

20 July 2021

Dear Valued Client,

Re: Roy Spagnolo & Associates – NSW Covid-19 Business Grant (APPLICATIONS NOW OPEN)

If you're a business, sole trader or not-for-profit organisation in NSW and you've been impacted by the recent COVID-19 restrictions, you may be eligible for a one-off grant of \$7,500, \$10,500 or \$15,000.

The 2021 COVID-19 business grant provides cash flow support for businesses that experienced reduced demand or had to close due to the public health orders. Eligible applicants across NSW can use the grant for business costs incurred from 1 June 2021, including:

- utilities, wages and rent
- financial, legal or other advice to support business continuity planning
- marketing and communications activities to develop the business
- the cost of perishable goods that can no longer be used
- other activities to support the operation of the business.

Eligibility

To be eligible for the grant, you must:

- have an active Australian Business Number (ABN)
- demonstrate your business was operating in NSW as at 1 June 2021
- have had total annual Australian wages of \$10 million or less as at 1 July 2020
- have had an aggregated annual turnover between \$75,000 and \$50 million (inclusive) for the year ended 30 June 2020
- have [business costs](#) for which there is no other government support available
- maintain your employee headcount as at 13 July 2021. See [the guidelines](#) for definitions.

Three different grant amounts will be available depending on the decline in turnover experienced over a minimum 2-week period from 26 June 2021 to 26 July 2021, compared to the same period in 2019:

- **\$7,500** for a decline of 30% or more
- **\$10,500** for a decline of 50% or more
- **\$15,000** for a decline of 70% or more.

Businesses and not-for-profit organisations on the NSW border with Victoria impacted by the stay-at-home orders that began on 27 May 2021 may use a different comparison period to demonstrate a decline in turnover. For each of the 3 grant amounts, these businesses must demonstrate a decline in turnover over a minimum 2-week period from 27 May 2021 to 26 July 2021.

What you need

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



Roy Spagnolo & Associates Pty Ltd
ABN 34 952 195 127

Postal Address
PO Box 1444
Griffith NSW 2680

Griffith Office
193 Yambil St
Griffith NSW 2680

Sydney Office
Level 11, 90 Arthur St
Nth Sydney NSW 2060



CHARTERED ACCOUNTANTS
AUSTRALIA • NEW ZEALAND

Managing Partner
ROY L SPAGNOLO
BBus (Acc) FCA FCPA

Partners
TRENT ROSATO CA
SIMON DICKIE CPA
MARK FARRONATO CA

Consultants
MALCOLM WILMOT



ROY
SPAGNOLO
& ASSOCIATES
Chartered Accountants

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Evidence to support eligibility

If your business is on the [highly impacted industries list](#), you'll be required to:

- declare that you meet the eligibility criteria
- provide details of your qualified accountant, registered tax agent or registered BAS agent
- submit an Australian income tax return, Notice of Assessment or other documentation demonstrating the business had an aggregated annual turnover between \$75,000 and \$50 million (inclusive) for the year ended 30 June 2020
- lodge other supporting documents as required to demonstrate you meet the eligibility criteria.

If you're eligible for the \$15,000 grant, to receive the full amount, you must **submit evidence** that you experienced the relevant decline in turnover in the specified period. See [the guidelines](#) for more information.

If your business is **not** on the highly impacted industries list, you must:

- declare that you meet the eligibility criteria
- submit evidence that you experienced the relevant decline in turnover in the specified period
- submit an Australian income tax return, Notice of Assessment or other documentation demonstrating the business had an aggregated annual turnover between \$75,000 and \$50 million (inclusive) for the year ended 30 June 2020
- lodge other supporting documents as required to demonstrate you meet the eligibility criteria.

To show evidence of this decline in turnover, you'll need to submit a letter from a qualified accountant, registered tax agent or registered BAS agent, using [the template provided](#).

Alternative circumstances

If your business does not meet all of the eligibility criteria, you may be able to apply for the grant if you can provide evidence to support 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 in accordance with this grant's Terms and Conditions:

- accountant's letter
- prior BAS statements
- income tax declarations
- audited profit and loss statements
- receipts and invoices from purchases.

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

Proof of identity

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

- Australian driver licence
- Medicare card



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- 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 documentation, 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.

If you're not able to complete your application online, please call [13 77 88](tel:137788).

More information

- Only one grant is available for a single ABN.
- Multiple businesses under a single ABN are only eligible for one grant.
- The 2021 COVID-19 business grant cannot be used to cover expenses for which other government support is available, such as government fees and charges that would be covered by the [small business fees and charges rebate](#).
- If you've received previous COVID-19 business grants, you can still apply for this new grant if you meet [the eligibility criteria](#).
- The relevant COVID-19 restrictions are:
 - *Public Health (COVID-19 Temporary Movement and Gathering Restrictions) Order 2021* issued on 26 June 2021
 - stay-at-home order issued on 25 June 2021
 - stay-at-home order issued on 27 May 2021.

Yours faithfully

ROY SPAGNOLO & ASSOCIATES



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