

Business Rebound and Adaptation - Application Form

Form Preview

Eligibility

* indicates a required field

The Business Rebound and Adaptation Grants Program ('Program') is an initiative of the Northern Territory Government to help local small businesses affected by the COVID-19 pandemic build their capacity and adapt to the new economic environment.

BEFORE YOU START: you must read and agree to the Program [Terms and Conditions](#) in full. Note in particular:

An **Eligible Recipient**:

- is a legal entity that held and continues to hold a valid Australian Business Number (ABN) as at program announcement date (29 July 2020); and
- is a Territory Enterprise; and
- has 199 officers and employees or fewer (including a sole trader where the only employee is the proprietor of the business); and
- had a minimum turnover of \$75 000.00 for the 2018-19 financial year, and would have expected to have turnover equal to that amount for the 2019-20 financial year but for the effect of COVID-19 on its business; and
- has had a drop in turnover of at least 30% as a result of COVID-19
- is either open for business at the time of application, or has a plan to re-open for business within 3 months of the date of application; and
- may be a landlord of non-residential premises, as long as no application has been submitted for the same works by another Eligible Recipient at the same Property; and
- is not an Excluded Recipient.

Not for profit organisations are not eligible to apply.

Businesses that received grant funding under the Small Business Survival Fund's 'Rebound Support Grants' and the Business Improvement Grants programs are not eligible to apply.

Property means:

- a building or part of a building situated on a parcel of land in the Northern Territory or a movable location (including a mobile business asset or conveyance, such as a boat, motor vehicle or trailer) if the Eligible Recipient operates its business permanently and continuously from that location; and
- the Eligible Recipient either owns the property or has a written agreement with the owner to occupy the property on a continuous basis ('agreement to occupy'); and
- the land (if relevant) on which the property is situated is being lawfully used by the Eligible Recipient for the purposes of it carrying on its business (notwithstanding that the property may also be used for other purposes such as residential); and
- if the property is not owned by the Eligible Recipient, it is legally entitled to carry out Eligible Works to improve it.

Important Note: The Property that the quotation for Eligible Works relates to **must** be used by the Eligible Recipient to operate its business on a permanent and continuous basis.

The Department will in its absolute discretion ascertain and decide whether a recipient is eligible under this program.

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The Department will carry out **spot audits** of recipients and service provider businesses throughout the duration of the program and for 12 months after it has ended.

I am an Eligible Recipient as defined under the Program Terms and Conditions *

- Yes No - ineligible - do not continue

I consent to my personal information being shared between/ with relevant NT Government and external agencies/ advisers/ bodies for the purposes of ascertaining and validating my eligibility under this Program *

- Yes No - ineligible - do not continue

Is your business currently operating or are you planning to re-open within 3 months of submitting this application?

Date you expect to re-open for business

Must be a date.

Monitoring and evaluation of Business Rebound and Adaptation Grants Program

These questions are for research and evaluation purposes only. Your answers are not used as part of your registration and will remain confidential.

How did you hear about the Program? *

- | | | |
|---|--|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> TV | <input type="checkbox"/> Friend/ family/ acquaintance |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Radio | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Internet search engine | <input type="checkbox"/> Press Release/ Announcement | |

If the Business Rebound and Adaptation Grants Program wasn't available... (select from the drop down menu below) *

Applicant details

Legal Entity Name *

Organisation Name

Legal entity name (not trading name). If a Trust, you must give the name of the Trustee of the Trust and attach a copy of the entire trust deed further below in this application form

Trading Name *

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Can be the same as legal entity name

Legal Entity Type *

- Company Partnership Sole Trader Trust

Business ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Do you have public liability/ professional indemnity insurance cover? *

- Public liability Professional indemnity Both

This is an essential requirement for approval.

Provide current relevant certificate of insurance/s (you can upload more than 1 file) *

Attach a file:

Insurance must have the correct Business name

Business Physical Address *

Address

If no search results are found, Please click 'Can't find your address?'

Contact Phone Number *

Please provide a phone number you can be contacted on if required. Include area code if a landline. Must contain 10 characters eg 0889995511

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Email *

Please enter your preferred email address for all written correspondence, if approved your voucher/s will be sent here.

Website

Must be a URL.

Trust Deed

If your Legal Entity is a **Trust**, you will need to upload a copy of the Trust Deed to provide confirmation of who your Trustee is.

Legal Entity name in the Business details section should be written as;

ABC Pty Ltd the trustee for ABC Family Trust

or

John Smith the trustee for ABC Family Trust

Please contact your accountant if you are unsure.

Upload copy of Trust Deed *

Attach a file:

Contact person

The Department will use the below details to make contact with you, should we require anything further. This is also the person responsible for this application.

Contact person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone number *

Include area code if a landline

Email *

Must be an email address.

