

IFAM Tranche 2 Grant Submission

SmartyGrants: How-to Guide



Australian Government

Austrade

TRANCHE 2 OF THE INTERNATIONAL FREIGHT ASSISTANCE MECHANISM

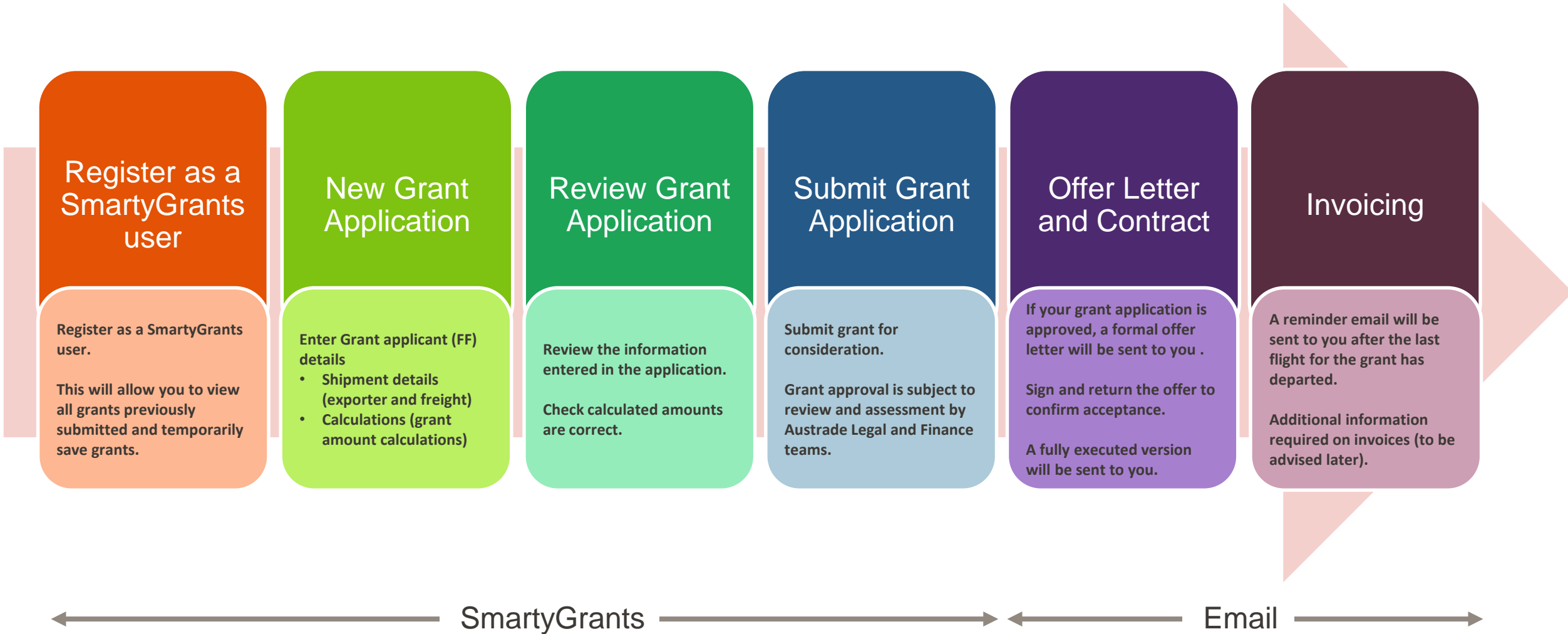
- On 3 July, the [Australian Government committed an additional \\$241.9 million](#) to continue the International Freight Assistance Mechanism (IFAM), helping keep international freight routes and flights operating until the end of the year.
- As we are expecting a higher volume of grant submissions for Tranche 2 of IFAM, we have decided to introduce an online platform to assist us in the review and management of these grants.
- The new online platform will allow freight forwarders to submit applications more easily, check the status of an application and access a record of all applications they have submitted through the platform.
- The online platform will standardise the application process and streamline the backend processes for the IFAM team, which means quicker turnaround, quicker payment and less email correspondence.

