

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

Before you start your application

* indicates a required field

Before completing this application form, please ensure you have read the **Program Guidelines** (including the program Terms and Conditions) and refer to the **Frequently Asked Questions**.

If you have any queries about your application, please send an email to **grants@smallbusiness.wa.gov.au** quoting your unique application number. For auditing purposes, all grant-related enquiries must be made in writing.

Please note the Small Business Development Corporation (SBDC) are unable to provide status updates on the progress of your application during the assessment period.

Completing the form

This form contains mandatory fields. You will be alerted if you try to save or submit the form without completing the required sections (use the **'Next'** and **'Back'** buttons to go back through each page and look for sections highlighted in red to identify any errors or omissions).

If you need additional information, you can save your application by pressing the **'SAVE'** button at the top of any page. When you log back into Smarty Grants, go to the **'Forms in Progress'** list to access your application form again.

Once you press **'SUBMIT'** on the last page of the application form, you will not be able to add or edit any part of the form so please ensure you review your application carefully before pressing the submit button. If you make an error, please send an email to **grants@smallbusiness.wa.gov.au** with a request for your application to be reopened. Please include your unique application number starting with TC.

Applications not submitted by the closing date will not be considered.

Preparing for your application

Please ensure you respond fully to all the questions and provide supporting documents.

Not providing the correct documents or evidence can delay, or prevent, the processing of your application.

Prepare for your application by gathering the following information and documents. Documents can be provided in PDF, JPG or PNG formats. Documents will not be accepted if they are redacted or in any way designed to mislead.

Australian Business Number (ABN)

You can find this number on any letter the government has sent to your business. Alternatively you can use the [ABN Lookup](#) tool to search for your business. You do not need to provide supporting evidence, simply quote this number.

Confirmation that you are the owner-occupier of your business premises

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

A copy of the Rates Notice associated with the business premises.

Evidence that your business was actively operating at the time of the cyclones

Electronic copies of one of the following can be submitted:

- Business tax return statement for FY22-23.
- Business Activity Statement (BAS) either for either January - March 2023 or April - June 2023 quarters.
- Profit and Loss statement for January and February 2023 (Ex Tropical Cyclone Ellie) or April and May 2023 (Tropical Cyclone Ilsa), produced by an accountant or your accounting software, such as MYOB or Xero.
- Bank statement (from a period between 1 January 2023 to 30 April 2023), showing business transactions.

If you are a **sole trader**, confirmation that at least 50 per cent of your income, is derived from your business

Electronic copies of one of the following:

- Tax return statement for FY22-23.

Additionally a list of links to your business website and social media accounts can also help support your application.

Please note that excel spreadsheets and hand written ledgers are not accepted.

Details of your insurer

The name of your insurance company, your policy number and itemised statements of payments made for damage.

Details of previous government grants that you have applied for related to Tropical Cyclones Ilsa and Ellie

You will be asked if you have previously applied for one of these grants.

The following documents are not required to be uploaded as part of the application process but may be requested in the future, up to 12 months post-payment, as part of the program auditing requirements:

- A letter of authority from the business owner confirming the Applicant is authorised to apply for this program on behalf of the business;
- Other documentation or evidence relevant to the assessment process.

Privacy Statement

The Small Business Development Corporation (SBDC) will use personal information contained in this application for the purpose of administering the grant program and assessing the application. The SBDC may also share information with other state government agencies participating in disaster event recovery programs.

With your consent, SBDC will provide your name, email, and phone number, to an independent third party provider to seek your confidential feedback about the grants process.

Information may also be used or disclosed:

- where required or permitted by a law of Western Australia;

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

- if we are required to do so (eg by a court or tribunal order, or a law of the Commonwealth).

Your personal information will be dealt with in accordance with the applicable legislation in Western Australia and consistent with any legal obligation (including the *State Records Act 2000*). The SBDC's Privacy Policy is available on request.

If you have any questions relating to privacy please contact infocentre@smallbusiness.wa.gov.au.

You must answer "Yes" to all questions in this section to be eligible for the grant.

When we refer to "your business" or "you" in this application, we are specifically referring to the small business for which you are seeking the grant.

Eligibility Confirmation

I confirm as the Applicant:

- I have read, understood and accept the program guidelines;
- I am authorised to act on behalf of the business subject to this application;
- I agree to retain records of supporting evidence for up to 12 months from the date any grant is approved; and
- I acknowledge that all grants are subject to audit and I will provide records on request as required.

