

Visit our [COVID-19 page](#) for information and advice on the assistance available for NSW residents and businesses.



Apply for a small business COVID-19 recovery grant

On this page

[Introduction](#)[Eligibility](#)[What you need](#)[Proof of identity](#)[How to apply](#)[Links](#)

Introduction

The NSW Government is gradually lifting the restrictions on movement and business trading that were designed to reduce the spread of COVID-19. This means some businesses can now reopen.

If your small business or not-for-profit organisation has experienced a decline in turnover as a result of COVID-19, you may be eligible for a small business recovery grant of between \$500 and \$3000.

This grant helps small businesses meet the costs of safely reopening or up-scaling operations. These expenses include, but are not limited to:

- fit-out changes and temporary physical changes (for example, plastic barriers at checkouts)
- staff training and counselling
- business advice and continuity planning
- cleaning products and additional cleaning services
- additional equipment necessary to comply with social distancing or other public health measures
- marketing, communications and advertising
- digital solutions (for example, e-commerce or business websites).


This grant can only be used for purchases of eligible expenses made from 1 July 2020, and only where no other government support is available.

Note: Applications close 11:59pm Monday 31 August 2020.

Eligibility

To be eligible for this grant, you must as at 1 March 2020:

- be a small business or a not-for-profit organisation (see [guidelines](#)) based in NSW

- have an ABN registered in NSW (make sure all your business details are up to date on the [Australian Business Register](#)  - this is used to determine eligibility)
- have an annual turnover of more than \$75,000 (a Business Activity Statement must be provided as evidence).

Where a small business does not submit a BAS to the Australian Tax Office, and meets all other criteria, the small business should contact Service NSW to discuss further. In these cases, an income tax declaration may be accepted as evidence of an annual turnover of \$75,000.

- employ less than 20 full-time equivalent (FTE) staff (non-employing businesses can apply)
- be able to report a payroll below the NSW 2019-2020 payroll tax threshold of \$900,000
- be in a highly impacted industry by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020 (see [guidelines](#))
- have experienced at least 30% decline in turnover from March to July 2020 compared to the equivalent period (of at least 2 weeks) in 2019
- have costs associated with safely reopening or up-scaling your business from 1 July 2020.

Note: If you have received a COVID-19 small business support grant of up to \$10,000, you may also be eligible to apply for the \$3000 COVID-19 small business recovery grant.

What you need

- a MyServiceNSW Account
- your [proof of identity](#)
- your valid ABN/ACN number
- your business banking details for payment
- latest Business Activity Statement (BAS).

In addition, you will need to provide a declaration that you meet the eligibility criteria, including at least a 30% decline in turnover from March to July 2020 compared to the equivalent period (of at least 2 weeks) in 2019.

Businesses affected by drought or other natural disaster must compare turnover for a period in March to July 2020 (of a minimum 2 weeks) to the turnover experienced in the same period in the year immediately preceding the year the business was affected by the drought or disaster. See the [guidelines](#) for more information.

Businesses not in operation 12 months ago, but that commenced operations prior to 1 March, must compare turnover for a period in March to July 2020 (of a minimum 2 weeks) to the average turnover between when the entity commenced and 1 March 2020. See the [guidelines](#) for more information.

Auditing requirements

Service NSW can request a combination of the following documents to support its determination of eligibility:

- prior BAS statements
- income tax declaration
- profit and loss statements
- extractions from an accounting software

- receipts and invoices from purchases.

Successful grant recipients may be audited in the future, so you will need to keep all documentary evidence relied upon to make an application for a minimum of 5 years.

As part of an audit, you may also be required to provide evidence (for example, official receipts) demonstrating that you have used funds in accordance with the terms and conditions of this grant.

It is a criminal offence to deliberately provide false or misleading information. Applicants who receive funds for which they are ineligible will be subject to recovery by Revenue NSW.

Proof of identity

Two proof of identity documents are required. They may include:

- Australian driver licence
- Medicare card
- Australian passport
- Australian birth certificate
- Australian travel visa
- Australian citizenship certificate
- Australian certificate of registration by descent
- Australian ImmiCard.

How to apply

1. Gather all your documentation and evidence and have it ready for uploading. **You cannot save and resume** your application once you have started.

Note: You can only submit one application for a small business recovery grant of up to \$3000 for each business.

2. Check the [eligibility criteria](#).
3. Select the 'Apply online' button.
4. Log in or create your MyServiceNSW Account.
5. Select and verify your identity documents.
6. When your identity is verified, select 'Continue with application'.
7. Enter the required information and upload any supporting documents.
8. Enter your insurance details (if applicable).
9. Enter your bank details.
10. Review your application.
11. Check the Declaration boxes.
12. You'll be sent a confirmation email.
13. If additional information to support your claim is required, you'll be notified.

When you submit your application, you will receive a confirmation email with an application reference number. If you do not receive this email within 5 minutes after completing your application, please check

your junk mail folder, and then call [13 77 88](tel:137788).

After your application is received it will be reviewed by Service NSW. If your application is approved, payment will be transferred within 5-10 business days to your nominated business account from the date of approval.

If you're not able to apply online, please call [13 77 88](tel:137788).

Links

- [Small Business COVID-19 Recovery Grant - Guidelines](#)
- [Small Business COVID-19 Recovery Grant - Terms and Conditions](#)
- [Small Business COVID-19 Recovery Grant - Privacy and Collection Notice](#)

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If you need a response, [send an enquiry](#) instead.