INTERNATIONAL FREIGHT ASSISTANCE MECHANISM – GRANTS

CHANGES TO GRANT SUBMISSIONS

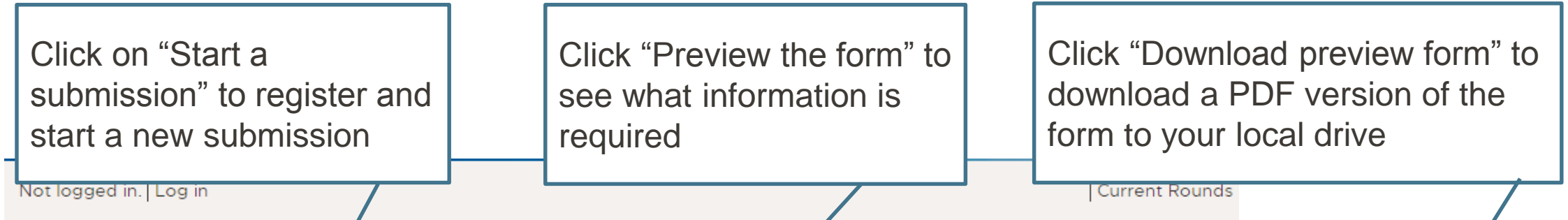
- Tranche 2 grants must be submitted and reviewed/approved on the SmartyGrants (SG) platform.
 - › Submission link: <https://IFAM.smartygrants.com.au/exportgrants>
- All submissions **MUST BE IN AUD**. Submissions in other currencies will be declined.
- Grants will be calculated based on “per flight” or “per week”.
 - › Please refer to screenshots on slides 16 and 17 for details.
- Only one Australian exit port is allowed per grant. If you have cargo departing from multiple exit ports, you must submit a separate application for each port.
- If you have a complex grant submission, please contact IFAM@Austrade.gov.au prior to commencing an application.

HIGH LEVEL PROCESS



REGISTER AS A SMARTYGRANTS USER

REGISTRATION_1



IFAM Export Grants



[Start a submission](#)



[Preview the form](#)



[Download preview form](#)

Submissions are now being accepted. Submissions close at 5:00PM 31 December 2020 ([AEDT](#)).

IMPORTANT: Please read information below to assist you in completing your application online.

Welcome!

This online form is to assist you in making a submission for grant funding under the International Freight Assistance Mechanism (IFAM).

For more information about IFAM, product eligibility more information about freight options, please visit the [IFAM webpage](#) (www.austrade.gov.au/ifam)

BACKGROUND ON IFAM

Not logged in.

Current Rounds

Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with * must be completed.

Login

If you're already registered or have started an online form log in here.

Email Address: *

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Log In

Register

If you haven't registered or started filling in a form, register here.

Register

When you use SmartyGrants for IFAM for the first time you will be asked to Register

Please click on the "Register" button to proceed

You can register multiple accounts for your organisation so multiple users from your organisation can use SmartyGrants

Not logged in. [Log in](#)

Current Rounds

Registration

Fields marked with * must be completed.

Your Name: *

Organisation:

Email Address: *

Confirm Email Address: * Re-enter your email address to confirm it.

Passwords must be 8 characters or more in length and must meet ALL of the following requirements:

- include uppercase letters
- include lowercase letters
- include non-alphabetical characters

Password: *

Confirm Password: * Re-enter your password to confirm it.

By clicking Register you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Register

Please complete the details required for registration and select "Register"

REGISTRATION_4

Logged in: Snezna Schmidt (snezna.schmidt@austrade.gov.au) [My Submissions](#) [Log Out](#) Current Rounds


All your current and past submissions — if any — are available below.
To start a new submission, click on the name of the round you'd like to fill out.

