaration from a registered tax agent may be required.

¹¹ **Visitor economy employing small businesses:** are employing small businesses that would either cease to exist in their current form or would be significantly impacted if tourism were to cease, these include accommodation, hospitality, retail and tour operator businesses for the purpose of this grant. Visitor economy businesses are reliant on tourist visitation. This does not include businesses that 'indirectly' support the visitor economy e.g. service providers/suppliers for visitor economy businesses.

¹² Your industry ABN registration includes your self-nominated ANZSIC industry classification, and this will be used to determine your eligibility for this criterion. Applicants must certify that they have checked that these details are up to date and reflect their current business activity prior to submitting their application. The department may request further information or evidence from the applicant business to verify that the business's operations are accurately reflected by their self-nominated ANZSIC industry classification. Please note the department's discretion to determine that a business meets this eligibility criterion as described in footnote 3 of clause 4.

¹³ As evidenced by registration of business location at the Australian Business Register and/or WorkSafe Victoria.

¹⁴ For the purposes of this grant a 'single month period' is a consecutive 30-day period between 26 August to 30 September 2025. For example, 26 August to 24 September 2025 inclusive, or 1 September to 30 September 2025 inclusive.

¹⁵ **Security incident:** means the security incident in Porepunkah which commenced on 26 August 2025, related to the armed offender and dangerous person as noted by the Community Information message at emergency.vic.gov.au and [Victoria Police](https://www.vic.gov.au/victoria-police).



5.2 Exceptional Circumstances

In exceptional circumstances, consideration may be given to applicants who do not meet all the eligibility criteria outlined in clause 5.1.

The applicant is responsible for providing sufficient reasons and evidence in support of an application under exceptional circumstances.

The following exceptional circumstances may be considered on application from a business that otherwise meets all eligibility criteria in clause 5.1, except:

- a. **Clause 5.1e** - is located outside the Alpine Shire LGA but majority of the time operates¹⁶ within the Alpine Shire LGA:

5.3 How is the decline in revenue determined?

Applicants must be able to demonstrate that the business has experienced a decline in revenue of at least \$10,000 across a single month period between 26 August and 30 September and that the decline represents at least 40 per cent of ordinary revenue (measured from a benchmark period).

Revenue is the gross income that arises during ordinary activities of a business and covers sales, fees, interest, dividends, and royalties. A revenue stream refers to the various sources from which a business earns money from the sale of goods or the provision of services. This represents the different ways a business generates income on an ongoing basis.

The decline in revenue must be a result of the 26 August 2025 security incident, caused by one or more of the following:

- travel warning and restrictions;
- significantly reduced customer numbers, due to factors such as formal visitation closures or restrictions
- other supply chain interruptions or stock expiry resulting in reduced sales, such as through road closures
- reduced trade due to reduced visitation to the region as a result of the security incident.

The decline must be shown in the benchmark revenue period and verified by a Qualified Agent (refer to clause 5.3.3).

5.3.1 Comparison of revenue periods

The decline in revenue of 40 per cent or more must be shown across a single month period between 26 August and 30 September (the 'impacted-period') to show impact following the 26 August 2025 security incident, compared to the same period in the previous year (the 'benchmark period').

¹⁶ Evidence must be available to demonstrate operations within an eligible LGA (for example, a council notice, insurance, contract or lease arrangements). For the avoidance of doubt, the revenue decline attributable to operations in eligible LGA must be a minimum of \$10,000 and must be substantial enough to account for at least a 40% decline in revenue across the business' entire operations.

Impacted Period is your nominated single month period (see definition at footnote 14) between 26 August and 30 September 2025 (e.g. 26 August to 24 September 2025, or 1 to 30 September 2025) to demonstrate revenue decline.

Benchmark Period is the same period as the impacted period but within the timeframe 26 August to 30 September 2024 that demonstrates ordinary revenue.

For example, if you nominated 26 August to 24 September 2025 as your impacted period, the business' revenue decline must be measured against 26 August to 24 September 2024 as the benchmark period. Please see the [Frequently Asked Questions](#) for more examples.

5.3.2 Revenue decline determination

Step 1 - Revenue in Impacted Period Calculate the revenue for your nominated single month period between 26 August and 30 September 2025 to demonstrate impacted revenue for the 'impacted period'.

Step 2 - Revenue in Benchmark Period Identify revenue for the same period in 2024¹⁷ to demonstrate ordinary revenue for the 'benchmark period'.

