

# GUIDELINES

## Hospitality Business Grant Program – COVID-19

### Program Summary

On 7 July 2020, the Victorian Government announced that the 31 metropolitan Melbourne Local Government Areas (LGAs) and Mitchell Shire will return to Stage 3 'Stay at Home' restrictions for a period of six weeks to help slow the spread of coronavirus (COVID-19). From 2 August 2020, metropolitan Melbourne will be subject to Stage 4 restrictions for an initial period to 13 September 2020. From 11.59pm on Wednesday 5 August 2020, the return to Stage 3 restrictions will extend to apply throughout regional Victoria.

The Victorian Government, through the Department of Jobs, Precincts and Regions (**Department**), will be providing \$30 million towards the hardest hit businesses that provide food services in the hospitality industry (**Program**).

In addition, the Victorian Government recognises that businesses in Melbourne's CBD are faced with a large and sustained shock to their trading environments. This Program will provide supplementary funding to extend further support to these businesses.

These guidelines set out the eligibility criteria for support under this Program. Please ensure that you read this document carefully before completing the application form.

Completed application forms are to be submitted to the Department via the Business Victoria website.

### 1 Standard Eligibility Criteria

1.1 To be eligible for the Program, businesses must:

- Operate a business with premises located in Victoria; and
- Operate a restaurant, cafe, pub, bar, club, reception centre, coffee and dessert outlet or takeaway food venue<sup>1</sup> that serves patrons and hold a Class 2 or 3 Service Sector – Certificate of Registration under the *Food Act 1984 (Vic)*; and
- Employ staff and have an annual payroll of \$3 million and up to \$10 million in 2019-20; and
- Be registered for Goods and Services Tax (GST) on 30 June 2020; and
- Hold an Australian Business Number (ABN) and have held that ABN at 30 June 2020; and
- Be registered with the responsible Federal or State regulator<sup>2</sup>.

<sup>1</sup> "Restaurant, café, pub, club, reception centre, coffee and dessert outlet or takeaway food venue are defined by the premise type as described on the Class 2 or 3 Service Sector Certificate of Registration issued by the Local Council under the *Food Act 1984*.

<sup>2</sup> 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), Local Councils and the Australian Business Register.

- 1.2 Businesses with premises located within a CBD location with the postcodes 3000 (Melbourne), 3005 (World Trade Centre), 3006 (Southbank) and 3008 (Docklands) (**CBD business**) will also be eligible for an additional CBD grant.
- 1.3 Businesses are not eligible for funding through this Program where they have received funding under the Victorian Live Music Venues Program and/or Business Support Fund - Expansion program.

## **2 Other application information**

- 2.1 Funding will be allocated through a grant process, through which businesses are invited to apply for a grant of \$25,000 (excluding GST), with an additional \$5,000 for each additional premises located within the Melbourne Metropolitan LGAs or Mitchell Shire, capped at \$20,000.
- 2.2 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, State Revenue Office, Local Councils and Worksafe.
- 2.3 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 or its operation;
  - A business is placed under external administration;
  - There is a petition to wind up or deregister a company or business; and
  - The business is or becomes deregistered or unregistered (including cancellation or lapse in registration).
- 2.4 Applicants must ensure that their Australian Business Register (ABN) registration information is up-to-date and current as at the time of application.
- 2.5 Applicants are required to submit an application online via the Business Victoria website ([business.vic.gov.au](http://business.vic.gov.au)). All questions in the application need to be completed to ensure timely assessment and grant payment.

## **3 Available funding**

- 3.1 The grant amount is \$25,000 (excluding GST) per business.
- 3.2 Where an eligible business operates more than one premises, the business may be eligible for an additional grant amount of \$5,000 for each additional premise within the Melbourne Metropolitan LGAs and Mitchell Shire, capped at a total of \$20,000 (excluding GST).

- 3.3 A CBD business may be eligible for an additional \$20,000 (excluding GST).
- 3.4 Applications will be accepted until a date advised by the department or until available funding allocated for the Initiative has been committed.
- 3.5 A business as defined by its ABN can only receive one grant under this Program.

#### **4 How the funding may be used**

- 4.1 Grant funds may be used to assist the business, for example on:
  - Meeting business costs, including utilities, salaries or rent;
  - 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.

#### **5 Evidence of eligibility and compliance**

- 5.1 Applicants must certify, and if requested to do so provide evidence, that they meet the eligibility criteria.
- 5.2 Applicants must provide evidence of the location of the premises where it conducts its business operations, including registration under the Victorian *Food Act 1984* through the provision of the most recent Certificate(s) of Registration. The Certificate(s) must be valid as at 30 June 2020.
- 5.3 Applicants with multiple premises are required to provide the organisational structure of the business, including subsidiaries and holding companies related to the operation of the business.
- 5.4 Applicants may be required to provide further information at the Department's discretion, such as the utility bills for the premises.
- 5.5 Applicants are subject to a risk assessment which verifies business details 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 and/or other applicable regulator.
- 5.6 The Department's decisions on all matters pertaining to the award of grant funding under this Program is at the Department's absolute discretion.
- 5.7 If any information in the application is found to be 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 attached application, the grant will be repayable on demand.
- 5.8 Applicants will 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.

## **6 Other information about this Program**

- 6.1 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.
- 6.2 Further information may be found at [business.vic.gov.au](http://business.vic.gov.au) or through the Business Victoria Hotline at 13 22 15.
- 6.3 The Department will endeavour to notify all applicants on the outcome of their submitted application within 10 business days.