

Business Link Pacific COVID-19 100% Subsidy Package Support

Following Business Link Pacific's (BLP) announcement on the COVID-19 100% Subsidy Package Support for BLP approved business advisors (BASPs), this document outlines the terms and conditions of the package.

Amount

- 100% subsidies to a maximum value NZD 5,000 (local currency equivalent) per subsidy will be available through approved BLP business advisors (BASPs). BASPs can apply for multiple subsidies, however 100% subsidies will be limited, at least initially, to one per SME.
- Subsidy requests over NZD 5,000 and/or multiple subsidies for the same SME will be considered on a case by case basis.

Eligibility

- Eligible clients are small and medium sized enterprises (SMEs) with 5-50 employees across all sectors in Vanuatu, Fiji, PNG, Samoa, Solomon Islands and Cook Islands.
- The subsidy is open to new and existing SME clients impacted by COVID-19

Type of services

BLP's 100% subsidies will be focused on crisis management and will be prioritised for:

- **Business continuity planning;** contingency planning, mitigation of business interruptions and suspension, off-site relocations, risk management strategies, and alternative business income and diversification.
- **Financial planning;** cash-flow management, renegotiating finance and loans, long-term financial impact planning, applying for national governments' or international relief programmes and funding.
- **HR impacts on operations;** immediate term health and safety, emergency planning, workplace safety; work-from-home strategies, sick-leave, staff continuity and remote working, flexible work arrangements, redundancies and temporary staffing.
- **Communications and marketing;** crisis communications, business interruptions and customer engagement.
- **Business Coaching;** online consultations for SMEs on continuity planning, adaptation and mitigation in the face of COVID-19.

Longer term, 100% subsidies will be considered for:

- **Digital transformation;** new websites, online sales systems, access to cloud-based solutions for market linkages and customer communications.
- **Export/Import:** supply chain management.

Note: We have created a new service area on the Portal for “Business Continuity Planning”. Please let us know if you provide these services and would like to be approved and listed for subsidies for this service area on the BLP Portal.

Process

The process for subsidy approval is as follows:

1. The subsidy application is submitted by an approved BASP to BLP in the “subsidies” section of the BLP Portal. **Note: the “SME Client Impact” section should be used to describe how the SME client’s business is affected by the current crisis and why a 100% subsidy is required.**
2. The subsidy will be reviewed and once “approved” by BLP the subsidy application is emailed to the BASP for signing.
3. Once the subsidy is signed by the BASP and their SME client, it must be returned to BLP by email and BLP will return the countersigned final signed version to the BASP.
4. After signing is completed, the subsidy project is moved to “in progress” in the BLP Portal and the BASP completes the work.

Subsidy claims and payments

1. When the 100% subsidy project is completed, the BASP submits an invoice for the agreed subsidy amount to BLP, with evidence of the work completed.
Note: In order to ensure funds are allocated quickly, effectively and where most needed, 100% subsidy projects are expected to be completed within 4 weeks. If the work has not commenced within 4 weeks, BLP reserves the right to cancel the approval and will require the subsidy application to be resubmitted.
2. The SME client is also required to email BLP to confirm that the work has been completed satisfactorily before BLP can approve the subsidy invoice for payment.
3. Payment will be made within 30 days of the correctly submitted invoice and all supporting documents, including the SME confirmation email. We are currently working to reduce this payment period to 15 days wherever possible.

Subsidies of up to 50% remain available for all other services.

We have limited budgets and will prioritise projects with SMEs that have the greatest need. We also ask that you as business advisors, prioritise the support for your clients and the 100% subsidy requests to BLP based on those SMEs who are most in need of assistance at this time.