**Tourism Communities: Support, Recovery and Re-set Plan**

**Business Advice Grant**

**Guide and Application Form**

**August 2021**

**Business Advice Grant: Guide for Applicants**

The Government has allocated additional funding to support tourism businesses through recovery from COVID-19 through the $200 million Tourism Communities: Support, Recovery and Re-set Plan (the Plan).

The Plan includes $10 million in grants to provide Business Advisory Support through the Regional Business Partners Network. The Business Advisory Support initiative complements the Business Advice Implementation Grants by providing businesses with up to $5000 (excluding GST) to receive expert advice and support.

Tourism businesses can access funding through other initiatives in the Plan alongside the Business Advice Grant if required, including Business Advisory Implementation Support and the Tourism Kick-start Fund.

The organisations delivering the Business Advice Implementation and Tourism Kick-start Fund initiatives are called Lead Entities (with support from the local Regional Business Partners). Lead Entities have local knowledge and expertise, and have been agreed with the five districts. The Lead Entities are:

* ChristchurchNZ (for Kaikōura and Mackenzie Districts)
* Great South (for Southland District)
* Queenstown Lakes District Council (for Queenstown Lakes District)
* Development West Coast (for Westland District).

Please note this form is only for businesses based in the Southland District (Southland District Council Territorial Rating area) that are applying to Great South. For businesses based in other regions please contact the Lead entity for your region.

**Eligibility Criteria**

You must:

1. Be a GST registered business, or GST registered prior to COVID-19 (2019/20 financial year);
2. Have a New Zealand Business Number (if you do not have a New Zealand Business Number, you can register here: <https://www.nzbn.govt.nz/get-an-nzbn/>);
3. Be operating in a commercial environment;
4. Be a privately‐owned business or Māori Trust or incorporation under the Te Ture Whenua Māori Act 1993 or similar organisation managing Māori assets under multiple ownership;
5. Be a tourism business, which is defined as a business where at least 50 per cent of its operational output is purchased by tourists (domestic or international), for example: Accommodation, Arts and Recreational Services, Food Services, Transport Services or Retail Trade. This can include service businesses whose output is purchased by tourism businesses;
6. Be physically based within at least one of the five districts: Queenstown Lakes District, Southland District, Kaikōura District, Mackenzie District, or Westland District (one grant per business operation).

Charitable Trusts, Incorporated Societies, Non-business entities, Local and Central Governments are ineligible.

Duration

The Business Advice Grant will be open for an initial one year period from 31 August 2021 to 31 August 2022. A review to extend the time period is expected to occur based on funding availability.

Applications will be assessed on a case-by-case basis as they are received to enable businesses to apply when they are ready, help spread the workflows and for budget forecasting. The pace of this assessment will be dependent on the volume of applications received for the Business Advice Grant.

Grant conditions

The Business Advice Grant available for eligible businesses is a maximum of $5000 per business operation (excluding GST). This grant is intended to support businesses to receive advice through the Regional Business Partners Network.

The Business Advice Grant is only available for advice that the Lead Entity approves.

The grant will be contracted on the Regional Business Partner Network terms and conditions, which will need to be accepted when the applicant registers in the Regional Business Partners website. The grant will be contingent upon acceptance to these terms.

**In Scope**

The Business Advice Grant can be used for professional advice with Registered Service Providers in the Regional Business Partner Network for registered services only in one or more of the following categories:

* HR & Employee Relations and Legal (e.g. Contract law, legal requirements)
* Financial and Cashflow Management (e.g. budgeting, forecasting, scenario planning)
* Health and Wellness (e.g. employee mental health & wellness, resilience building and stress management)
* Business Continuity Planning (e.g. Workforce planning, risk management)
* Marketing Strategy (e.g. digital marketing strategy, branding, digital advertising)
* Digital Enablement Strategy (e.g. Website development, automated booking)
* Hibernation and exit advice (e.g. Liquidation support)
* Management Capability Training and Coaching.

**Out of scope**

The Business Advice Grant cannot be used for:

* Advice already received (i.e. historic payments are ineligible)
* Anything that is not registered as an approved service in the Regional Business Partners website.
* Any other situation where an actual, perceived or potential conflict of interest may exist, without prior written approval from the Lead Entity.

**Payment**

All payments will be made directly to the service provider through the Regional Business Partners Network.

**Business Advice Grant: Completing this form**

If you need any assistance with completing this form, please contact the Lead Entity for your District highlighted [here](https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourism-recovery/tourism-communities-support-recovery-and-re-set-plan/).

Please complete the form electronically, and attach the following:

Proof of GST registration (e.g. screenshot from MyIR accounts tab showing the word GST and your business name).

Proposal from your service provider if you have one already.

Submit your completed application to Great South by emailing tourismsupport@greatsouth.nz. Applications will be assessed on a case-by-case basis and must be received by Great South before 31 August 2022.  
 **Note:** There is a 20MB size limit. For larger applications, please separate them into different emails.

**Proposal checklist**

**Before you apply be sure to complete the following:**

Read the supporting information on the website.

Register in the Regional Business Partners website at this link: <https://web.regionalbusinesspartners.co.nz/business/> in answer to the registration question “Are you seeking specific help?” Please write COVID ADVISORY APPLICATION in order that your application can be triaged correctly.

