

26 July 2021

Dear Valued Client,

Re: Roy Spagnolo & Associates – NSW 2021 Micro Business Grant

If you're a micro-business (small business, sole trader or not-for-profit organisation with aggregated annual turnover between \$30,000 and \$75,000) impacted by the recent COVID-19 restrictions, you may be eligible to apply for a fortnightly payment of \$1,500 to cover business expenses for the duration of the Greater Sydney lockdown.

The 2021 COVID-19 micro-business grant provides cashflow support for micro-businesses in New South Wales who have had their work impacted by the restrictions while continuing to incur business costs.

Eligible applicants can use the grant for business costs incurred from 1 June 2021 and for which no other government support is available, including:

- salaries and wages
- utilities and rent
- financial, legal or other advice
- marketing and communications
- perishable goods
- other business costs.

Applications will close at 11:59pm on 18 October 2021.

Eligibility

To be eligible for the grant, you must:

- have an active Australian Business Number (ABN) registered in, or demonstrate your business was primarily operating in, NSW as at 1 June 2021
- have had aggregated annual turnover between \$30,000 and \$75,000 for the year ended 30 June 2020
- have experienced a decline in turnover of 30% or more due to the public health orders over a minimum 2-week period within the Greater Sydney lockdown (commenced 26 June 2021 and due to end 30 July 2021), compared to the same period in 2019
- have business costs for which no other government support is available
- have not applied for either the 2021 COVID-19 business grant or the JobSaver payment
- maintain your employee headcount as at 13 July 2021 while receiving payments from this grant, if you're an employing business
- have this business as your primary income source, if you're a non-employing business such as a sole trader.

Certain entities, including those primarily earning passive income (such as rents, interest or dividends) or those with an ABN registered after 1 June 2021, are not eligible for this grant. See the full list of ineligible businesses in [Attachment A of the guidelines](#).

Non-employing businesses are not eligible to apply for this grant if anyone associated with the business or who derives income from it has received the Commonwealth COVID-19 disaster payment.

For employing businesses, your employees can receive Commonwealth COVID-19 disaster payments if you receive this grant.



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Businesses that received the \$1,500 small business fees and charges rebate can apply for this grant.

What you need

- a MyServiceNSW Account
- your [proof of identity](#)
- your valid ABN/ACN number
- your business banking details for payment
- a business activity statement (BAS)
- Australian income tax return or Notice of Assessment.

Evidence to support eligibility

When applying for this grant, you must:

- declare that you meet the eligibility criteria
- submit evidence of:
 - your business' decline in turnover of 30% or more over a minimum 2-week period within the Greater Sydney lockdown
 - an aggregated annual turnover between \$30,000 and \$75,000 for the year ended 30 June 2020.
- lodge other supporting documents, as required, to demonstrate you meet the eligibility criteria.

Where required, evidence must be in the form of a:

- letter from a qualified accountant, registered tax agent or registered BAS agent using [the template provided](#), or
- business bank account statement, or
- business activity statement (BAS), or
- Australian income tax return or Notice of Assessment.

Businesses that cannot provide sufficient evidence are ineligible for the grant.

Alternative circumstances

If your micro-business does not meet all the eligibility criteria, you may still be able to apply for the grant. See the [alternative circumstances](#) outlined in the guidelines.

Auditing requirements

Successful applications may be subject to an audit. Service NSW can request a combination of the following documents to support its determination of eligibility and use of funds under this grant's Terms and Conditions:

- accountant's letter
- prior business activity statements
- Australian tax returns (or Notice of Assessment)
- profit and loss statements prepared by a qualified accountant
- receipts and invoices from sales
- business bank account statements.

You'll need to keep all documentary evidence used for your application for a minimum of 5 years.



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Proof of identity

Two proof of identity documents are required. They may include:

- Australian driver licence
- Medicare card
- Australian passport
- Australian birth certificate
- Australian travel visa
- Australian citizenship certificate
- Australian certificate of registration by descent
- Australian ImmiCard.

How to apply

1. Check you meet the [eligibility criteria](#).
2. Have your [documentation and evidence](#) ready for uploading.
Note: You cannot save and resume your application once you've started.
3. Select the 'Apply online' button.
4. Log in, or create your MyServiceNSW Account.
5. Select and verify your identity documents.
6. When your identity is verified, select 'Continue'.
7. Confirm your personal details.
8. Enter your business details and answer the eligibility questions, then select 'Next'.
9. Provide information about your decline in turnover and upload your supporting documents, then select 'Next'.
10. Enter your bank details, then select 'Next'.
11. Review your application.
12. Check the declaration boxes.
13. Select 'Submit' to complete your application.

When you submit your application, you'll receive a confirmation email with your application reference number. If you do not receive this email within 5 minutes after completing your application, please check your junk mail folder, and then call [13 77 88](tel:137788) if you're still unable to locate the email.

After your application is received, it will be reviewed by Service NSW. We'll contact you if we need additional information to support your application. If your application is approved, we'll transfer funds to your specified bank account within 5 business days from the approval date.

Yours faithfully

ROY SPAGNOLO & ASSOCIATES



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