To update your name, organisation or password: [Update My Details](#)

Your Submissions

Forms In Progress


IFAM Test — 00010-TEST

 IFAM
In progress, created on 14 July 2020, due at midnight 22 July 2020 (AEST)


[Start New Submission for IFAM Test](#)

Submitted Forms

Calculation test — 00003


 IFAM conditional calculation
Submitted on 10 July 2020

IFAM Test — 00015-TEST

 IFAM
Submitted on 13 July 2020

After you have registered and created a user profile, you will be able to:

- Log Out
- Update your details
- View and update any saved grant submissions
- Create new grant submissions
- View all previous grant submissions



NEW GRANT APPLICATION

NEW GRANT SUBMISSION_1

Logged in: Snezna Schmidt (snezna.schmidt@austrade.gov.au) My Submissions Log Out

Current

New submission for IFAM Test


A new submission has been created for you. You can fill it all in now or come back at any time to continue working on it. Please make sure you save your submission regularly; your submission is saved whenever you click 'Save' or you move to another page. Click the Submit button when you're ready to submit.

You may be logged out automatically after 30 minutes if you don't save, which will cause you to lose any unsaved work.

Your submission number is:

02037-TEST

If you want to contact us about your submission you can quote this number to help us find it quickly.

Next Page 

- Click on “Start new submission”
- On the “New Submission” page, you will find the grant/submission number
- Click on “Next Page” to proceed

You will also receive an email notification sent to your registered email address with details about the grant:

- Grant/submission number
- Link to view the grant

Submission 02037-TEST started

Hi Snezna Schmidt,

This email is to confirm that you have started a submission to Trial Site for Austrade.

You should make a note of the following submission number.

Submission number: **02037-TEST**

To view your submission, please go to <https://trial-37565.smartygrants.com.au/applicant/login>, enter your email address and password then click Log In.

Once you are logged in click on the My Submissions link near the top of the page.

Thank you,

The team at SmartyGrants

NEW GRANT SUBMISSION_2

There are 3 pages to the form. You can navigate between the pages by selecting the side menu

- You can “Save Progress” to save the information you have entered into the form
- You can also “Save and Close” if you would like to save the submission temporarily and return to it later

Logged in: Snezna Schmidt (snezna.schmidt@austrade.gov.au) My Submissions Log Out

IFAM Test — 02037-TEST

Form Navigation

1. Grant Applicant
2. Shipment Details
3. Calculations

Review and Submit

Save Progress Save and Close Next Page

In progress, last saved today, 9:14am (AEST)

GRANT APPLICANT

*indicates a required field.

Freight Forwarder/ Airline ABN *

Lookup

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register		
ABN		
Entity name		
ABN status		

When you have finished filling in this page, click on “Next Page” to proceed

NEW GRANT SUBMISSION_3

1. Grant Applicant

2. Shipment Details

3. Calculations

Review and Submit

In progress, last saved today, 9:14am (AEST)

GRANT APPLICANT

*indicates a required field.

Freight Forwarder/ Airline ABN *

The ABN provided will be used to look up the following information.
Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Freight Forwarder/ Airline Company Name *

Contact Person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Person Position

Please enter your ABN and click on "Lookup" – this will populate the fields in the grey box

Enter the entity name or copy and paste from the ABN Lookup results

Name of contact person whom the grant should be made out to
NOTE: Please use correct upper and lower cases for the name. e.g. John Smith

NEW GRANT SUBMISSION_4

Contact Person Position

Address *

Contact Number

Must be an Australian phone number.

Email Address *

Must be an email address. Where grant letter will be sent

Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Name of Freight Forwarder (if applicant is an airline)

Save Progress

Save and Close

Next Page



- Start entering your address and select the correct address
- Click on “Can’t find your address” hyperlink to enter the address manually if a correct suggestion is not available

Must be in Australian bank account format

NEW GRANT SUBMISSION_5

- 1. Grant Applicant
- 2. Shipment Details
- 3. Calculations

Review and Submit

In progress, last saved today, 9:36am (AEST)

SHIPMENT DETAILS

*indicates a required field.

Exporter

Exporter ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Exporter Name *

Click on "Add More" button on the right if the shipment has more than one exporter.