**When filling out this form please ensure:**

All answers are typed into the space provided for each section in font no smaller than size 10 point.

You provide the information required for each question.

**Evidence**

When the Lead Entity assesses applications against the eligibility and/or the assessment criteria, we will consider whether the evidence provided supports the claims, as well as the quality of that evidence. Where questions ask for evidence to support claims, it is highly recommended that you provide reference sources that attest the accuracy and quality of the evidence. The Lead Entity will assess the application using the information provided by the applicant. In some cases the Lead Entity may use a third party to assist with verification of decisions.

**Business Advice Grant: Application Form**

**Section 1: Applicant key details**  
Please enter answers in the right-hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| **1.1 Applicants’ key details** | | | |
| **Business legal name:** |  | | |
| **Business trading name:** |  | | |
| **Physical business address, including postcode:** |  | | |
| **Business website:** |  | | |
| **GST registration number:** |  | | |
| **New Zealand Business Number:** |  | | |
| **Key point of contact (delegated by Business owner/s):** |  | | |
| **Email address:** |  | **Telephone:** |  |

**Section 2: Eligibility**

**Please read this section carefully**

The Business Advice Grant intends to support tourism businesses with the costs of receiving professional advice.

You must meet **all** of the eligibility criteria below to qualify for the Business Advice Grant.

|  |  |
| --- | --- |
| **2.1 Eligibility criteria** | |
| **1: Is the business a tourism business?**  *For the purposes of this grant, the definition of a tourism business is:*  *All businesses that are directly and indirectly affected by the lack of visitors within the five districts.*  *At least 50 per cent of the operations’ output is purchased by visitors (domestic or international), or the operations’ output includes a tourism-characteristic product.* | **Tourism Business: You must be a Tourism characteristic business where:**   * at least 50 per cent of the operations’ output is purchased by visitors (domestic or international) prior to COVID-19. This can include service businesses whose output is purchased by tourism businesses.   Yes  No  **Tourism characteristic – Identify the characteristic of your business as defined in the Businesses Demography Statistics, 2019:**   * Accommodation * Arts and Recreational Services (e.g. activities and attractions) * Food Services * Transport Services * Retail Trade * Other (please specify) Click or tap here to enter text. |
| **2: Is the business physically based within at least one of the five districts?**  *Businesses with multiple sites (i.e. as part of a chain) would only be eligible if the business operation is physically based within one of the five districts.*  *The Business Advice Grant provides one grant per business operation.* | **Business location: Your business must be physically located within the geographical boundaries of one (or more) of the following five districts:**   * Queenstown Lakes District * Southland District * Westland District * Mackenzie District * Kaikōura District   **Are you applying for the Business Advice Grant for a business operation in another eligible district?**  Yes  No  If yes, please specify the district(s) Click or tap here to enter text. |

|  |  |
| --- | --- |
| **2.2 What is your tourism business?**  **In this section, we want to understand your business and the impact COVID-19 has had.**  ***In your response, please provide as much detail as possible. A growth advisor may be in touch to discuss this further if required.*.** | |
| **Please provide a brief description of your business:** |  |
| **How many FTE’s are in your business both prior to COVID-19 and now?** |  |
| **What percentage of your businesses output was purchased by visitors (domestic or international) prior to COVID-19?** |  |
| **What is the percentage drop in revenue from the 2019/2020 financial year to the 2020/2021 financial year?** |  |

**Section 3: Business advice**

|  |  |
| --- | --- |
| **3.1 Business advice**  **In this section, we want to understand the level of government support you are looking for and how the Business Advice Grant will be used to support your business.**  ***In your response, please provide as much detail as possible.*** | |
| **What categories of advice are you intending to receive?**  *If you are unsure what kind of help you need a growth advisor will be in touch to discuss your options.* | **Please select the categories that best describe how you intend to spend the grant:**   * H& Employee Relations and Legal * Financial and Cashflow Management * Health and Wellness * Business Continuity Planning * Marketing Strategy * Digital Enablement Strategy * Hibernation and exit advice * Management Capability Training and Coaching * Unsure |
| **If you know what kind of professional advice you would like to receive please provide a short description of how you hope this advice will help your situation:** | ***Word limit of 400*** |
| **Do you have an advice service provider in mind already that you would like to work with? If yes please provide their name and the name of the service if known.**  *If you don’t have a service provider a growth advisor will be in touch to discuss your options.*  *If you do have a service provider please ensure you attach a proposal from them that sets out the advice you want to receive.* |  |

|  |  |
| --- | --- |
| **Signature of applicant**  **This acknowledgment must be signed by a person with the legal authority to commit your organisation to a transaction (e.g. Chief Executive)** | |
| **Name** |  |
| **Title** |  |
| **Organisation** |  |
| **Signature** |  |
| **Date** | Click or tap to enter a date. |

**Section 5: Attachments**

Please attach evidence of:

1. Proof of GST registration (e.g. screenshot from MyIR accounts tab showing the word GST and your business name);
2. Proposal from service provider if you have one already.
3. Any additional information you consider necessary to support your application. Note that there is a 20MB size limit. For larger applications, please separate them into different emails.