Please confirm that all statements above are true and correct. *

☐ Yes I confirm

Is the business eligible to apply for a business recovery grant?

* indicates a required field

Does your business have a valid and active ABN (Australian Business Number) and that the ABN was active prior to and during the disaster? *

☐ Yes

☐ No

You are ineligible if you fall into one of these categories:

- Non-profit organisation that relies on grant funding or donations for the majority of income;
- part of a national chain (except franchises);
- superannuation fund;
- personal investment vehicle; or
- farm enterprise or primary producer (except for retail outlets)

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

Were you conducting business (on a regular basis) in the disaster area prior to and, at the time of the event? *

☐ Yes ☐ No

Has the business suffered direct damage as the result of the disaster event(s) to the business premises or tools of trade (e.g. plant and equipment), and the essential cost of repair and replacement are the applicant's responsibility? *

☐ Yes ☐ No

Has the business incurred costs for activities such as clean-up, repair, replacement, or recovery for the business premises and/or business equipment, due to the disaster event(s)? *

☐ Yes ☐ No

Have you re-established or intending to re-establish the business in the disaster area? *

☐ Yes ☐ No

Local Government Areas affected

Ex Tropical Cyclone Ellie

Businesses trading in the following Local Government Areas (LGA) at the time of the disaster event are eligible to apply for this program:

- Shire of Broome
- Shire of Derby-West Kimberley
- Shire of Halls Creek
- Shire of Wyndham-East Kimberley

Tropical Cyclone Ilsa

Businesses trading in the following Local Government Areas (LGA) at the time of the disaster event are eligible to apply for this program:

- Shire of Broome
- Town of Port Hedland
- Shire of East Pilbara

The business can be permanently based in the affected LGAs, or they can be permanently based elsewhere but carry out business activities within the affected LGAs.

Did the business trade in an affected LGA, up to and including, the date of the disaster event(s) that you are applying for? *

☐ Yes ☐ No

Which grant program are you applying for?

Which grant support program are you applying for? *

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

- ☐ Ex Tropical Cyclone Ellie
- ☐ Tropical Cyclone Ilsa
- ☐ Both Ex Tropical Cyclone Ellie and Tropical Cyclone Ilsa

LGAs affected by Ex Tropical Cyclone Ellie

Which LGA did the business trade in at the time of the disaster event? *

- ☐ Shire of Broome
- ☐ Shire of Derby-West Kimberley
- ☐ Shire of Halls Creek
- ☐ Shire of Wyndham-East Kimberley

If the business trades in more than one LGA, please select the primary trading region. If more than one business was affected by the disaster event, please submit a separate application for each business

LGAs affected by Tropical Cyclone Ilsa

Which LGA did the business trade in at the time of the disaster event? *

- ☐ Shire of Broome
- ☐ Town of Port Hedland
- ☐ Shire of East Pilbara

If the business trades in more than one LGA, please select the primary trading region. If more than one business was affected by the disaster event, please submit a separate application for each business

Have you previously applied or intend to apply for any of the grants related to Ex Tropical Cyclone Ellie and/ or Tropical Cyclone Ilsa. *

- ☐ Yes
- ☐ No

If yes, please name the grants program applicable.

Eligibility

Based on the responses provided, we regret to inform you that your business does not meet the eligibility criteria required for this grant.

Please feel free to contact us at grants@smallbusiness.wa.gov.au if you have any questions or concerns.

Business details

* indicates a required field

At the time of the disaster did you employ: *

- ☐ Small business - less than 20 full-time equivalent employees
- ☐ Medium business - between 20-199 full-time equivalent employees
- ☐ The business has no employees

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

Are you a sole trader? *

☐ Yes ☐ No

Did the business typically derive more than 50 per cent of it's income from the business activities conducted within the affected LGA before the disaster? *

☐ Yes ☐ No

If you were operating as a sole trader on, or before the time of the disaster event, did you have another source of income other than your business, such as full or part-time employment? *

☐ Yes ☐ No

If you were a sole trader on, or before the time of the disaster event, did your business provide more than 50 per cent of your income? *

☐ Yes ☐ No

Note that we may require evidence to support this statement

Please upload an un-redacted copy of your 2022-23 tax return. *

Attach a file:

Business trading name. *

Organisation Name

This is your registered business name or name used to advertise the business to customers.

Describe what your business does *

In 50 words or less please provide a description of the type of business you conduct, for example - cafe, catering business, bakery.

Business address (not a PO box) *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

This must be the main business location, it can be your home office.