Step 3 - Revenue decline calculation Calculate the decline in revenue percentage using the formula below:

Revenue decline % = [1-(Revenue in Impacted Period/Revenue in Benchmark Period)] x 100

If the decline in revenue (as calculated using the above formula) is less than \$10,000 or less than 40 per cent then the business is not eligible for this program.

You can also check your estimated revenue decline using the calculator as part of the online Pre-Application Eligibility Checker.

5.3.3 Qualified Agent Verification

The decline in revenue must be verified by a Qualified Agent who must be a qualified accountant, registered Business Activity Statement (BAS) Agent or registered Tax Agent.¹⁸

¹⁷ The snow season ended on [13 September 2024](#) for Falls Creek and [4 September 2024](#) for Mount Hotham. Businesses located or operating in Falls Creek and Mount Hotham may use an alternative single month benchmark period between 29 July – 30 August 2024.

¹⁸ A Qualified Agent is any of the following:

Qualified accountant who belongs to one of the following professional bodies at the declared membership classification i) CPA Australia (i.e. CPA and FCPA), ii) Chartered Accountants Australia and New Zealand (i.e. CA, ACA and FCA) and iii) Institute of Public Accountants (i.e. AIPA, MIPA and FIPA) and comply with the body's continuing professional education requirements; or

A registered BAS Agent who belongs to one of the following associations at the declared membership classification, including i) the Institute of Certified Bookkeepers (FICB, MICB, AICB), and ii) the Australian Bookkeepers Association (Member), and iii) Association of Accounting Technicians (Australia) Limited and comply with the body's continuing professional education requirements; or

A registered Tax Agent who belongs to one of the following professional bodies, including i) The Tax Institute, ii) National Tax Agents' Association (NTAA PLUS) and iii) Tax & Super Australia and comply with the body's continuing professional education requirements.

The Qualified Agent must sign a 'Letter from the Qualified Agent', which states that based on the information provided to them from the applicant:

- the revenue decline satisfies the \$10,000 revenue reduction requirement, and that decline represents at least 40 per cent of ordinary revenue (measured against the benchmark period) for the impacted period;
- they have seen evidence that can be provided to demonstrate the revenue decline;
- the applicant has informed the Qualified Agent that the financial information provided is consistent with ordinary revenue calculations; and
- that the business has fewer than 20 full-time equivalent (FTE) employees.

The letter must be in the format specified in the application invitation email (and application form) and be submitted as part of the application.

The Qualified Agent cannot be an employee or director of the applicant, or an associated entity of the applicant, or a director or employee of an associated entity of the applicant.¹⁹

Additionally, where the department perceives a potential conflict of interest between an Applicant and their nominated Qualified Agent, the department may require that the Applicant use an alternative Qualified Agent.

Qualified Agents will be required to make a conflict of interest declaration as part of their attestation letter.

6 What the grant can be used for

Grants are provided to support eligible small businesses recovering from the 26 August 2025 security incident in Porepunkah, Victoria. This includes any of the following:

- meeting standard business costs, including utilities, rates, stock replacement, wages,²⁰ and rent;
- seeking financial advice to support the recovery of the business;
- adjusting the business to be viable in the changed local context following the incident;
- developing the business and extending business reach through marketing and communications activities; or
- improvements to make the business more resilient to future disruptions

but excludes the ineligible activities and expenses set out below.

All grant funding must be spent in accordance with these guidelines by no later than 30 December 2025.

Applicants must be able to provide evidence of how grant funds were used, and grant expenditure may be subject to audit as per clauses 7, 8 and 9 of these guidelines.

Any expenditure must be in accordance with clause 6 of these guidelines. Upon request by the department, any unspent funds or funds spent not in accordance with these guidelines, either whole or in part, must be repaid (See Clause 9 – Audit).

¹⁹ **Associated entity** has the meaning given to it by section 50AAA of the *Corporations Act 2001* (Cth).

²⁰ Includes mandatory employer superannuation contributions.

6.1 Ineligible activities & expenses

Grants cannot be provided to help pay for costs associated with the following:

- where the applicant is entitled to, has received, or has been approved to receive, an amount under a policy of insurance for the relevant costs claimed
- expenses for personal items or services
- purchase of luxury or non-essential items that do not contribute to business recovery
- where the recipient has successfully received funding or assistance from any other government source or program or donation for the same costs in relation to the business;
- personal investments; or
- any other expenditure as determined by the department that does not meet program eligibility.

