

February and March 2022 Storm and flood disaster recovery small business grant



Up to \$50,000 is available for eligible small businesses and not-for-profit organisations. Here's what you need to have ready and how to apply:

- Getting started**
- A MyServiceNSW Account – if you don't already have one, you can set one up when you start your application.
 - Your valid ABN/ACN.
 - Your business banking details for payment.

- Proof of identity**
- 2 proof of identity documents, including:
- Australian driver licence
 - Medicare card
 - Australian passport or citizenship certificate
 - Australian birth certificate
 - Australian travel visa
 - Australian certificate of registration by descent
 - Australian ImmiCard.

- Proof of address**
- To verify the address where your business was impacted, you may be required to provide:
- rates notice or lease agreement
 - invoices supplied to the business for goods and services
 - utility bills
 - insurance papers
 - registration papers
 - contractor licences.

Businesses that are not located in but were working in a flood-affected area at the time of the disaster may need to provide evidence of this, such as a work order.

Depending on where your business is located and the amount of funding you're applying for you also need to provide:

Evidence of direct damage	If you're applying for up to \$25,000 and your business is in a severely impacted suburb*	If you're applying for more than \$25,000 and your business is in a severely impacted suburb*	If you're applying for up to \$15,000 and your business is in a highly impacted suburb*	If you're applying for more than \$15,000 and your business is in a highly impacted suburb*	If you're applying for up to \$15,000 and your business is not in a highly or severely impacted suburb*	If you're applying for more than \$15,000 and your business is not in a highly or severely impacted suburb*
A list of the direct damage and the costs associated	✓	✓	✓	✓	✓	✓
Photos of the direct damage	✓	✓	✓	✓	✓	✓
Any other supporting documentation you may wish to provide or are asked to provide to support your claim, like damage reports and proof of ownership	✓	✓	✓	✓	✓	✓
Quotes for replacements, works or services		✓		✓	✓	✓
Proof of payment [†] for completed work covering the entire amount of funding		✓		✓		✓

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If you're a not-for-profit organisation or a sole trader, you also need to provide the following documents:

Not-for-profit organisations

- Registration letter from the Australian Charities and Not-for-profits Commission (ACNC).
 - Or incorporated letter from NSW Fair Trading.
- OR
- Your constitution at the time of the disaster.
 - Minutes from your last 3 annual general meetings.
 - Audited financial statements for the past 3 years.

Sole traders with no full-time or equivalent employees

You may be asked to supply a letter from an accountant or a tax return to confirm that in FY 2020–21 and/or FY 2021–22, you derived or will derive more than 51% of your income from the business.

If you're in a highly impacted suburb* applying for up to \$15,000, or in a severely impacted suburb* applying for up to \$25,000, and aren't able to provide an accountant's letter or tax return to demonstrate that you derive more than 51% of your income from your business, you can submit a signed statutory declaration‡.

Note: keep all the evidence listed in this document handy. Even if you don't use it for your application, you may need it if you're audited in the future.

How to apply

- 1 Find out if your business is eligible**
You can contact a Business Concierge on 13 77 88 or visit service.nsw.gov.au and search 'floods small business grant' to view the grant Guidelines and Terms and Conditions.
- 2 Get your documents ready**
Gather the information and evidence you need to apply.
If you have all your documents ready, you'll need around 20 minutes to complete your application.
- 3 Have your MyServiceNSW Account details ready**
If you don't already have an account, visit service.nsw.gov.au and search 'MyServiceNSW Account'.
- 4 Submit your application**
To submit your application, visit service.nsw.gov.au and search 'floods small business grant'. You'll be asked to log in to your MyServiceNSW Account.
Please note you can't save and resume your application. We'll assess it based on the information you provide and contact you if any detail is missing or we need you to clarify anything.
Then we'll let you know the outcome of our assessment in writing.

* To check if your business is in a highly or severely impacted suburb, visit service.nsw.gov.au and search 'floods small business grant' then follow the '**highly impacted suburb**' or '**severely impacted suburb**' links.

† Proof of payment can include one of the following: 1) An invoice including the name, address and ABN (if applicable) of the entity that issued the invoice and a description of each item to which the invoice relates. This must clearly relate to approved expenditure for the applicant and can relate to damage from the eligible disaster. 2) A receipt including the name, address and ABN (if applicable) of the entity that issued the receipt and a description of each item to which the receipt relates. 3) A copy of the applicant's bank transfer and/or bank statement.

‡ For a statutory declaration template, visit service.nsw.gov.au and search 'floods small business grant', then follow the 'documents' link.