Is the address entered for a home office or home-based business? *

☐ Yes ☐ No

Australian Business Number (ABN) *

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

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.

ABN must match the entity name listed below.

Business online presence

This information will assist us in assessing your application.

Does your business have a website? *

☐ Yes ☐ No

Is the business on Facebook? *

☐ Yes ☐ No

Is the business on Instagram? *

☐ Yes ☐ No

Please provide a link to the website URL *

Must be a URL.

Please provide a link to the Facebook URL *

Must be a URL.

Please provide a link to the Instagram URL *

Please provide links to any other social presence the business may have.

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

Such as Google My Business, TikTok, LinkedIn.

Type of business

- | | | |
|--|---|---|
| <input type="radio"/> Accommodation and food services | <input type="radio"/> Financial and insurance services | <input type="radio"/> Professional, scientific and technical services |
| <input type="radio"/> Administrative and support services | <input type="radio"/> Information, media and telecommunications | <input type="radio"/> Public administration and safety |
| <input type="radio"/> Agriculture and fishing | <input type="radio"/> Health care and social assistance | <input type="radio"/> Rental, hiring and real estate services |
| <input type="radio"/> Arts and recreation | <input type="radio"/> Manufacturing | <input type="radio"/> Retail trade |
| <input type="radio"/> Construction | <input type="radio"/> Mining | <input type="radio"/> Transport, postal and warehousing |
| <input type="radio"/> Education and training | <input type="radio"/> Other services | <input type="radio"/> Wholesale trade |
| <input type="radio"/> Electricity, gas, water and waste services | | |

If you are unsure of which category of business please visit the [Australian and New Zealand Standard Industry Classifications](#) website.

The following evidence is required that your business was actively trading prior to, and including, Ex Tropical Cyclone Ellie (28 December 2022 to 7 February 2023) and Tropical Cyclone Ilsa (13 April 2023).

Indicate which document you are submitting to confirm this (only one is required). *

- ☐ Tax return statement for FY2022-23
- ☐ Business Activity Statement (BAS) for either the Jan-Mar 2023, or Apr-Jun 2023 quarters
- ☐ Profit and loss statement from January and February 2023 (Ex-Tropical Cyclone Ellie), or April and May 2023 (Tropical Cyclone Ilsa), (from an accountant or your accounting software, such as MYOB or Xero)
- ☐ Bank statement (from a period between 1 January 2023 and 30 April 2023) showing business transactions.

Upload your evidence here in PDF, JPG or PNG format *

Attach a file:

A minimum of 1 file and a maximum of 5 files may be attached.
The document must be legible.

Was the business insured on the 28 December 2022? *

- ☐ Yes ☐ No

Was the business insured prior to 13 April 2023? *

- ☐ Yes ☐ No

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

Name of insurance company *

What is your policy number *

Have you submitted an insurance claim? *

☐ Yes

☐ No

Please upload a copy of your insurance policy including an itemised schedule and certificate of currency. *

Attach a file:

What is your insurance claim number? *

Has your claim been accepted? *

☐ Yes

☐ No

Please upload your 'Acceptance of claim', 'Settlement of claim' letter, or 'Insurance Schedule', here. *

Attach a file:

Do you have an insurance claim manager or assessor that we can contact to verify your claim? *

☐ Yes

☐ No

Claim manager or assessors contact details

Name *

Title

First Name

Last Name

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Do you have building and contents for the business insured with an insurer other than the one listed above? *

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

☐ Yes

☐ No

Do we have your permission to contact the claim manager or insurance assessor in relation to this claim?

☐ Yes

☐ No

Name of your insurance company *

What is your policy number? *

Have you submitted a insurance claim? *

☐ Yes

☐ No

What is your claim number? *

Has your claim been accepted? *

☐ Yes

☐ No

Please upload your 'Acceptance of claim' or 'Settlement of claim' letter here. *

Attach a file:

The maximum amount that can be claimed through the Small Business Recovery Grant is \$50,000.

An initial amount of up to \$15,000 is available as an upfront payment to approved grant applicants.

Or

A total claim amount of up to \$50,000 for small businesses is available as a reimbursement payment to cover eligible out-of-pocket costs incurred by the grant applicant.

Which option are you applying for? *

- ☐ An initial amount of up to \$15,000 (an initial claim). To support an initial claim quotations, invoices and official receipts are required and can be supported by photographs.
- ☐ A total amount of up to \$50,000 in one claim. To support a full claim, evidence of payment is required, this includes invoices and receipts.

Hint:

If your claim includes quotations, you are only eligible to apply for the initial amount of up to \$15,000.

