



Australian Government

Austrade

Business Events Grants

Expression of Interest (EOI) for the Schedule of Approved Business Events

Want your event on the Schedule of Approved Business Events?

Does your business event...



Have a minimum of 100 in-person participants (for metro locations)



Demonstrate a significant economic impact for the host region



Have a Business to Business component



Align with one or more Australian Government priority sectors



Have registrations open for delegates and exhibitors



Have a multi-day program and has been held previously

Timeline

16 Nov 2020
EOIs open

30 Nov 2020
Submit EOI to be considered for program open date

24 Dec 2020
Schedule of Approved Business Events published

4 Jan 2021
Applications open for the Business Events Grants program

26 Feb 2021
Cut off date for events to be open for registrations

Things to know

- The Business Events Grant program will provide Australian businesses funding between \$10,000 and \$250,000. The program opened on 4 January 2021.
- If an event is listed on the Schedule of Approved Business Events, businesses will be able to apply for funding to cover up to 50% of eligible costs of attending the event under the Business Events Grants program. Businesses will need to contribute the remaining 50% of funding, equal to the grant amount awarded.
- Event owners must submit an EOI to be considered for the Schedule of Approved Business Events. The event must be held in 2021 and meet the eligibility criteria on the following page.
- EOIs are open through to 26 February 2021 but may be closed earlier to manage demand on the program or if all program funds are committed.
- Event owners listed on the Schedule of Approved Business Events may be eligible for funding under the program if they meet the eligibility criteria listed in the grant guidelines. Grant guidelines are available at business.gov.au.

For more information and to apply visit www.austrade.gov.au/BEG



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Eligibility Criteria

- The business event's topic or subject matter aligns with one or more of the Australian government priority sectors. These include but are not limited to mining, food and agribusiness, oil and gas, medical products, clean energy, plastics and waste recycling, defence, space, enabling digital technologies, tourism, design, fashion and media.
- The business event has a business to business component that brings together delegates and exhibitors for a product and service exchange. Applicants must provide an estimate on the proportionality of the business to business component and expected number of business delegates/exhibitors.
- The business event must be a multi-day event held in 2021 and deliver a significant economic impact for the host region through overnight stays and supporting interstate travel. Virtual events are not eligible.
- For business events in metro locations there must be a minimum of 100 participants, with no minimum number for regional locations.*
- The business event has been held previously and the event owner has previous experience in the business events sector running similar events with evidence of delegates and exhibitors origin breakdown.
- As a demand driven program, the business event must be open for registrations for delegates/exhibitors to book, or will be open for registrations within a month of being listed on the Schedule of Approved Business Events (with a cut-off date of 26 February 2021 for final registration). Priority will be given to events that are open for registration at the time of submitting an EOI.
- The business event must meet all relevant regulatory requirements, including having COVID-safe protocols in place.
- The business event will support the overall objectives of the Business Events grant program including:
 - > Enhance industry match making opportunities and deliver Australian product and service value add.
 - > Promote Australian business capability, including to a domestic audience.
 - > Strengthen supply chain resilience for the Australian economy.

*Regional locations are any destination outside of Sydney, Melbourne, Brisbane, Perth, Adelaide, Darwin, Hobart and Canberra. The location of events is open across all regions of Australia.

Austrade reserves the right to make changes to the eligibility criteria, remove events from the schedule, apply grant limits to events on the schedule or close the EOI process at any time to manage demand on the program. Only events that meet all the eligibility criteria will be considered for the Schedule of Approved Business Events.

Attachments

Applicants must submit to Austrade:

- exhibit registration costs (including early bird costs)
- delegate registration costs
- information on sponsorship packages and price (noting that a grant limit of \$10,000 applies for sponsorship)
- proof of venue confirmation/booking.

This will be the 'Price Schedule' for the event. An explanation should be provided on how the Price Schedule was determined and how it compares to the previous year's event. If the exhibit and registration charges are more than 10 per cent from the previous year, a detailed explanation must be provided.

If your event is successful, the Price Schedule will be published on Austrade's website.

Assessment process

Austrade's Program Delegate (a senior officer in Austrade) has the final decision on whether or not to approve an event to be included on the Schedule of Approved Business Events.

When making their decision the Program Delegate may consider other factors, such as (but not limited to) demand on the program, costs of delegates attending, event location, timing of the event and/or other circumstances.

Applications will be assessed by Austrade in consultation with an industry advisory panel.

Information in the application may be shared with other Commonwealth and state/territory government departments, local government authorities and business events industry associations to assist the Program Delegate in making a final decision.