Employee Details

Number of NT based employees who did paid work in the business in the most recent pay period (including yourself if you work in the business) *

Less than 199

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Greater than 199 - ineligible do not continue

Upload evidence of employee numbers (can be payroll sheet for the pay period and must include employee names) *

Attach a file:

Evidence of annual turnover for 2018/2019 and 2019/2020

Upload evidence of annual turnover for each financial year.

2018/2019 financial year *

Attach a file:

eg. tax return, management accounts, etc.

2019/2020 financial year *

Attach a file:

eg. tax return, management accounts, etc.

Works/ Services

* indicates a required field

Scope and cost of works/ services

The minimum total value of a grant under BRAG is \$2500. This means that the minimum total value of works must be \$5000. If you are applying for 2 works/ services, the minimum \$5000 can be achieved through any combination, as long as the lower of your two quotations meets a minimum value of \$1,000.00.

Maximum Grant Amount means the sum of \$10,000.00 (exclusive of GST).

Eligible Works are:

- physical renovations, improvements, repairs and maintenance services and/or the purchase and installation of equipment solely for the Eligible Recipient's business, which are intended to improve the structure, fittings or fixtures, or the general condition or amenity of the Property; and/or
- services in the nature of professional advice, technological design and the like as may be approved by the Department in its absolute discretion.

Excluded Works means the works excluded under Clause 2 in the [Terms and Conditions](#).

An Eligible Recipient must not apply for a Voucher if it is related to or a relative of the Eligible business providing the quotation or if the Eligible Business is related to or a relative of the owner of the Property (if the Property is not owned by the Eligible recipient)

Eligible Works must only commence **after** an application has been **approved** by the Department and must be **completed within six calendar months of the date of issue of the Voucher**.

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I have a valid written quotation(s) from an Eligible business(es) as per the terms and conditions *

- Yes
- No - obtain itemised quotation(s) before you apply

If the business is not registered under the Jobs Rescue and Recovery Plan as an Eligible Business, they will need to register before your application is approved for works to go ahead.

Have Eligible Works in this application commenced? *

- No
- Yes - ineligible - do not continue

As per the Program's Terms and Conditions, Eligible Works must not commence until after an application has been approved by the Department and a voucher issued.

IMPORTANT – Applications received without compliant quotes will be deemed ineligible, please ensure you have compliant quotations attached within your application prior to submitting

Please save your application and return when you have valid quote/s

How many works/ services are you applying for under this application? *

- One
- Two

In other words, are you submitting 1 or 2 quotations under this application?

Works/ Services 1

Select the type of works/ services: *

- Physical renovations, improvements, repairs and maintenance services and/ or the purchase and installation of equipment
- Services in the nature of professional advice, technological design and the like (note: purchase of advertising space in any form of media is ineligible)

Works 1

Works to be carried out are to: *

- Land and building
- Mobile property (eg. boat, motor vehicle, trailer)

An eligible mobile property must be registered under the applicants legal entity name.

Eligible Property Address where works are to be carried out (if mobile property, this will be where it is generally located) *

Address

Eg. if mobile property is a car, where it is generally garaged. If no search results are found, please click 'Can't find your address?'

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Do you own the Property (including mobile property) or are you occupying/ using the Property under agreement? *

- I am the owner I am the lessee/ licensee under agreement

Agreement to occupy/ use

Upload agreement *

Attach a file:

Tenancy / lease agreement etc.

Does your agreement state that you are allowed to carry out works to the Property (owner's permission)? *

- Yes No

If you answer 'no', you will need to upload the owner's formal approval of the works.

Upload formal approval from the owner to carry out works on the property *

Attach a file:

Select the type of mobile property *

- Car/Truck Boat Trailer Machinery Earth moving/ mobile plant

Other

Upload valid registration papers

Attach a file:

If there are more than one mobile property, documentation for all is required.

Upload a copy of the certificate of insurance

Attach a file:

If there are more than one mobile property, documentation for all is required.

Services 1

In 50 words or less, describe the type of professional services you are applying for under this application *

Word count:

Must be no more than 50 words.

In 50 words or less, how will this service benefit your business in line with the program terms and conditions? *

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Word count:

Refer to Program Term's and Conditions

How many employees will benefit from this professional service? *

Must be a number.

If no employees will benefit from this service, put 0

Works/ Services 1 Quotation and Costs

Works 1 - Total cost of works/ services (ex GST) *

DO NOT INCLUDE GST

Upload quotation for works/ services 1 *

Attach a file:

Works/ Services 1 - Nominated Eligible Business

Nominated Business who will be carrying out works/ services 1 *

Organisation Name

If the business is not registered and on the website your application will not be assessed.