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

A further subsequent amount of up to \$35,000 can be claimed. A separate form will be sent and can be submitted once full evidence (Invoices and receipts) is available to support the subsequent claim.

Please note the subsequent amount can only be claimed with full evidence provided for the initial and subsequent claim. Failure to provide evidence for the initial claim will result in the subsequent claim being declined.

Applications are subject to audit and records must be kept for 12 months from the date the grant is approved.

Do you agree to keep records as supporting evidence for this application, in accordance with the program guidelines and terms and conditions? *

☐ Yes I agree

The maximum amount that can be claimed through the Small Business Recovery Grant is \$75,000.

An initial amount of up to \$15,000 is available as an upfront payment to approved grant applicants.

Or

A total claim amount of up to \$60,000 for medium businesses is available as a reimbursement payment to cover eligible out-of-pocket costs incurred by the grant applicant.

Which option are you applying for? *

- ☐ An initial amount of up to \$15,000 (an initial claim). To support an initial claim quotations, invoices and official receipts are required and can be supported by photographs.
- ☐ A total amount of up to \$75,000. To support a full claim, evidence of payment is required, this includes invoices and receipts.

Hint:

If your claim includes quotations, you are only eligible to apply for the initial amount of up to \$15,000.

A further subsequent amount of up to \$60,000 can be claimed. A separate form will be sent and can be submitted once full evidence (invoices and receipts) is available to support the subsequent claim.

Please note the subsequent amount can only be claimed with full evidence provided for the initial and subsequent claim. Failure to provide evidence for the initial claim will result in the subsequent claim being declined.

Applications are subject to audit and records must be kept for 12 months from the date the grant is approved.

Do you agree to keep records as supporting evidence for this application, in accordance with the program guidelines and terms and conditions? *

☐ Yes I agree

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

Any grant payments received in response to quotes are subject to evidence being provided to the Small Business Development Corporation (SBDC) that the work has been successfully completed and paid for within 12 months (or by 30 June 2025 whichever comes first). The applicant consents to providing this information or repaying the grant. *

☐ Yes I agree

Please note below what you can or cannot claim for.

What you can claim for:

Eligible costs must be directly associated with eligible activities and may include:

- hiring or leasing equipment and materials to undertake clean-up of property, premises, or equipment;
- Purchasing equipment and materials to undertake clean-up of property, premises, or equipment if the delivery agency is satisfied:
 - the equipment or materials are not ordinarily available for lease or hire (e.g. cleaning chemicals, gloves, buckets, brooms, mops, shovels, or buckets); or,
 - the equipment is or the materials are reasonably necessary for cleaning the property, premise, or equipment, and are not readily available for hire or lease. (In this instance assistance towards purchase is available to the assessed hire or lease cost of the item being purchased);
- carting away debris, damaged goods and material, including cost of disposal;
- payment for tradespeople to conduct safety inspections of damage to property, premises or equipment;
- repairing a building or repairing or replacing fittings in a building, if the repair or replacement is essential for resuming operations of the business;
- purchase or hire/lease costs for equipment essential to the immediate resumption of operations;
- additional labour costs to clean a property, premises or equipment, if;
 - the cost would not ordinarily have been incurred in the absence of the disaster; or,
 - the cost exceeds the cost of employing a person to clean the property, premises or equipment

Ineligible costs:

An applicant is not eligible for assistance for costs associated with:

- Activities associated with the clean-up and reinstatement of small and medium businesses that are not directly resulting from Ex-TC Ellie, or TC Ilsa;
- where adequate evidence cannot be provided;
- own labour (including existing staff and own equipment);
- loss of income;
- costs associated with preparing and acquitting DRFAWA applications;
- legal costs; and
- if the small business is home based, applicants are only permitted to claim the costs of clean-up and reinstatement for damage to premises and items which are directly attributed to the business, not other household damage.

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

that would ordinarily have been incurred in the absence of the disaster (in this instance, only the excess costs are eligible);

- leasing of temporary premises for the purpose of resuming operation of the business;
- replacement of lost or damaged stock, which is essential to the immediate resumption of operations; and
- costs associated with insurance excess and insurance claim shortfall that are directly related to the eligible disaster.

Describe the clean-up or reinstatement items being claimed for, along with the amount being claimed.

Additionally, ensure that you attach supporting evidence of your claim.

Select the 'Add More' button to add more lines to itemise each claim.

Please select the most relevant description for each item being claimed.

Please select one item *

Please select the most relevant from the dropdown list.

