

COMMON TERMS

Term	Description
Applicant	A Small Business (or Consortium) which has lodged an application for funding.
Consortium	<p>A Consortium is a group of Small Businesses (which each satisfy the eligibility requirements at page 3 of the Guidelines) where either:</p> <ul style="list-style-type: none">• each member of the Consortium is applying for funding of up to \$15,000 for each member, for a common purpose for all Consortium members; or• all members of the Consortium are applying together for combined funding of up to \$15,000 for the entire Consortium.
Employee	<p>A person whose employment is governed by a contract of service or other relevant employment law, or a person defined as or deemed to be an Employee under the <i>Fair Work Act 2009</i> or other relevant State or Territory industrial relations Act.</p> <p>Each full-time and part-time Employee will count as one Employee. Casual Employees will also be counted as one Employee if they are employed on a regular and systematic basis.</p>
Employer	A person, corporation, enterprise or organisation that employs or engages a person or persons, including those persons who are defined as an Employer under the <i>Fair Work Act 2009</i> or other relevant State or Territory industrial relations Act.
Family	<ul style="list-style-type: none">• a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the Employee; or• a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the Employee.
Family Obligations	The obligations an Employee may have, such as caring for children, ageing parents, partners or other Family members who require ongoing or temporary assistance.
Funding Round	The period during which applications will be accepted and assessed by the Department.
Letter of Offer	The letter the Department sends to successful Applicants, to tell them that the application for funding has been successful, and advises the funding amount offered and includes the Terms and Conditions.
Small Business	A Small Business for the purpose of the Program is defined as a business with fewer than 15 Employees, but at least one Employee.
Terms and Conditions	Means the Terms and Conditions which the Applicant agrees to when accepting the Department's offer of funding.