

IFAM Grant Submission

SmartyGrants: How-to Guide



Australian Government

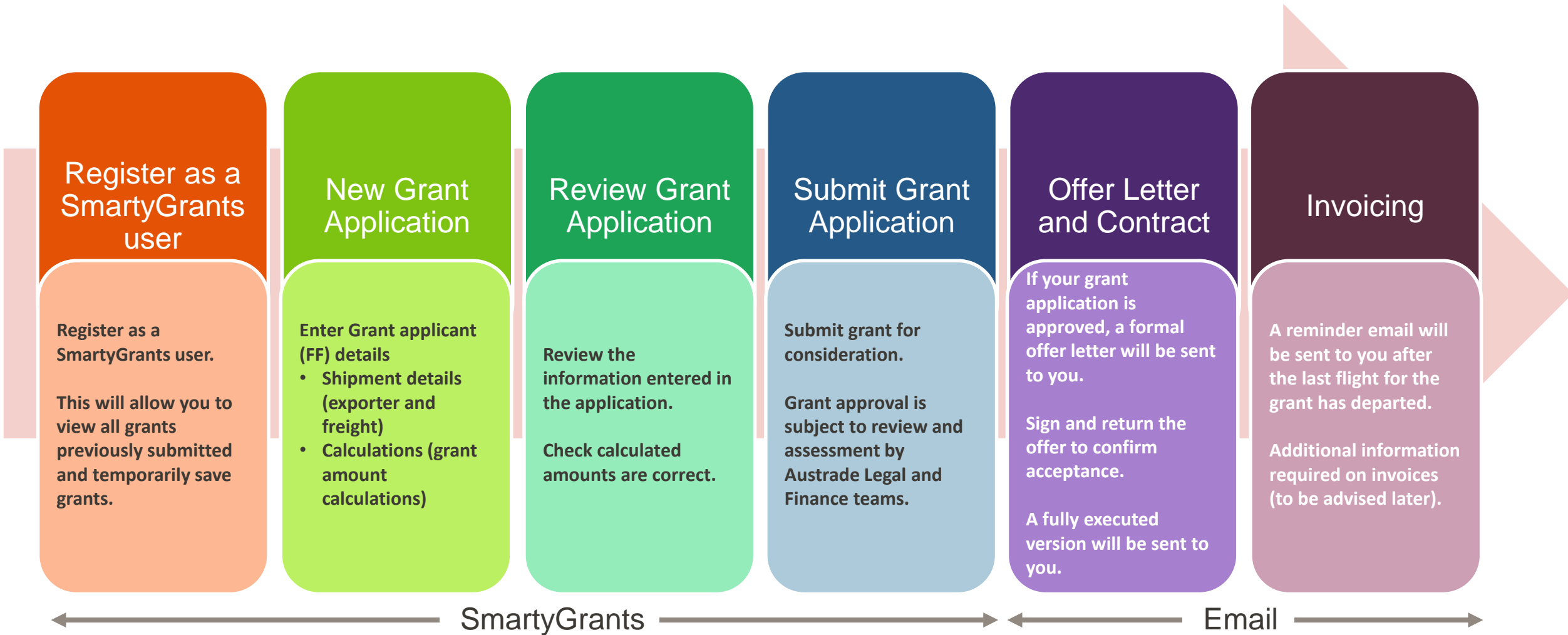
Austrade

INTERNATIONAL FREIGHT ASSISTANCE MECHANISM – GRANTS

CHANGES TO GRANT SUBMISSIONS

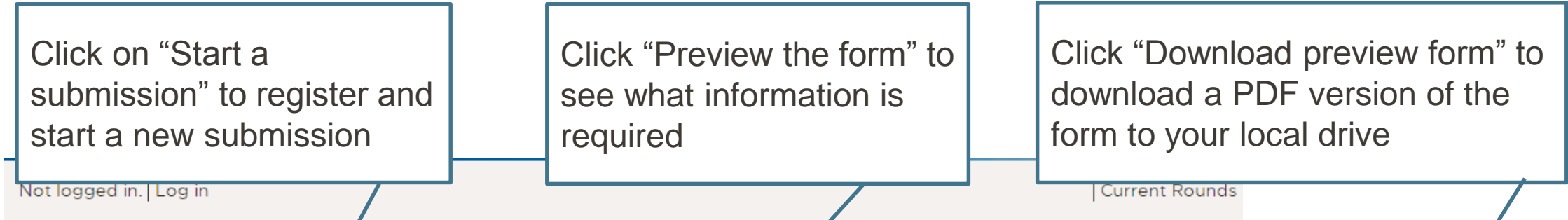
- Grants must be submitted and reviewed/approved on the SmartyGrants (SG) platform.
 - › Submission link: <https://IFAM.smartygrants.com.au/exportgrantst3>
- All submissions **MUST BE IN AUD** and **Inclusive of GST**. Submissions in other currencies will be declined.
- Grants will be calculated based on “per flight” or “per week”.
 - › Please refer to screenshots on slides 17 and 18 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.
- **For additional information on the IFAM Grant Guidelines, please click [here](#) and scroll down to the Grant Assistance area.**

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

Grant Terms

*Indicates a required field.