Amount claimed including GST.

Amount claimed for item *

Must be a dollar amount.

Upload your quotation or invoice, receipt or proof of payment and photographic evidence of the item here
(in PDF, JPG or PNG format)

*

Attach a file:

describe the document you are uploading, for example "Invoice from ABC cleaning"

Please select the most relevant description for each item being claimed.

Please select one item *

Please select the most relevant from the dropdown list.

Amount claimed including GST.

Amount claimed for item *

Must be a dollar amount.

Upload your quotation or invoice, receipt or proof of payment and photographic evidence of the item here
(in PDF, JPG or PNG format)

*

Attach a file:

describe the document you are uploading, for example "Invoice from ABC cleaning"

Please select the most relevant description for each item being claimed.

Please select one item *

Please select the most relevant from the dropdown list.

Amount claimed including GST.

Amount claimed for item *

Must be a dollar amount.

Upload your quotation or invoice, receipt or proof of payment and photographic evidence of the item here
(in PDF, JPG or PNG format)

*

Attach a file:

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

Please select the most relevant description for each item being claimed.

Please select one item *

Please select the most relevant from the dropdown list.

Amount claimed including GST.

Amount claimed for item *

Must be a dollar amount.

describe the document you are uploading, for example "Invoice from ABC cleaning"

Upload your quotation or invoice, receipt or proof of payment and photographic evidence of the item here
(in PDF, JPG or PNG format)

*

Attach a file:

describe the document you are uploading, for example "Invoice from ABC cleaning"

Please select the most relevant description for each item being claimed.

Please select one item *

Please select the most relevant from the dropdown list.

Amount claimed including GST.

Amount claimed for item *

Must be a dollar amount.

Upload your quotation or invoice, receipt or proof of payment and photographic evidence of the item here
(in PDF, JPG or PNG format)

*

Attach a file:

describe the document you are uploading, for example "Invoice from ABC cleaning"

Total value of your claim (Including GST)

This number/amount is calculated.

Please add any additional comments here.

Must be at least 50 characters.

Bank account verification

The '**Account name**' is the name in which the account is held, **NOT** the name of the financial institution or the account type.

When entering bank details, it is important to double-check that the :

- **BSB number;**
- **Account number; and**
- **Account name;**

provided are accurate and match the information on the bank statement provided. This is to ensure that any grant payment is made to the correct account and to avoid potential errors or delays.

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

Business bank account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

In order to receive prompt payment of the grant and prevent fraud, you must provide a copy of your most recent bank statement that clearly displays the:

- **BSB number**
- **Account number; and**
- **Account holder name for your business.**

Your bank statement must be uploaded in an unredacted PDF format only.

Bank statement *

Attach a file:

Please ensure that the details you have entered match the bank account statement.

Certification

This section must be completed by the authorised person who is submitting the application on behalf of the applicant business.

Applicant *

Title

First Name

Last Name

Applicant's position in relation to the business.

☐ Business owner

☐ Bookkeeper

☐ Tax agent

☐ Director

☐ Business employee

☐ Other:

☐ Accountant

Primary phone number *

Must be an Australian phone number.

If entering a landline please enter the area code first for example (08)

Email address *

Must be an email address.

Applicant's Western Australian driver's licence number. *

Must be a number.

DRFAWA Ex TC Ellie TC Ilsa Small Business Recovery Grant Application

Form Preview

If you do not hold a WA licence, please insert 1234567.

I acknowledge that I have the authority to provide the personal information contained and hereby grant consent to verify my identity by checking the information with the issuer of the document or the official record holder through third-party systems.

I agree *

☐ Yes

Date of birth *

Must be a date.

By submitting the application, the Applicant is being reminded that they are bound by the [terms and conditions](#) of the program. The program guidelines, FAQ's and terms and conditions can be downloaded by clicking on the [link](#). If someone is making this agreement on behalf of the Applicant, they must have the authority to do so, and are bound by the same terms and conditions.

By acknowledging this statement, you are confirming that you understand that if you provide false or misleading information, create a fraudulent document, or impersonate someone, or a business, with the intention of deceiving the grant provider in order to receive a benefit, you may be committing a fraud offence under the *Criminal Code Act 1913*, and may be subject to criminal penalties.

Yes I agree *

☐

In the future the SBDC may contact you with information relevant to WA small businesses. If you want to opt out, tick the box below.

☐ Opt out

As part of the monitoring and review of this program your consent is requested to share information with the Department of Fire and Emergency Services.

☐ Yes, I agree