

## Supporting Australia’s Exhibiting Zoos and Aquariums Program (the Program)

In addition to the items identified in Section 5 of the [Program Guidelines](#), the following may also be included in your application, and the evidence required to support these claims. Please refer to the Checklist below for further assistance under the Program.

The Payment 7 grant period is October to December 2021, Payment 8 is January 2022 to March 2022 and Payment 9 is April 2022 to June 2022.

<b>What can you claim?</b>	
<b>ITEM</b>	<b>ANSWER</b>
<b>1. Enclosure maintenance</b>	Costs associated with enclosure maintenance that are directly related to animal care or animal welfare are eligible. Austrade understands that periodic replacement may be required as some elements become weak and/or dangerous, and therefore containment could be at risk. Where the works constitute a capital improvement, a pro rata amount may be eligible based on the grant period versus the serviceable life of the item. Austrade will discuss what additional information or evidence you need to support the claim.
<b>2. Repair, maintenance and running costs of equipment for animal care (such as buggies, generators, horticultural equipment, incubators)</b>	Costs associated with repair, maintenance and running of equipment for animal care or animal welfare are eligible. For repairs and maintenance that are not a short term regular running expense a pro rata amount for the grant period will apply. Austrade will discuss what additional information or evidence you need to support the claim.
<b>3. Costs associated with the provision of browse</b>	Most costs associated with growing, harvesting and transporting browse from existing plantations are eligible. If eligible, a pro rata amount for the grant period will apply. Austrade will discuss what additional information or evidence you need to support the claim.
<b>4. Collection of animal feed (other than browse)</b>	Costs associated with feed collection are eligible. Austrade will discuss what additional information or evidence you need to support the claim, such as log books, fuel receipts, etc.
<b>5. Servicing fire equipment</b>	No, this is not eligible.
<b>6. Fuel costs</b>	Fuel costs directly related to animal care or animal welfare are eligible when incurred in the grant period.
<b>7. Insurance of animals or animal structures</b>	Insurance policies directly related to animal care or animal welfare may be eligible. If eligible, a pro rata amount for the grant period will apply. General insurance required for running your business is not eligible. Austrade will discuss what additional information or evidence you need to support the claim.
<b>8. IT costs (for example hardware for animal monitoring, security, or software for animal records)</b>	Costs associated with maintaining and running IT hardware and software for animal care or animal welfare may be eligible. This includes maintaining animal monitoring systems and security equipment, and subscription costs for software such as ZIMS, Species360, etc. If eligible, a pro rata amount for the grant period will apply. Austrade will discuss what additional information or evidence you need to support the claim.

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<b>9. Medical supplies and treatment</b>	Costs associated with medical supplies and treatment directly related to animal care or animal welfare are eligible.
<b>10. Chemicals for aquariums</b>	Costs for chemicals directly related to animal care or animal welfare are eligible.
<b>11. Transfer of animals between institutions and Quarantine costs</b>	Costs associated with animal transfers, where the transfer is necessary due to an animal welfare issue, are eligible up to 50% and will be assessed on a case by case. Austrade will discuss what additional information or evidence you need to support the claim.
<b>12. Attending events or functions</b>	No, this is not eligible.
<b>13. Utilities</b>	Costs associated with utilities directly related to animal care or animal welfare consumed in the grant period are eligible.
<b>14. ZAA membership costs</b>	ZAA membership subscriptions are eligible. A pro rata amount for the grant period will apply.
<b>15. Travel to conduct displays or to tourism events</b>	No, this is not eligible.
<b>16. Bulk fodder or feed purchases</b>	If a bulk purchase has been made that will cover all or part of the grant period, then a pro rata amount will apply for the portion of feed to be used within the grant period. For example, if 4 months worth of fodder was purchased early September, 75% of the expense incurred would be paid under the Payment 7 grant period being 3 of the 4 months eligible.
<b>17. If I am a small business owner and my record keeping is not sophisticated, what is the best way I can support my expense claims?</b>	Monthly account reports, receipts or invoices will help to understand your claim. If you outsource your accounting or have a book keeper, Austrade can work with them (at your discretion) and discuss what additional information or evidence you need to support the claim. The free phone app <a href="#">Adobe Scan</a> is an easy-to-use tool for collating multiple documents into a single PDF file for uploading.
<b>18. My animal care and welfare costs have increased (or decreased) in 2021/2022 – how can I best represent this in my application?</b>	If your expense estimates for 2021/2022 have increased or decreased from the previous year, you will be asked to provide details in the application where necessary. Organisations within areas affected by the bushfires of 2019/2020 figures from 2019 may be requested. Austrade will discuss what additional information or evidence you need to support the claim.

