

## Export Market Development Grants (EMDG) Milestone report example for 2023-24

This document replicates our online milestone report form for Tiers 1, 2 and 3 and Representative Bodies. It will help you prepare for lodging your milestone report.

Please note that some sections in the milestone report are relevant to some tiers and not others. For completeness, we have included online milestone report sections for all tiers.

## Schedule 2 Reporting templates

### Appendix 1 Export Market Development Grants - Milestone Report

The milestone report is to be completed in conjunction with your Grant Agreement (see Grant Details E) and the EMDG Grant Guidelines. You must complete and submit your milestone report online via the EMDG online portal.

**DISCLAIMER: The online milestone report form supersedes the template version that appears in the Schedule of your Grant Agreement.**

The report must be completed even if you have not incurred eligible expenditure on export promotional activities for this reporting period.

### Tab 1 – General Requirement

#### General reporting requirements

| **Item** | **Response** |
| --- | --- |
| Reporting Period | *This area is autogenerated* |
| Total Grant amount | *This area is autogenerated* |
| Maximum amount for this Reporting Period | *This area is autogenerated* |
| Total grant monies received by the Grantee to date | *This area is autogenerated* |

#### Grant eligibility

| **Item** | **Response** |
| --- | --- |
| \*I confirm and declare that I have complied with the provisions of Grant Agreement and the EMDG Act, the EMDG Rules and Grant Guidelines that:   * I have a valid ABN * I have no disqualifying convictions * I am not under insolvency administration (this does not apply to Representative Bodies as defined in the EMDG Act and Rules) * I have a designated connection to eligible product(s), or I am Representative Body and my members have a designated connection to the eligible product(s). * I have contributed at least 50% of my own monies to the grant activities | yes  no |
| 1. At the time of submitting the milestone report, I declare I am compliant with all the relevant Australian Taxation Office (ATO) legislation, rulings and guidelines.\*   *During the assessment process we may require you to provide evidence that you have satisfied your tax obligations.* | yes  no |
| 1. Please describe any change of circumstances to your business that may affect your eligibility for the reporting period. | *<<Free text box response>>* |
| 1. What is the total number of Australian-based employees of your business for the Reporting Period? *Include all full and part time employees, contractors and working directors based in Australia.\** |  |
| 1. What is the annual income (i.e., your total turnover including sales) of your business for this reporting period?\* | *$* |

#### Grantee bank account details

| **Item** | **Response** |
| --- | --- |
| 1. I confirm the bank account details as per Section D of the Grant Agreement are correct.\* | yes  no  **6a.** If no, please provide updated details:   * BSB Number * Financial institution and branch * Account number * Name on bank account |

#### Plan to market

| **Item** | **Response** |
| --- | --- |
| 1. Since your initial application, have you had any changes or proposing to change your plan to market?\* | yes  no  not applicable  Please describe any changes or proposed changes to your:   * Eligible product/s * Business goals and promotion activities * Planned marketing expenditure in future year/s * Export markets |

#### Export income

| **Item** | **Response** |
| --- | --- |
| 1. What is your export income for the reporting period?\* | $ |
| 1. Has your export income increased, decreased or remained the same since the last reporting period?\* | Increased  Decreased  Remained the same  Not applicable (only applies to Representative Bodies) |

### Tab 2 – Activities and Expenditure

##### Details of the Activities

1. Summarise the promotional activities completed during the reporting period and how they have helped you achieve your goal(s) as per your plan to market or any new goals.

(If you are a Representative Body only providing training to your members, briefly describe the training activities provided to your members and the number of participants).

Please use a new line item/dot point for each high-level activity.\*

*<<Free text box response>>*

#### Compliance with requirements of your Tier

1. You must select from the below options how your export promotion activities have helped you achieve your tier requirements. (Refer to your Grant Agreement and the EMDG Guidelines for Tier requirements details)\*

You can select multiple options that relate to your Tier.