7 How the program works

Step 1 – Applicants submit an online Application

- a) Submit your details online via the [Pre-Application Eligibility Checker](#). If your business is potentially eligible for the program, you will receive an email inviting you to submit an application.
- b) Use your unique application invitation link to apply for the program.
- c) Applications are submitted online via the Business Victoria website (business.vic.gov.au) application portal. The application must be submitted by an authorised representative of the business. An authorised representative is a person who can legally bind the Applicant.²¹
- d) All questions in the application need to be completed and requested information provided to ensure timely assessment.

²¹ **Authorised representative:** the person applying for the grant must be authorised to submit the application and agree to the terms and conditions of the grant on behalf of the Applicant. This must be a person authorised to execute contracts and legally bind the applicant business.

Depending on the entity type, the following people are authorised representatives and can apply on behalf of their organisation:

- Companies: a director listed at the Australian Securities and Investments Commission (ASIC) or Register of Aboriginal and Torres Strait Islander Corporations
- Incorporated associations: an authorised office holder
- Sole traders: the sole trader
- Partnerships: a partner.
- Trusts: an authorised representative of the trustee, being either the trustee (if an individual) or a director of the trustee (if a company)

- e) As part of the application process, the Applicant must accept and agree to be bound by the terms and conditions of the grant in the application form and these guidelines.
- f) At the time of applying, the Applicant must provide a signed copy of the "Letter from the Qualified Agent" and provide the contact information, including the qualification/professional membership details, of the Qualified Agent.
- g) The program will be open for applications until 4:00 pm 6 November 2025 or when funds are exhausted, whichever is earlier.
- h) The application information will be assessed against the eligibility criteria. If the business is found to be eligible, the Applicant will be advised of the outcome.

Step 2 - Payment of grant of \$5,000

- a) If the application is successful, the Applicant (i.e. authorised representative) will receive a Successful Email.
- b) The Applicant is required to acknowledge the Successful Email by completing and submitting an acceptance form to receive the grant of \$5,000. This will create an agreement between the Applicant and the Department on the terms and conditions of the grant contained in the application form, the Successful Email and these guidelines. The Applicant may also withdraw the application at this point, if desired.
- c) The Department will aim to pay the business within 10 working days of receipt of the completed acceptance form.

Step 3 – Applicants demonstrate eligibility and grant expenditure

- d) Applicants must spend the funds on eligible expenditure by 30 December 2025.
- e) Applicants must keep evidence of eligibility and evidence of how their grant funds were spent.
- f) Applicants may be asked to participate in a program evaluation survey in early 2026, which will include a request for information on how grant funds were spent.
- g) The department reserves the right to audit the grant (refer to Clause 9). The Applicant must retain their evidence documents for a minimum period of 4 years from the program open date (until 7 October 2029), for audit purposes (refer to Clause 9). Successful applicants will be provided further information on how this process works and what is required of them.

8 Assessment and verification

8.1 Assessment process

Applications will be assessed against the eligibility criteria, attestations and evidence provided.

When assessing your application, the department reserves the right to request further information to verify the application. Failure to provide further information may result in the department refusing the application.

Applicants must ensure that the information listed with the Australian Business Register (ABR) as part of their ABN registration, and WorkSafe Victoria in relation to their employing status and location, is current and accurate at the time of application.

Applications will be assessed using the information and evidence provided in that application. As part of the assessment and any further verification process or audit post-assessment, any information provided by an applicant may be shared and subject to verification with other government agencies (Local, State and Commonwealth) including (but not limited to) the Australian Taxation Office, Australian Securities and Investments Commission, Australian Charities and Not-for-profits Commission, Consumer Affairs Victoria, WorkSafe Victoria, the Department of Energy, Environment and Climate Action, State Revenue Office, the ABR, local government and the Australian Government Department of Home Affairs.²²

The department reserves in its absolute discretion the right to refuse an application where eligibility criteria are not met, or where the applicant does not or cannot provide sufficient information for the department to assess whether eligibility criteria have been met.

Applicants must attest that they meet the eligibility criteria at the time of application. They will also need to meet the eligibility criteria at the time the application is assessed by the department.

8.2 Evidence that may be requested

Evidence that must be provided upon request includes the following, or any other document that the department considers necessary to make an assessment, review, acquittal or audit determination.

