This list is not necessarily exhaustive but does indicate the types of documentary evidence that will be required. Please refer to the guidelines and ensure accurate and complete details are provided with your application. The 30-day payment deadline commences after you have lodged a complete and accurate application.

4.2 Applicants must provide:

1. The ABN for the business, used to confirm business registration.
2. For businesses not registered in the ACT, proof that the business’ primary operation is in the ACT.
3. A Business Activity Statement (BAS), Australian income tax return, Notice of Assessment or other documentation demonstrating:
	1. annual (or annualised) turnover of more than $75,000 (excluding GST) in either the 2019-20 or 2020-21 financial year and total Australian payroll; and
	2. total Australian payroll of less than $10 million in 2019 or 2020-21
4. Evidence to demonstrate a 30 per cent or more reduction in turnover revenue in a consecutive seven-day period in the declared lockdown (between Friday 13 August and Thursday 2 September), compared to a prior consecutive 7-day period in April 2021 to August 2021, due to restricted trading conditions.
5. Evidence to demonstrate a 30 per cent or more reduction in turnover revenue in a consecutive seven-day period in the declared lockdown (between Friday 13 August and Thursday 2 September), compared to a prior consecutive 7-day period in April 2021 to August 2021, due to restricted trading conditions.
6. Evidence for the purpose of section 4.2(4) may include, but is not limited to:
	1. Extracts from accounting software of turnover comparison data for the comparable week to the assessment period;
	2. Emails or texts to or from clients or suppliers detailing cancelled or postponed orders or appointments;
	3. Receipts for refunds provided;
	4. Invoices or delivery dockets;
	5. Appointment/scheduling platform, demonstrating cancelled appointments or bookings; and / or
	6. Screenshots of cancelled events
7. Information required to register for payment through ACT Government finance systems, including bank account details and GST paying status.

a. Applicants will be required to upload a bank statement to evidence their bank account details and link to the business’ ABN.

1. Provide details of the Applicant’s qualified accountant, registered tax agent or registered BAS agent, if applicable;
2. Lodge other supporting documents as required to demonstrate the Applicant meets the eligibility criteria;
3. Details of a current proof of identity document for the Applicant. This must be one of the following:
	1. a driver licence issued in any Australian jurisdiction; or
	2. an Australian Passport; or
	3. a Medicare Card; or
	4. a foreign passport for those issued with an Australian Visa
4. The identity document details provided with the Application should be for a person listed on the Australian Business Register as either the owner or co-owner of the business or authorised contact of the business; and
5. Declaration that the applicant is authorised to act on behalf of the business and that the information provided in the Application is true and correct.
6. Or, in the event that a Qualified Agent is making the Application, the applicant business has confirmed to the Qualified Agent that the 2021 - COVID-19 Business Support Grant (Employing)

Applications that meet all eligibility requirements will be advised on the outcome of their application via email.

Payment will be made in a lump sum within 30 days (on average) of receiving a correctly lodged application. If the Territory needs to seek further or updated information from you to correctly assess your claim, this timeline will be reset.

Businesses are required to retain supporting information for two years and produce this information at the request of the Territory.