You can only select ‘Not Applicable’ if you have not incurred eligible expenditure on export promotional activities for this reporting period.

| **Tier 1** | **Tier 2** | **Tier 3** | **Representative Body** |
| --- | --- | --- | --- |
| * Commenced export marketing activity * Achieved an export sale * Completed additional training to gain further export marketing skills * Other * Not applicable | * Undertaken new marketing activity * Achieved an export sale from a new marketing activity * Other * Not applicable | * Targeted a new market * Targeted a new demographic * Launched a new product in a new market * Launched a new product in an existing market * Launched a new marketing strategy (relates to “a new significantly different and effective way to target your market, such as starting to engage through e-commerce”) * Achieved an export sale in a new market * Achieved an export sale of a new product * Achieved an export sale to a new demographic * Achieved an export sale via a new marketing strategy * Other * Not applicable | * Undertaken promotional activities on behalf of members in export markets * Created training activities for members to become export ready * Delivered training activities to members to become export ready * Other * Not applicable |

**11a.** If other, please describe\*

*<<Free text box response>>*

#### Complete the table against the Eligible Expenditure Categories

Complete the table for all eligible expenditure categories for which you are seeking a grant payment in this reporting period. All eligible expenditure should be GST exclusive.

If you have not incurred eligible expenditure on export promotional activities for this reporting period, select “No expenditure” from the eligible expenditure category field and input zero (0) into all three columns.

The Grantee must disclose only on ‘eligible expenses’ for ‘eligible products’ (as defined in the EMDG Act and Rules and Guidelines) in respect of:

* promotional activities undertaken for the purposes of marketing an eligible product in a foreign country; and/or
* obtaining training for the purposes of developing the skills of the Grantee in marketing eligible products in foreign countries (only applies to Tier 1 and Representative Body).

The Grantee must not seek grant funding to support any excluded expenditure as defined in the EMDG Act or Rules. Specifically, expenses for promoting products that are subject to trade sanctions or that might have a detrimental impact on Australia’s trade reputation are not eligible and must not be included.

The 'amount of grant sought' and 'grantee's contribution amount' should equal the 'total eligible expenditure' for that category. The 'amount of grant sought' should be 50% or less than the 'grantee's contribution amount'.

Please note the total grant sought cannot be greater than the maximum grant amount that is stated in your grant agreement for the reporting period. Your obligation is to match the dollar value of the grant monies you receive (this means you must spend double the grant amount), noting:

* If you spend more, you will not receive more grant money. The amount in your grant agreement is the maximum you will receive.
* If you spend less, you will only receive an amount equal to the amount you contributed (i.e., if your grant agreement is for $15,000 and you spend $20,000 on eligible expenditure you will only receive $10,000).

##### Apportionment

Where only a portion of an expense is an ‘eligible expense’, such as travel expenses where a component of the trip relates to activities that are not part of the Activity, the Grantee must provide details of the apportionment and the basis upon which the apportionment has been made.

For example: Your trip overseas may involve both promotional activities and personal or other business-related activities. If your records (such as diary entries, itineraries, etc) indicate that 30% of your trip was spent on promotional activities (for the purposes set out in your Grant Agreement), you apportion 30% of the trip costs to eligible marketing expenses.

1. Please complete the table.\*

| **Eligible expenses category** | **Total eligible expenditure (AUD)** | **Amount of grant sought (AUD)** | **Grantee's contribution amount (AUD)** |
| --- | --- | --- | --- |
| e.g. free samples |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |

#### Detailed description of the eligible expenses for the activity (for each expense category).

1. Provide a detailed description of the expenses for the selected expense category.\*

*<<Free text box response>>*

##### Overseas representatives and Consultants

If the expenses include maintaining representation in a foreign country and/or consultants that are $60,000 or more, the following information is required for each representative and/or consultant:

Cost of the overseas representative and/or consultant (in AU$)

Name of the overseas representative and/or consultant

Registered address

Phone

Email address

A breakdown of how the expenses were paid (EFT, Cash, Contra) and when the expenses were paid

A copy of the representative agreement/contract will need to be provided

If you are Tier 3 Grantee you must also provide the largest invoice paid to your representative and/or consultant and corresponding bank statement that shows the transaction

### Tab 3 - Export Earning

#### Export Earning

Enter your export earnings and expenditure for the reporting period. Expenditure should be attributed to the target export market.

If you are exporting to more than nine markets, or, your expenses or earnings are less than 10% in a market, group these other markets together by their region. Note: The 'Region' option can only be used if the Expenses for 'Region' are 20% or less OR at least three countries have had expenses recorded.

A ‘market’ refers to a country.