8.2.1 Evidence of revenue decline

Evidence for both the Benchmark and Impacted Periods, or any other period the department specifies:

- Business Activity Statements;
- evidence of:
 - total sales
 - invoices issued
 - cancellations of bookings
- financial statements; and
- bank statements

8.2.2 Other eligibility evidence requirements

- evidence of where the applicant's business operates and the relevant property details;
- ABN and GST registration of the business;
- evidence of operations that verifies the business's visitor economy operations and/or defined ANZSIC industry classification registered with the ABR;
- banking and financial information relating to the business; and

²² The department is not responsible for delays caused by third party validation of eligibility. By making an application, the applicant consents to the assessment and verification process.

- evidence of the number of full-time equivalent employees employed by the business.

8.2.3 Evidence of how grant funds were used

Applicants must keep evidence of expenditure to verify that grant funds have been expended on business related activities (refer to clause 6) as demonstrated by paid tax invoices linked to proof of payment e.g. official receipt²³ and/or associated bank transfer(s) and/or bank statement(s). This evidence must be produced upon request.

8.3 Due Diligence checks

Without limiting the department's assessment, the following circumstances may be taken into consideration in any decision whether to award a grant:

- duplicate applications, including by a trustee and a trust;
- misleading amendments to information provided to public registers describing the organisation;
- any adverse findings by a government agency or local council regarding an organisation or its operation;
- The organisation is insolvent, a notice has been given that it is under, or will be placed under external administration, there is an application for liquidation or bankruptcy or to wind up a company or organisation, or a step has been taken to deregister the company or organisation (including cancellation or lapse in registration or any relevant permit for the business, as required by law);
- whether the applicant has received funding for the same costs through other means;
- the delivery or performance of other grants contracted with the Victorian Government and whether the applicant has failed to meet grant conditions and obligations, or failed to respond to review, audit or repayment requests in relation to another grant;
- whether the applicant has or is reasonably suspected of having provided inaccurate, false or misleading information in relation to this or any other grant program, including under a grant application or attestation;
- the Applicant has engaged or may engage in any conduct which affects or may adversely affect the goodwill or reputation of the Recipient, the Department, a Minister, or the State; and
- whether the Applicant has or is likely to have engaged in any unlawful conduct.

The department may, at any time, remove an applicant from the application and assessment process, if in the department's opinion, association with the applicant may bring the department, a minister or the State of Victoria into disrepute.

²³ **Official receipt:** means a receipt including the name and address and ABN (if applicable) of the entity that issued the receipt and a description of each item to which the receipt relates.

9 Audit and Review

Applications and grant expenditure may be subject to review and/or audit by the department, the Victorian Government, its representatives or agents, or the relevant Auditor-General for a period of four years commencing from program open date (until 7 October 2029).

Reviews and/or audits may be conducted either before or after the provision of grant funding, and may be used to determine eligibility to receive the grant funds including whether information provided in the grant application was accurate, and/or to determine whether expenditure of the grant funds was in accordance with the program guidelines.

Evidence of eligibility and evidence of expenditure of the grant, must be kept for the entire duration of the audit period (four-year period ending on the date set out above) and be produced on request by the Applicant. The department may also contact your nominated Qualified Agent in relation to any audit or review. Refer to clause 8.2 above, 'evidence that may be requested'.

9.1 Right to demand repayment

The grant will be repayable on demand if:

- The grant recipient fails to participate in any acquittal or audit process or to provide any evidence requested by the department; or
- The department deems, following an audit or review process, that the recipient was ineligible for the grant; or
- Any information provided by any person in the application, during the application process or during an audit or review process is found to be inaccurate, false or misleading; or
- Grant funds are applied for purposes other than for the purposes of the business as permitted in accordance with the terms of funding as set out in these Guidelines (refer to clause 6) and any attached application.

Failure to repay the grant upon demand may result in the department taking action to recover the funds.

10 Program Evaluation

Grant recipients may be required to provide additional information to the department in relation to the evaluation of the program or participate in program evaluation activities initiated by the department, including evaluation surveys during the period of the program, or for a nominated period after program completion.

Program evaluation is critical to the department in understanding program impact, supporting continuous improvement in program design and delivery, and delivering effective recovery support to Victorians.

11 Privacy Statement

Any personal information provided for this program will be collected and used by the Department for the purposes of assessing eligibility, comparing eligibility and compliance

with other Victorian grant programs you have previously received (if any), program administration, auditing, program review and evaluation.

The Department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This may be undertaken as part of our assessment, auditing and/or monitoring processes and for confirming eligibility across this program.

In assessing an application for the program as well as in any audit or evaluation of a successful grant, the department may share and verify data including personal information with State and Commonwealth Government departments and agencies, as well as other external experts.