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<b>What can you claim?</b>	
<p><b>19. Evidence of expense claims – what is the preferred data / evidence for actual expenses and estimated expenses?</b></p>	<p><u>Actual Expenses</u>            This is applicable when you are making an adjustment request to the previous grant period (the amount claimed should be the difference between amount claimed in the prior application and the actual expenses). One of the following must be provided:</p> <ul style="list-style-type: none"> <li>• actual monthly accounting reports that highlight eligible expenses</li> <li>• actual receipts of eligible expenses being claimed.</li> </ul> <p><u>Estimated Expenses</u>            Austrade will discuss what additional information or evidence you may need to support the claim. One of the following must be provided:</p> <ul style="list-style-type: none"> <li>• same or similar expense amounts from the previous year or month; previous year or month evidence will suffice</li> <li>• something new; a quote should be provided along with an explanation of what the claim is for.</li> </ul>
<p><b>20. How Austrade will consider capital improvement claims?</b></p>	<p>Capital improvements to animal enclosures are not eligible under the Program unless deemed critical to animal welfare by the Program Delegate. If eligible, a pro rata amount of the serviceable life for the grant period will apply.            Where an existing animal welfare related item is replaced this may be assessed case by case. If eligible, a pro rata amount for the grant period will apply.            Austrade will discuss what additional information or evidence you need to support the claim, this could include providing one or more of the following at Austrades request:</p> <ol style="list-style-type: none"> <li>1. invoice/quotation for new item</li> <li>2. invoice/quotation for a like-for-like replacement of item</li> <li>3. invoice/quotation for repair of item.</li> </ol>
<p><b>21. In Payment 2, 3, 4, 5 or 6 if I had a pro rata expense will this payment continue in Payment 7, 8 and 9?</b></p>	<p>Pro rata payments made from Payment 2 will apply if you meet eligibility criteria to claim in Payment 3, 4, 5 or 6 grant periods. You will be asked to provide details in the application where necessary.</p>

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## Checklist

The objective of the Program is to help eligible exhibiting zoos and aquariums to maintain their animal populations by covering animal welfare costs.

The checklist can be used as a guide for calculating the eligible expenses for a grant period under the Program. Some claims may be case by case and a pro rata amount may apply.

<b>ANIMAL CARE   FEED</b>
<input type="checkbox"/> Feed: all feed costs for the grant period
<input type="checkbox"/> Costs associated with browse such as permits, existing plantation and harvesting costs
<input type="checkbox"/> Costs associated with collection or delivery of feed
<b>ANIMAL CARE   HEALTH CARE</b>
<input type="checkbox"/> Veterinary costs
<input type="checkbox"/> Animal health care: medical procedures, medical treatment, medications and medical supplies
<input type="checkbox"/> Routine tests and quarantine tests
<input type="checkbox"/> Personal protective and safety equipment, including uniforms as fit for purpose clothing for animal care – this also includes wetsuits
<b>ANIMAL CARE   WELFARE AND CONSERVATION</b>
<input type="checkbox"/> Animal enrichment
<input type="checkbox"/> Nesting materials and enclosure substrate
<input type="checkbox"/> Animal enclosure costs: general materials
<input type="checkbox"/> Animal transfer costs, where the transfer is necessary due to an animal welfare issue, eligible up to 50% and will be assessed on a case by case.
<input type="checkbox"/> Plants, trees, seeds, shrubs, etc and related horticultural and arboriculture needs for enclosures
<b>ANIMAL CARE   MAINTENANCE AND EQUIPMENT</b>
<input type="checkbox"/> Tools and equipment associated with maintenance for enclosures: repair, maintenance and running costs
<input type="checkbox"/> Pumps: repair, maintenance and running costs
<input type="checkbox"/> Vehicles: buggies or zoo vehicles for waste removal, feed transport, etc. (fuel, maintenance and registration)
<input type="checkbox"/> Equipment replacement to be assessed on case by case and if eligible, a pro rata amount may apply
<input type="checkbox"/> Maintenance of communications equipment such as two-way radios
<input type="checkbox"/> Cleaning costs: chemicals for cleaning, sterilisation and waste collection
<input type="checkbox"/> Pest control costs
<input type="checkbox"/> Irrigation supply and maintenance
<b>UTILITIES</b>
<input type="checkbox"/> Electricity and gas directly related to animal care or animal welfare consumed in the grant period
<input type="checkbox"/> Water costs for consumption in the grant period
<b>SOFTWARE AND HARDWARE RUNNING COSTS</b>
<input type="checkbox"/> Animal care software subscriptions for record keeping such as ZIMS, Species360 etc.
<input type="checkbox"/> Maintenance of hardware for animal monitoring
<input type="checkbox"/> Maintenance of hardware for animal security monitoring
<b>BUSINESS SERVICES FOR ANIMAL CARE AND CONSERVATION</b>
<input type="checkbox"/> Security services directly related to animal care
<input type="checkbox"/> Insurance: animal medical and life insurance, building insurance for animal enclosures and feed stores
<input type="checkbox"/> ZAA membership subscriptions, a pro rata amount for the grant period will apply.