Enter the exporter ABN and click on "Lookup"

Enter the exporter entity name (or copy and paste from the ABN Lookup results)
NOTE: Export name must match the registered entity for the ABN

If there is more than one exporter, please use the "Add More" button

NEW GRANT SUBMISSION_6 (PER FLIGHT)

Freight Details

Is this grant submission based on *

Per flight Per week (by weight)

Clear

By flight

Number of tonnes per flight *

Number of flights per week *

Number of weeks for support *

Must be a number.

Commencement date *

Commencement date cannot be earlier than TODAY

End date *

Please select the date when the last flight for this grant application will depart.

Flight Information

Exit Port *

Other

Please select the Australian exit port. If "Other", please specify.

Select the "Per flight" option

- Enter "number of tonnes per flight"
- Enter "number of flights per week"
- Enter "number of weeks for support" (maximum 12 weeks of support)

- Select "commencement date" (date of first flight)
- Select "end date" (date of last flight)

IMPORTANT: Commencement date cannot be earlier than the date of submission and no more than 30 days from date of submission



NEW GRANT SUBMISSION_7 (PER WEEK)

Freight Details

Is this grant submission based on *

Per flight Per week (by weight) Clear

By week

Number of tonnes per week *

Estimated number of flights per week *

Please provide your best estimate at the time of submission

Number of weeks for support *

Must be a number.

Commencement date *

Commencement date cannot be earlier than TODAY

End date *

Please select the date when the last flight for this grant applies

Flight Information

Exit Port *

Other

Please select the Australian exit port. If "Other", please specify.

Select the "Per week" option

- Enter "number of tonnes per week"
- Enter "estimated number of flights per week"
- Enter "number of weeks for support"

- Select "commencement date" (date of first flight)
- Select "end date" (date of last flight)

IMPORTANT: Commencement date cannot be earlier than the date of submission and no more than 30 days from date of submission



NEW GRANT SUBMISSION_8

Flight Information

Exit Port *

Other

Please select the Australian exit port. If "Other", please specify.

Airline *

Please start typing the name of the airline you are planning to use

If "Other", please specify *

Flight Number *

Please enter the flight number of the flight you intend to use

Destination Country *

Please start typing and select the destination country

Entry Port *

Please enter the airport code. E.g. PVG, DXB, LAX

Percentage of goods going to this port *

Must be a number and between 1 and 100. If only one entry port, enter 100. Click on "Add More" button on the right if there is more than one entry port.

Add More

- Select the exit port (Australian airport) from the dropdown
- Please specify port in "Other" if your choice is unavailable

- Start typing the name of airline and select from options
- Please specify airline in "Other" if airline is unavailable
- Enter the "intended flight number" if known

- Start typing the destination country and select from options
- Enter "entry port"
- Enter "percentage of goods going to this port" - if only one entry port, enter "100"

Use the "Add More" buttons if there are more than one "Airline" or "Entry Port"

NEW GRANT SUBMISSION_9

Product Information

Product Type *

Please start entering the product type and select the most appropriate category and provide details. If "

- Start typing the product type and select the most appropriate category
 - Provide additional details in "Details of produce"
- Please specify product details in "Other" if category is unavailable

Details of produce *

Please provide a detailed description of the shipment. We understand not all information is available at the time of grant application.

Origin of goods *

Please select based on the information you have available. Click on "Add More" button on the right if the shipment consists of more than one type of product.

- Select the "origin of goods" (not departure state)
- Please select the Australian state

Value of goods per tonne *

Must be a dollar amount. Please provide amount in AUD.

Is this shipment booked by volume? *

If the shipment is booked by volume, please specify the standard weight of kg per AKE

Please provide an estimate

- If the shipment is booked by volume, please select "YES" and provide the standard weight of kg per AKE

Add More

Use the "Add More" buttons if there are more than one "product type"

NEW GRANT SUBMISSION_10

Historical Rates

12-months average airfreight rates pre-COVID (or equivalent)

Freight cost per kilo *

\$

Must be a dollar amount. Please provide rate in AUD.

