

From: [Service NSW Small Business Assistance](#)
To: steve@naturetrail.com.au
Subject: Please contact us about your 2021 COVID-19 Micro-business Grant application [ref:_00D4a8aWL__5008v2oqsi:ref]
Date: Tuesday, 11 April 2023 2:28:00 PM
Attachments: [2021 Micro-Business Covid-19 Support Grant Template.docx](#)



Dear STEVEN,

I am writing to you about **your application for the 2021 COVID-19 Micro-business Grant** for NATURE TRAIL. Our records show that you received **\$15,214** under this grant.

We need some information from you

Based on the information you previously provided, we have determined that you are not eligible for the funding you received under this grant. The [Terms and Conditions](#) or the **2021 COVID-19 Micro-business Grant** require that any payment made as a result of an incorrect, misleading or fraudulent claim or as a result of error will be referred to Revenue NSW for funds recovery.

We understand that having to repay the funds may be unexpected and have outlined some actions you can take below.

If you believe that you are eligible for this grant and you have information and/or documentation to support your eligibility, please supply the following by responding to this email by **26th April 2023**. Please ensure to redact tax file numbers from documents where applicable.

Evidence that the business has a national aggregated annual turnover of more than \$30,000 and less than \$75,000

The tax return you sent in was written on we need the real Tax Return

Please provide evidence that the business has an aggregated annual turnover of more than \$30,000 and less than \$75,000 **for the year ended 30 June 2020** by providing one of the following documents:

- letter from a qualified accountant, registered tax agent or registered BAS agent
- Business Activity Statement (BAS)
- Australian tax return (businesses can choose to redact their tax file number)
- a profit and loss statement from an accounting software for a minimum three-month period during the 2019-20 financial year, **AND**:
 - an annotated personal bank statement for the same minimum three-month period, **OR**
 - a 2019-20 personal income tax return.

Evidence of decline in turnover

Please provide evidence that the business experienced a decline in turnover of 30% or more due to the impact of the Public Health Order over a minimum two-week period within the period of restrictions (commenced 26 June 2021), compared to:

- the same period in 2019, or
- the same period in 2020, or
- the two weeks immediately prior to any restrictions of 12–25 June 2021 (inclusive).

Please do this by providing:

- a letter from a qualified accountant, registered tax agent or registered BAS agent using the template provided by Service NSW:

or

- 2 business bank account statements (separate from any personal accounts). One statement must be from the 2021 COVID-19 period of restrictions (commenced 26 June 2021). The other statement must be from one of the periods listed above. Please highlight or annotate the statements to show the 2-week period used to demonstrate decline in turnover.

or

- profit and loss statements from an accounting software and 2 annotated personal bank statements. One statement must be from the 2021 COVID-19 period of restrictions (commenced 26 June 2021). The other statement must be from one of the periods listed above.

Our request for supporting evidence is made in accordance with the Terms and Conditions of this grant, to which you agreed when submitting your application.

Please note that it is an offence under the Crimes Act 1900 to make a false declaration when applying for grant funding. Any application deemed fraudulent will be referred to NSW Police for further action.

Next steps

If we do not hear from you, or if you do not provide the requested documentation by **26th April 2023** this matter will be referred to Revenue NSW to begin funds recovery. Revenue NSW will mail you a notice that includes information outlining how to request a payment plan or apply for hardship options if you require additional support.

You can also find information on payment plans and hardship options at <https://www.nsw.gov.au/money-and-taxes/finances-and-fees/fees/difficulty-paying-your-fee>.

If you believe your business complied with the Terms and Conditions or if there is any additional information you would like to provide to prove your eligibility under the Terms and Conditions, please reply to this email before **26th April 2023**

If you need more than 10 business days to respond to this request, please reply to this email to request more time.

Need more information or support?

If you would like to discuss the items outlined in this email, need help understanding what you are required to do or need more time to complete this request, please reply to this email. Alternatively, you can book a call to speak with a grants assessor at <https://book.service.nsw.gov.au/services/grants-mbg/landing>.

Kind regards

Angela

Service NSW



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