A ‘region’ is a group of countries such as “North America”, “Europe”, “Middle East” and “Southeast Asia” etc.

If you are unsure about what constitutes as a market please contact us at the EMDG Helpdesk.

It is mandatory for Tier 2 or Tier 3 grantees to complete with this table. However, if you have not received export earnings or incurred expenditure for the reporting period, please you indicate this by selecting “Australia” as the country and inputting “0” into the expenses and earnings fields to be able to submit your report successfully.

1. Please complete the table.\*

| **Country** | **Expenses A$** | **Earnings A$** |
| --- | --- | --- |
| Export Market 1 | $ | $ |
| Export Market 2 | $ | $ |
| Export Market 3 | $ | $ |
| Export Market 4 | $ | $ |
| Export Market 5 | $ | $ |
| Export Market 6 | $ | $ |
| Export Market 7 | $ | $ |
| Export Market 8 | $ | $ |
| Export Market 9 | $ | $ |
| Region | $ | $ |
| Total | $ | $ |

### Tab 4 – Report Finalisation

Prior to submitting your milestone report it is important to review the information to confirm that you:

* completed all the relevant fields and the information is accurate.
* requested a grant only for eligible expenses as per the EMDG Act and Rules.
* have excluded expenses and/or earnings that are subject to trade sanctions or that have a detrimental impact on Australia’s trade reputation.
* can upload an invoice (or other supporting documentation) to substantiate the largest eligible expenditure item related to the Grant Activity during the Reporting Period as evidence.
* will be able to provide on request invoices, payment records and other supporting evidence of all eligible expenditure for which you are seeking grant funds and be able to explain how the expenses have been spent in accordance with the grant agreement. Austrade may ask you for further information and documentation under Section 102 of the EMDG Act.

#### Agreed evidence

You, the Grantee, must provide an invoice (or other supporting documentation\*) for the largest eligible expenditure item related to the Grant Activity during the Reporting Period as evidence.

\*If you don’t have an invoice, other supporting documents you can provide may include:

Agreement or Letter of Appointment, showing the relationship, role, duties, function and reporting requirements from a third-party supplier or service provider

Credit card or Bank statements

Journal or General ledger transaction details

Details of remuneration (e.g., Payslips, Employment contracts)

Travel invoices

Tier 3 Grantees must also provide the largest invoice paid to their representative and/or consultant and corresponding bank statement that shows the transaction.

Invoices (or other supporting documentation) need to be provided in English or translated (and if requested verified by a professional translator) to English.

#### Declaration

I confirm that the information in this report has been reviewed by and confirmed as correct by [Insert grantee authorised person name], as the authorised person of the grantee. (Please note: the ‘authorised person’ must be the same person who accepted the EMDG agreement, or person otherwise notified to Austrade by the grantee as the authorised representative of the grantee.) I am authorised by the grantee to submit this report and declare:

* the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995 (Cth).*
* the activities undertaken and the expenditure incurred is in accordance with the Grant Agreement.
* I am aware (or [if not submitted by the authorised person] the authorised person of the Grantee has confirmed to me that they are aware) of the Grantee’s obligations under their Grant Agreement, including survival clauses.
* I am aware (or [if not submitted by the authorised person] the authorised person of the Grantee has confirmed to me that they are aware) that the Grant Agreement empowers the Commonwealth to terminate the Grant Agreement and to request repayment of funds paid to the Grantee where the Grantee is in breach of the Grant Agreement.
* I am aware Austrade may share the Grantee’s personal information to third parties for the purpose of assessing this report and verifying payments. Personal information includes, for example, a person’s name, contact details, position and any financial information regarding that person.
* I agree (or [if not submitted by the authorised person] I have confirmed with the authorised person of the grantee who agrees) to maintain the following records:
  + identify the receipt and expenditure of the Grant and any Other Contributions separately within the Grantee's accounts and records, so that at all times, the Grant is identifiable; and
  + keep financial accounts and records relating to the Activity to enable all receipts and payments related to the Activity to be identified and reported; and
  + keep records of the reports submitted in accordance with the Grant Details. G3.2 The Grantee agrees to maintain the records for five years after the Activity Completion Date and provide copies of the records to the Commonwealth representative upon request.

* By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Name of authorised person submitting this milestone report:

Position of authorised person submitting this milestone report:

Date: