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# Small Business COVID-19 Recovery Grant - Terms and Conditions

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On 16 June 2020, the NSW Government announced the Small Business Recovery Grant to support businesses meet the costs of safely re-opening or scaling up their operations as COVID-19 restrictions ease. The grant program will be implemented by Service NSW and be available from 1 July 2020.

The NSW Government and Service NSW will administer the payments on the following Terms and Conditions.

## Definition

The term 'Grant Guidelines' refers to the applicable grant guidelines for small business owners or non-profit organisations making an application. 'You' is used interchangeably with 'applicant' and 'applicants'. 'Administering Agency' means Service NSW and NSW Treasury. Further definitions are contained within the Grant Guidelines, unless otherwise stated in these Terms and Conditions or published on the Service NSW website.

## Grant guidelines

The [guidelines](#) which underpin these Terms and Conditions, are published on the Service NSW website.

## Application

These Terms and Conditions together with the Grant Guidelines apply to applicants. By applying, you agree to be bound by these Terms and Conditions, the Grant Guidelines and the Service NSW Privacy Policy and Privacy Statement (as applicable).

## Eligibility

Applicants must meet the eligibility criteria set out in the Grant Guidelines to qualify for a grant. Service NSW provides guidance on its website about the eligibility criteria under 'Eligibility' in [Apply for the small business COVID-19 recovery grant](#).

## Evidence

- Applicants must certify that they meet the eligibility criteria. If they are audited, applicants will be required to demonstrate eligibility for the grant and may be required to demonstrate how they have spent grant funds.
- Service NSW provides guidance on its website about the types of information, documentation and evidence you will need to obtain and retain to be eligible for this grant under the 'What you need' section of the in [Apply for the small business COVID-19 recovery grant](#) webpage.

## Verification

- The information applicants provide must be true and may be inspected, audited, verified or confirmed at any time in accordance with the Grant Guidelines and Terms and Conditions.
- Applicants must be small business owners who have authorised the making of grant applications for the relevant small business.
- Applicants must retain all tax invoices, official receipts, bank statements, quotations or other similar records for assistance received under the scheme until 5 years after the closing day for applications.
- Applicants must consent to the administering agency conducting an audit of documentation used to support an application, in order to verify information provided.
- The administering agency may request verification/confirmation about your application from you or any other private or public authority, for the purpose of administering the scheme (including audits), subject to any applicable legal requirements. Verification/confirmation may include, without limitation, any or all of the following:
  - requesting and receiving additional information
  - confirmation that the Eligibility, Evidence and Conditions for Payment requirements have been met.
- By making an application, you acknowledge that:
  - providing false or misleading information to a public authority, or hiding facts, may be a fraudulent act under the Crimes Act 1900 and subject to criminal penalties
  - any overpayment made as a result of an incorrect, misleading or fraudulent claim, or as a result of error, is repayable by you and may be recovered.

## Closure, suspension or variation of the program

- The NSW government and the administering agency reserve the right, at any time, to:
  - vary the Grant Guidelines, these Terms and Conditions and the process for application
  - suspend the operation of, or close, the application process
  - alter or change the opening and closing date for applications
  - reduce or extend the application period.
- Any changes to the Grant Guidelines, these Terms and Conditions or action taken to suspend or end the Program will be notified on Service NSW's website.

## General

- Applicants can submit one application in total of between \$500 and \$3000.
- Successful applicants will have their personal and business information used to set up a MyServiceNSW Business Profile in their MyServiceNSW Account. For more information please visit [MyServiceNSW Business Profile](#).
- Applicants are responsible for seeking any necessary financial advice.
- No rights under these Terms and Conditions will be waived except by notice in writing signed by both the applicant and the administering agency.
- The program and all related documents are governed by the laws of the State of New South Wales.
- Where the administering agency has issued a notice to the email address provided by the applicant, the notification will be deemed to have been received by the applicant immediately upon receipt of electronic transmission confirmation.