

# Small Business Jobs Bonus

The Small Business Jobs Bonus is a Tasmanian Government initiative that supports Tasmanian small businesses to create jobs in the 2014-15 financial year. The Bonus provides grants to eligible Tasmanian small businesses of \$1 000 for each new full time job and \$500 for each new part time job. Eligible businesses can apply multiple times for jobs created throughout the year, but available funding is capped at \$2 million and grants will be awarded on a 'first in' basis.

## What does the Small Business Jobs Bonus offer?

The Small Business Jobs Bonus provides grants for the creation of new jobs:

- \$1 000 for each new full time job:
  - the first instalment of \$500 will be paid after the job has been filled for six months
  - the final instalment of \$500 will be paid after the job has been filled for 12 months.
- \$500 for each new part time job:
  - the first instalment of \$250 will be paid after the job has been filled for six months
  - the final instalment of \$250 will be paid after the job has been filled for 12 months.

## Other government employment incentives

The Tasmanian Government Small Business Jobs Bonus can be received in conjunction with other Australian Government subsidies and incentives that apply. You may also be eligible for the following Australian Government payments. You will need to apply for each program separately.

- The Australian Government Tasmanian Jobs Programme, which offers a \$3 250 incentive to businesses that employ people who have been unemployed for six months or more. For more information contact a local Employment Services Provider on 13 17 05 or visit [www.employment.gov.au](http://www.employment.gov.au)
- The Australian Government Restart Wage Subsidy, which offers an up to \$10 000 incentive to businesses that employ people 50 years of age or older who have been unemployed for six months or more. For more information contact a local Employment Services Provider on 13 17 05 or visit [www.employment.gov.au](http://www.employment.gov.au)
- The Australian Apprenticeships Incentives Program, which offers a range of employer incentives ranging from \$750 to \$3 000 to eligible businesses. For more information contact an Australian Apprenticeships Centre on 13 38 73 or visit [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

# Eligibility criteria

## Applicant eligibility

To be eligible to receive the Small Business Jobs Bonus, an applicant must operate a Tasmanian small business and have an Australian Business Number (ABN).

A Tasmanian small business means an organisation that:

- has a permanent office or presence in Tasmania, and
- employs a person who has a principal place of residence in Tasmania, and
- employs fewer than 20 full time equivalents (FTEs), and
- does not pay payroll tax at the date of application.

Applications can be submitted at any time after the job has been filled for six months and must be submitted before 12 February 2016.

## Job eligibility

The Bonus can be paid for new full time and part time jobs created between 1 July 2014 and 30 June 2015 that are maintained for at least 12 months.

A new job must be in addition to the normal employee level of the business. A full time job means to employ one person, for an average of 38 hours of work per week during a 12 month period. A part time job means to employ one person, for an average of between 20 and 38 hours of work each week during a 12 month period. Seasonal jobs are not eligible for the Bonus. Some new casual jobs may be eligible if the job is on average 20 hours each week and is expected to be retained at this level for at least 12 months. New jobs for apprentices and trainees are eligible if their employers meet all other criteria.

## Ineligible applications

An application will be ineligible if:

- it is from an Australian, state or local government entity including a government business enterprise, or
- it is from a business that is exempt from payroll tax and employs more than 20 FTEs, or
- the business employs more than 20 FTEs after adding the new full time or part time job(s), or
- the job is employment of a seasonal nature, or
- the job is filled before 1 July 2014 or after 30 June 2015, or
- the job has been filled by owner/operator.

# Application process

The Small Business Jobs Bonus is administered by the Department of State Growth (the department) on a 'first-in' basis and available funding is capped at \$2 million.

Applications open on 1 January 2015 and close on 12 February 2016.

Subject to available funds, applications can be made at any time between these dates and after a job has been filled for six months.

## Applying for more than one new job

If you create more than one job in the 2014-15 financial year you can either submit separate applications for each job and receive the Small Business Jobs Bonuses separately or apply for all jobs on one application and receive the Small Business Jobs Bonuses together. If you apply for multiple jobs on one application, the Small Business Jobs Bonus payment date is calculated by the date of the last job you filled.

## How to apply and receive the Bonus

1. Complete your application online at [www.business.tas.gov.au](http://www.business.tas.gov.au) or contact Business Tasmania on 1800 440 026 to receive a copy of the application form by post.
2. Submit your application online or by email, fax or post before 12 February 2016.
3. If your application is successful you will receive a Letter of Offer from the Department of State Growth that you will need to sign and return with a tax invoice/invoice for the first instalment amount.
4. The first instalment of the Small Business Jobs Bonus should be paid within 15 business days of the department receiving your signed Letter of Offer and tax invoice/invoice for the instalment amount.
5. The final instalment will be paid upon you providing written confirmation that the job has been filled for 12 months and tax invoice/invoice for the final instalment amount.

The Small Business Jobs Bonus will be paid via Electronic Funds Transfer, and GST will be added to the Small Business Jobs Bonus if you are registered for GST purposes.

Grant funding may have taxation implications and you should seek independent taxation and financial advice from a suitably qualified professional before submitting your application.

If you need more information or help with your application, please contact Business Tasmania.