If personal information about a third party is included in the application, the applicant must ensure the third party is aware of and consents to the contents of this privacy statement in respect of that third party personal information.

The department collects demographic information for departmental reporting purposes. No personal information is used in program reporting; all reports are presented with aggregated data.

Any personal information about the applicant or a third party 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.

Enquiries about access or correction to your personal information, can be emailed to info@business.vic.gov.au.

Other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit at privacy@ecodev.vic.gov.au. The Department's privacy policy is also available by emailing the Department's Privacy Unit.

12 Department Probity and Decision-making

The Victorian Government makes every effort to ensure the grant application and assessment process is fair and undertaken in line with the published program guidelines.

Decisions in recommending and awarding grant funding under this program are at the minister's and department discretion. This includes a decision regarding eligibility and not making any funding available or approving a lesser amount than that applied for, or requiring repayment of a grant where conditions of the grant are not met.

These guidelines and application terms may be changed from time to time, within the discretion of the department and the changes will apply to your application.

The department may request the applicant provide further information should it be necessary to assess an application to the Program's policy objectives.

Victorian Government staff are required to act in accord with the Code of Conduct for Victorian Public Sector Employees (Section 61) issued under the *Public Administration Act*

2004 (Vic). This includes an obligation to avoid conflicts of interest wherever possible and declare and manage any conflicts of interest that cannot be avoided.

12.1 Complaints and decision reviews

If an applicant wants to lodge a complaint or provide feedback to the department about the process for a grant application, requests can be made via this online [form](#), by sending a written request to info@business.vic.gov.au or by calling 1800 878 969.

Once your complaint has been received by the department, it will be acknowledged within 2 working days and provided to the review team to be resolved.

Your complaint will be resolved within 14 days unless further investigation is required. If further investigation is required, you may be contacted by phone or email asking for additional information.

Requests to review an outcome

Applicants may request a review of the decision not to approve a grant application up to 30 days after the department notifies the applicant of the outcome. Requests to review an outcome decision will not be accepted after this timeframe.

13 Inaccurate, false or misleading information

By signing the application form, you are declaring that the information provided in the application form and supporting documentation is accurate and not false or misleading about a material fact.

If any information in the application is found to be inaccurate, false or misleading (as determined by the department in its discretion), or the grant payment is not applied in accordance with the terms of funding as set out in these guidelines and the application, the grant payment will be repayable and the department reserves the right to take action to recover grant funds in these circumstances, and refer the applicant to regulatory agencies, police or the other law enforcement agency where there may be suspected fraud. Providing inaccurate, false or misleading information may result in an offence being committed and serious penalties may apply.

It is an offence under the Oaths and Affirmations Act 2018 (Vic) for a person to make a statement in a statutory declaration that they know to be untrue.

Appendix 1

Eligible entity types

The applicant business must be a legal entity registered as a business in the state of Victoria and can be any of the following entity types (and provided it is not an Ineligible entity type as set out below):

- A company registered under the Corporations Act 2001 (Cth) with the Australian Securities and Investment Commission (ASIC)
- An incorporated association registered under the Associations Incorporation Reform Act 2012 (Vic) with Consumer Affairs Victoria (CAV)
- An indigenous organisation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth).
- A Franchisee if they are part of a chain and can demonstrate that they operate through a separate legal entity.
- An incorporated not-for-profit organisation registered with the Australian Charities and Not-for-profits Commission
- A sole trader
- A Partnership²⁴
- A trustee on behalf of a trust²⁵.

Ineligible entity types

The following are not eligible to apply:

- A Commonwealth, state or local government agency or body, including
 - a State Body as defined in the State-Owned Enterprises Act 1992 (Vic)
 - A Crown land committee of management
 - a Victorian local government authority [located within the 48 municipalities in regional Victoria]
- Publicly funded research institutions
- A Public company within the meaning of the Corporations Act 2001.
- A company not incorporated in Australia
- An unincorporated association
- An unincorporated not-for-profit

²⁴ Provided all individuals in the partnership will be legally liable for the performance of any agreement the individual signs.

²⁵ Trustees can apply on behalf of a Trust, provided the Trustee:

- remains sufficiently liable for the performance of any agreement it signs
- has a right to be indemnified from the assets of the Trust
- is indemnified from the assets of the Trust.

Eligible incorporated trustees exclude self-managed super funds.



- A co-operative registered under the Co-operatives National Law
- A body corporate under the Local Government Act 2020 (Vic)
- A statutory corporation such as a university, hospital or TAFE
- Unincorporated community sporting and active recreation clubs and associations.