

NSW Government - Small Business Grant

The Small Business Grant is designed to encourage small businesses that do not pay payroll tax to employ new full-time, part-time and casual workers, and expand their business in NSW.

Businesses that increase the number of NSW Full-Time Equivalent (NSW FTE) employees will receive a grant for each additional NSW employee in a new position at the anniversary date of employment.

A business NSW FTE employees is the total paid hours worked by all NSW employees (i.e. full-time, part-time and casual) during a week divided by the average hours worked by a full-time employee.

Application for registration

Employers are required to register their business and the employment of a person in a position that is a new job. When registering a new job, employers are required to advise the number of NSW FTE employees immediately before the position was filled.

Registration for the grant can be made within 60 days after the employment starts.

Register for the grant [online](#).

Eligible businesses

To be eligible for the grant your business:

- must have an active Australian Business Number (ABN)
- is not liable to pay payroll tax for a financial year, if any part of that financial year falls within the grant period.

Eligible employment

The employment of a person is eligible for the grant if:

- the person is employed in a position that is a new job
- the employment commences on or after 1 July 2015 and before 1 July 2019
- the employment is maintained for a period of 12-months
- your number of NSW FTE employees, prior to creating a new position increases and is maintained over a 12-month period
- the services of the employee are performed wholly or mainly in NSW.

New job

A new job is created if the number of your NSW FTE employees increases and the number is maintained over a 12-month period from the creation of the new position.

The Chief Commissioner may refuse to pay the grant if your NSW FTE employees decreases for more than 30 days during the 12-month period.

Claiming the grant

You can claim the grant through the [Small Business Grant online application](#).

A claim may be lodged:

- within 60 days after the 12-month anniversary date
- if the employment is eligible employment.

Supporting evidence

You must provide supporting evidence when claiming the grant.

Supporting evidence may include but is not limited to your:

- most recent payslip before the anniversary date
- PAYG Payment Summary relating to the financial year that falls within the 12 month grant period.

Payment of the grant

The grant is a 1 off payment per new position and is paid by Electronic Funds Transfer when a claim is made.

For full-time employees, the grant amount is \$2,000.

In the case of part-time or casual employees, the grant amount will be pro-rated based on FTE hours of employment. The amount payable on the anniversary is based on the formula **G multiply by C divided by D**, where:

G = the annual grant amount

C = the number of hours worked by the employee during the previous 12-months

D = the average number of hours worked by full-time employees during the previous 12-months.

For more information on the small business grant, contact us.

Phone	1300 241 869*
-------	---------------

Email

business.grants@osr.nsw.gov.au