Web: [www.business.tas.gov.au](http://www.business.tas.gov.au)

Email: [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

Phone: 1800 440 026

# Frequently asked questions

Q: Can I apply for the Small Business Jobs Bonus if an existing job is changed from part time to full time in the 2014/15 financial year?

A: Yes, if the business's employee level is increased.

Q: Do I have to employ a jobseeker to be eligible for the Small Business Jobs Bonus?

A: No, the Small Business Jobs Bonus is available for any new employee who fills the eligible new job.

Q: Can I apply for the Small Business Jobs Bonus if I employ more than one employee to fill one full time job?

A: Yes, but you can only apply once for the full time job.

Q: Can I apply for the Small Business Jobs Bonus for creating more than one job?

A: Yes, as long as each job is identified separately on the application form.

Q: Is there any limit to the number of jobs that I can claim for?

A: No, there is no limit as long as the additional jobs meet the eligibility criteria and do not change your business eligibility under these guidelines.

Q: Can I apply for the Small Business Jobs Bonus, if I employ an existing employee for a new job?

A: Yes, you can apply for the Small Business Jobs Bonus, but only if the existing employee's old job has been filled with a new employee.

Q: What happens if I have claimed the first instalment but the employee leaves before the job is maintained for 12 months?

A: If the employee leaves and is not replaced, you will not be eligible for the final instalment and the Government has the right to request repayment of the first instalment.

Q: What happens if a new job is changed from part time to full time after I claimed the first instalment?

A: You can apply for the full time Small Business Jobs Bonus final instalment if the average work hours per week are 38 hours or more in the second instalment period.

# Terms and conditions

Applicants must notify the department of any change in employment status for any jobs claimed under the Small Business Jobs Bonus during the Agreed Period (between 1 July 2014 and 31 August 2016).

Applicants may be requested to provide evidence to support their application (such as proof of employment, proof of payment, details of employees, payroll tax status) at any time during the Agreed Period.

## Program review/ evaluation

The Small Business Jobs Bonus may be reviewed at regular intervals. As a result, the Small Business Jobs Bonus may undergo some changes. An evaluation of the Small Business Jobs Bonus's processes and outcomes will be undertaken following the full expenditure of funds. To assist the department, you may be required to participate in any phone, mail or email survey that it undertakes.

## Repayment of Grant

Repayment of the Grant may be required if the department is not satisfied that the applicant has done all that is reasonable to meet the obligations under the Grant.

Applicants may be required to repay the Grant in full or in part, if the Applicant provides incorrect or misleading information, fails to perform or observe any of its obligations under the agreed offer or fails to comply with the terms of the agreed offer.

## Audit

To further ensure that the Small Business Jobs Bonus has been used for the appropriate purpose, the department may conduct random audits.

The applicant must give the Auditor-General for Tasmania or his nominee access to all financial statements and records about the use and expenditure of the Grant upon reasonable written notice first being given to the Grantee.

## Dispute resolution

The department has standards and processes in place for dealing with disputes or complaints. This information can be found on the department's website: [www.stategrowth.tas.gov.au/about/customer\\_service-charter](http://www.stategrowth.tas.gov.au/about/customer_service-charter)

## Publicity of Grant Assistance

Unlike private sector financial organisations, the department disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of its financial assistance.

## Right to information

You should be aware that any information you provide to the department, and details of any financial assistance package you receive, may be subject to disclosure under the *Right to Information Act 2009*.

## Personal Information Process (PIP)

Personal information will be collected from you for the purpose of undertaking the department's activities. Your personal information will be used for the primary purpose for which it is collected and may be used for other purposes permitted by the *Tasmanian Development Act 1983* or Crown in Right of Tasmania and may be disclosed to contractors and agents of the department or affiliated bodies, and other organisations authorised to collect it.

Personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the department's Personal Information Protection Officer on 1800 030 688. You may be charged a fee for this service.

## Notice of consent concerning credit reports and credit information

I/We hereby give permission for the Department of State Growth (the department) to obtain a credit report or reports either consumer or commercial from a credit reporting agency and to use such information in order to assess my/our application for financial assistance and/or for the purpose of collecting overdue payments.

I/We hereby consent to the department supplying a credit reporting agency with personal information about my/our financial application, where this will comply with the *Personal Information Protection Act 2004*.

I/We hereby give permission for the department to exchange information about m/our credit arrangements, including particulars about credit worthiness, credit standing, credit history or credit capacity, with any credit providers named in our financial application or named in any credit report, where this will comply with the *Personal Information Protection Act 2004*.

## Disclaimer

Although care has been taken in the preparation and assembly of the guidelines and application form, no warranty, express or implied, is given by the department as to the accuracy or completeness of the information it contains.

No responsibility is accepted by the department for any loss or damage which may arise from anything contained in or omitted from, or which may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The department does not accept liability or responsibility for costs incurred by the applicant, or anyone claiming through the applicant, which are in any way related to the application process or the provision of grant funds.

For further information contact Business Tasmania:

GPO BOX 1186

Launceston TAS 7250 Australia

Phone: 1800 440 026

Fax: 03 6233 5800

Email: [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)

Web: [www.business.tas.gov.au](http://www.business.tas.gov.au)