



Business Boost Program

Guidelines

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Business Boost aims to support Tasmanian small businesses through the delivery of practical information and advice designed to assist their growth, productivity and sustainability.

1. Introduction	Assistance is available to groups of Tasmanian businesses that are experiencing common issues or obstacles to growth and sustainability. The intention is to improve the capacity and capability of the businesses involved in a way that leads to increased investment, export and import replacement activity in Tasmania.
2. Aims	The aim of the program is to assist groups of small to medium Tasmanian businesses to tackle impediments to business growth and to grasp opportunities that will result in improved productivity and performance. It provides an opportunity for businesses to network and benefit from sharing information, experiences and insights in a group environment.
3. Target group	<p>Groups of businesses may be identified on the basis of an industry sector, region, supply chain or demographic.</p> <p>The types of Tasmanian businesses this program aims to assist:</p> <ol style="list-style-type: none"> 1. have an indicative turnover of at least \$100 000 and can demonstrate they have the capacity and capability to implement the outcomes of the project. 2. are in at least one of the following categories: <ul style="list-style-type: none"> ○ selling goods and services interstate or overseas ○ have the potential to sell goods and services interstate or overseas ○ are replacing imports into Tasmania ○ are an integral part of the supply chain* to those businesses selling interstate or overseas. <p>* A supply chain business is a provider of components or services that are key inputs into the production of export goods or services.</p>
4. What does the program offer?	<p>The types of projects that could be supported include (but are not limited to) those that are:</p> <ul style="list-style-type: none"> ● accessing expert advice

	<ul style="list-style-type: none"> • accessing business management training tailored to a particular group’s needs • seeking exposure to innovative production methods and best practice operations through site visits • tackling common business issues, eg improving production efficiencies and waste reduction across a supply chain. <p>These projects may take the form of a workshop, site visits or be a discrete project delivered over an agreed timeframe.</p> <p>The types of issues or business constraints that may form the basis of a project application include (but are not limited to):</p> <ul style="list-style-type: none"> • access to skilled labour and workforce development issues • accessing new market opportunities • environmental sustainability and waste reduction • process and productivity improvement. <p>Examples of past projects that have been supported are available on the website http://www.development.tas.gov.au/business/businessboost.html</p>
5. Who can apply?	An incorporated body or a legal entity with an ABN can submit an application.
6. Funding	<p>The program offers funding assistance of between \$5 000 and \$50 000 to assist with the project costs.</p> <p>Higher amounts may be considered on a case-by-case basis for projects that can achieve significant and sustainable outcomes in tackling business constraints and increasing business productivity and performance.</p> <p>Funding may be made conditional on a minimum number of registered participants.</p>
7. Assessment criteria	<p>Approval of an application is dependent on the project’s ability to meet the assessment criteria and the availability of program funds.</p> <p>The application must clearly define the project aims, what will be delivered and the benefits to the participants. In addition, the application must address the following:</p>

	<p>Desired outcomes:</p> <ul style="list-style-type: none"> • that there will be a net economic benefit¹ to the businesses as a result of the assistance • that there is a genuine impediment or opportunity for business and/or industry growth • that the types of businesses participating are those targeted by this program (see section 3). <p>The project activity:</p> <ul style="list-style-type: none"> • is a cost-effective and appropriate method of supporting the businesses, including a statement that consideration has been given to other types of government assistance which may be more suitable • that there is value for money for participants and for the government • that there is adequate commitment to undertake, complete and evaluate the project within the timeframe outlined in the proposal • that the project partners have the necessary skills and experience to deliver the project successfully. The applicant must state if a third party will be engaged to deliver the project activity and, if known, to name them in the application. <p>Preference will be given to applications that can demonstrate:</p> <ul style="list-style-type: none"> • appropriate levels of industry/business consultation and or support • the potential to bring into the project other funds (including participant contributions).
8. Process	<p>STEP 1</p> <p>The applicant has identified a project that addresses a specific business need and meets the assessment criteria.</p>

¹ Net economic benefits include: employment creation or retention; increased investment; new export or import replacement sales or increased productivity.

	<p>To ensure this program is suitable, the applicant can contact Business Point on 1800 400 026.</p> <p>STEP 2</p> <p>The applicant must complete an application form and ensure that all the information necessary for assessment is included. Applications can be submitted at any time by mail or email. Submission details are located on the application form.</p> <p>STEP 3</p> <p>Applications are evaluated against the assessment criteria by a three-person panel with appropriate expertise. Applicants may be contacted for further information during the assessment process.</p> <p>STEP 4</p> <p>Applicants will be notified in writing of the outcome of their application within 15 working days from submission of a completed application form.</p> <p>STEP 5</p> <p>Upon the applicant being advised of the success of the application, the applicant may be required to sign an agreement with the department. The applicant must ensure they read the terms and conditions of the agreement.</p> <p>In the case where the project deliverer has not yet been identified, the department would seek to be involved in that selection process.</p>
<p>9. Claimable expenditure</p>	<p>Expenditure must directly relate to the project activity and be detailed in the budget within the application form. The department is not obliged to reimburse any project expenditure incurred prior to the date of the approval of the application.</p> <p>Costs incurred that cannot generally be claimed include:</p> <ul style="list-style-type: none"> • product prototype research and development² • the purchasing of capital equipment. <p>Generally, payments will be paid in instalments as set out in the agreement. The final payment will be made on the</p>

² There are a number of other programs available to assist with prototype product development. These include a range of Australian Government initiatives through AusIndustry. For more information visit www.ausindustry.com.au.

	satisfactory completion of the project and the submission of the reporting requirements.
10. Monitoring and evaluation	To help evaluate the effectiveness of this program and to enable continuous improvement in its delivery, the department will monitor the progress of successful projects. All successful applicants are required to meet the department's project reporting requirements, which will be covered in the agreement. The information is used to ensure that our small business programs continue to meet the needs of clients.
11. Dispute resolution	The department has standards and processes in place for dealing with disputes or complaints. This information can be found on the following link: <u>http://www.development.tas.gov.au/about/service.html</u>
12. More information	For more information please contact: Business Point Phone: 1800 440 026 Email: businesspoint@development.tas.gov.au