Current Rates

Post-COVID rates

Freight cost per kilo *


\$

Must be a dollar amount. Please provide in rate AUD.

Additional information for consideration


Please include any reasons where you think the grant may not be approved under normal circumstances but this application should be considered as an exception.

For example, although an IFAM flight is already available for this route but it is fully booked.

 Previous Page

Save Progress

Save and Close

Next Page 

Enter the pre-COVID freight cost per kg

Enter the post-COVID freight cost per kg

Click on "Next Page" to proceed to calculations

NEW GRANT SUBMISSION_11

Spread and Grant

Please click on the Grant Percentage Guide if you are unsure of the percentage applicable for this application.

Spread per kg

This number/amount is calculated.

Grant Percentage *

Please refer to the guide below and enter the percentage applicable. Whole number only.

Grant Percentage Guide

Grant per kg

This number/amount is calculated.

- Enter the appropriate grant percentage for the grant.
- Enter whole number only WITHOUT % sign.

- If you are unsure of the correct percentage, click on the Grant Percentage Guide dropdown to see details.
- If the grant percentage is entered incorrectly, your application will be DECLINED.

NEW GRANT SUBMISSION_12

Estimated grant per week

Cost per week before grant

\$0.00

This number/amount is calculated.

Grant per week

\$0.00

This number/amount is calculated.

Cost per week after grant

\$0.00

This number/amount is calculated.

Total grant amount

Total grant

\$0.00

This number/amount is calculated.

Declaration

I confirm that the information given in this form is true, complete and accurate to the best of my knowledge. I understand IFAM reserves the right to request for evidence of freight rates submitted. *

YES

Clear

← Previous Page

Save Progress

Save and Close

Next Page →

The grant amounts are calculated automatically based on the pre- and post-COVID rates, as well as the tonnage and frequency information from the previous page

- Confirm calculations are correct
- Complete “Declaration” by answering “YES”

Click on “Next Page” to review application before submission

REVIEW GRANT APPLICATION

REVIEW APPLICATION_1

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

Click the **Submit** button when you're ready to submit this form.

This form must be submitted before **22 July 2020, midnight (end of day) Australian Eastern Standard Time.**

Form Navigation

1. Grant Applicant
2. Shipment Details

Download PDF

Close

Submit



Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.

- Mandatory fields that have not been completed will say "Response Required" in **RED**
- You will not be able to submit the application until all mandatory fields are completed
- Return to form by clicking on "Go to page" to complete those fields

Exit Port *

Other

Please select the Australian exit port

Response required.

[Go to page](#)

Destination Country *

Please start typing and select the destination country

Response required.

[Go to page](#)

Entry Port *

Response required.

[Go to page](#)

Percentage of goods going to this port *

Must be a number and between 1 and 100. If only one entry port, enter 100. Click on "Add More" button on the right if there is more than one entry port.

Response required.

[Go to page](#)

SUBMIT GRANT APPLICATION


SUBMIT_1





Tue 14/07/2020 5:46 PM

service@smartygrants.com.au

Confirmation of submission

To  Cindy-Yeh (Melbourne)

 Message

 Application-00004-TEST.pdf (62 KB)

Thank you. Your submission has been received.

Submission Number: 00004-TEST

A copy of your submission is attached. You can also return to <https://trial-37565.smartygrants.com.au> at any time to view your submission, but now that it is submitted it can not be changed.

- When you have successfully submitted the application, you will receive a confirmation email with the submission attached as a PDF file
- If you do not receive the confirmation email, it means the form has NOT been submitted successfully

AFTER SUBMISSION

- When the International Freight Coordinator General (Michael Byrne) has had a chance to review your application, you will receive via email
 - › Your application has been endorsed by the IFCG; or
 - › Your application has been declined by the IFCG (reason for decline will be provided)
- Kindly note the application is still subject to Austrade legal assessment, probity check and finance delegate approval before a formal grant letter will be issued.
- You can commence bookings after you receive the endorsement email.