Nominated Business ABN (refer to your quotation) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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Nominated Business Phone Number *

Must contain 10 characters and include area code if a landline

Nominated Business Email *

Must be an email address.

Works/ Services 2

Select the type of works/ services: *

- Physical renovations, improvements, repairs and maintenance services and/ or the purchase and installation of equipment
- Services in the nature of professional advice, technological design and the like (note: purchase of advertising space in any form of media is ineligible)

Works 2

Works to be carried out are to: *

- Land and building
- Mobile property (eg. boat, motor vehicle, trailer)

An eligible mobile property must be registered under the applicant's legal entity name.

Eligible Property Address where works are to be carried out (if mobile property, this will be where it is generally located) *

Address

Eg. if mobile property is a car, where it is generally garaged. If no search results are found, please click 'Can't find your address?'

Do you own the Property (including mobile property) or are you occupying/ using the Property under agreement? *

- I am the owner
- I am the lessee/ licensee under agreement

Agreement to occupy/ use

Upload agreement *

Attach a file:

Tenancy / lease agreement etc.

Does your agreement state that you are allowed to carry out works to the Property (owner's permission)? *

- Yes
- No

If you answer 'no', you will need to upload the owner's formal approval of the works.

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Upload formal approval from the owner to carry out works on the property *

Attach a file:

Select the type of mobile property *

Car/Truck Boat Trailer Machinery Earth moving/ mobile plant
Other

Upload valid registration papers

Attach a file:

If there are more than one mobile property, documentation for all is required.

Upload a copy of the certificate of insurance

Attach a file:

If there are more than one mobile property, documentation for all is required.

Services 2

In 50 words or less, describe the type of professional services you are applying for under this application *

Word count:

Must be no more than 50 words.

In 50 words or less, how will this service benefit your business in line with the program terms and conditions? *

Word count:

Refer to the Program Term's and Conditions

How many employees will benefit from this professional service? *

Must be a number.

If no employees will benefit from this service, put 0

Works/ Services 2 Quotation and Costs

Works 2 - Total cost of works/ services (ex GST) *

DO NOT INCLUDE GST

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Upload quotation for works/ services 2 *

Attach a file:

Works/ Services 2 - Nominated Eligible Business

Nominated Business who will be carrying out works/ services 2 *

Organisation Name

If the business is not registered and on the website your application will not be assessed.

Nominated Business ABN (refer to your quotation) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Nominated Business Phone Number *

Must contain 10 characters and include area code if a landline

Nominated Business Email *

Must be an email address.

Declaration

* indicates a required field

Unattested Declaration under the Oaths, Affidavits and Declarations Act

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I (insert full name) *

solemnly and sincerely declare

- I have read, understood and agree to comply with the [Terms and Conditions](#) of the Business Rebound and Adaptation Grants Program.
- I have read, understood and agree to the [Privacy Statement](#).
- I understand and accept that I (together with joint owners of a property, if any) can only apply once to the Business Rebound and Adaptation Grants Program, whether my business receives the maximum grant amount under this application or not.
- I understand that my business (and all its related entities) may benefit only once from an application under the Program, regardless of whether the grant is for works to a property, professional services or both.
- No other application for a voucher under this Business Rebound and Adaptation Grants Program has been made by any other person in relation to the property/ business the subject of this application.
- All works included in the quotation(s) will be conducted on the property or in relation to my business, as the case may be.
- I have made all due diligence inquiries about the business(es) providing the quotation(s) that I deem necessary or desirable.
- I have undertaken appropriate due diligence regarding the works and/ or services and am satisfied that all relevant permits and approvals are in place as required.
- I am not 'Related' to the business/es which provided the quotation/s (see definition in the [Terms and Conditions](#)).
- No offer of cashback or any other benefit (whether monetary or not) has been made to me by a business whose quotation I have included in this application or any third party as a condition of acceptance of a quotation during the course of the Program.
- I understand the processes contained in the [Terms and Conditions](#).
- I will advise the Department immediately if any of the information and details provided in this application change during the course of the grant.
- I accept that the Department will carry out spot audits of grant recipients and service provider throughout the duration of the program and for 12 months after it has ended; I agree to provide all requested documents and information in relation to this application.
- I understand the dispute resolution processes, accept that the relationship under this grant is between me and the quoting business, and agree to indemnify the Northern Territory Government against any loss or damages sustained under or in connection to works undertaken as part of the grant.

1.

This declaration is true and I know that it is an offence to make a declaration that is false in any material particular. *

Confirm

This declaration is made at *

Location or town the declaration is made at, eg. Darwin, Alice Springs, etc.

Name *

Title

First Name

Last Name

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Date of birth *

Must be at least 18 years of age.

Position title *

Must be a principal of the business applying ie. Director, Sole Trader, Partner etc.

Date of declaration *

Must be a date.