Grant Funding Conditions

When completing an IFAM grant submission, please remember the following:

- The Exporter must have the required approvals in place to export the product out of Australia.
- All grants must be submitted before the flight or first flight of the grant departs.
- All rates included in the submission must reflect the increase in airline charges only.

Is this a new grant submission or a resubmission? *

- New
 Resubmission

[Clear](#)


If the grant has been resubmitted for any reason, please highlight it below. Eg:

Updated Rates / Additional Destination / ABN Details Updated

Resubmission Reason

Save Progress

Save and Close

Next Page 

NEW SECTION:

A new information section has been added to provide reminders of the key items to remember when submitting an IFAM Grant

NEW QUESTION:

This question asks the Freight Forwarder to confirm if the submission is New or a Resubmission. If a Resubmission, an additional field will appear, asking for the Freight Forwarder to confirm why the grant is being resubmitted.

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

NEW GRANT SUBMISSION_3

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

The screenshot displays the IFAM Test submission interface. At the top, a dark header bar shows the user is logged in as Snezna Schmidt (snezna.schmidt@austrade.gov.au) with links for My Submissions and Log Out. Below this, the page title is "IFAM Test — 02037-TEST".

On the left, a "Form Navigation" sidebar lists three steps: 1. Grant Applicant (highlighted in orange), 2. Shipment Details, and 3. Calculations. Below the sidebar is a "Review and Submit" link.

At the top right of the main content area, there are three buttons: "Save Progress", "Save and Close", and "Next Page" (with a right-pointing arrow). Below these buttons, a status indicator reads "In progress, last saved today, 9:14am (AEST)".

The main content area is titled "GRANT APPLICANT". A red asterisk indicates a required field: "*indicates a required field." Below this is the label "Freight Forwarder/ Airline ABN *". There is an input field followed by a "Lookup" button.

Below the input field, a note states: "The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly." Below this note is a table titled "Information from the Australian Business Register" with the following rows:

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_4

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
ACNC Registration
Tax Concessions
Main business location

[More information](#)

Must be an ABN.

Freight Forwarder/ Airline Company Name *

Contact Person *

Title First Name Last Name

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_5

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

CHANGE:

Bank Account section has been removed. If it is the first IFAM grant submission for the FF, please follow the hints provided to have your bank account details setup. For additional support, please email ifam@Austrade.gov.au

NEW GRANT SUBMISSION_6

- 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_7

Please confirm that the Exporter has all prerequisite approvals in place to export the product listed in this grant application out of Australia? If it is known that this is the first IFAM submission for this Exporter, please provide supporting evidence (Eg: EXDOC Permit / Company Website) below, that confirms this exporter meets the eligibility requirements. *

Confirm

[Clear](#)

*

Website

Must be a URL.

New Question

Attach a file: No file chosen

NEW QUESTION:

After selecting the Exporter details via the ABN Lookup, you then need to confirm if the Exporter ships perishable product.

If it is known that this is the first time the Exporter has been part of an IFAM Grant submission, please provide evidence that highlights the Exporter ships perishable product. This can be done by uploading documentation or providing a link to the exporters website etc.

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

NEW GRANT SUBMISSION_8 (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)
- CHANGE:**
The End Date has been removed. The End Date will be based on the Weeks of Support and the Commencement Date.
- IMPORTANT: Commencement date cannot be earlier than the date of submission and no more than 30 days from date of submission**

NEW GRANT SUBMISSION_9 (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)
- CHANGE:**
The End Date has been removed. The End Date will be based on the Weeks of Support and the Commencement Date.
- IMPORTANT: Commencement date cannot be earlier than the date of submission and no more than 30 days from date of submission**

NEW GRANT SUBMISSION_10

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_11

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_12

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

Note: An IFAM Grant can only be used for the purpose of partially offsetting the agreed increased cost of airfreight for eligible products on outgoing or incoming flights, resulting from the COVID-19 crisis.

Click on "Next Page" to proceed to calculations

NEW GRANT SUBMISSION_13

Calculations

*Indicates a required field.

Spread and Grant

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

Spread per kg

This number/amount is calculated.

Grant Percentage Guide *

Grant Percentage *

Grant per kg

This number/amount is calculated.

CHANGE:

The *Grant Percentage Guide* is now a mandatory field and highlights the grant percentage that must be selected from the drop down list in the *Grant Percentage* field.

NEW GRANT SUBMISSION_14

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.

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](#)

- 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

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

- Once the IFAM Commercial Manager has had a chance to review your application, you will receive via email:
 - › Your application has been endorsed by the Commercial Manager; or
 - › Your application has been declined by the Commercial Manager (reason for decline will be provided)
- Kindly note the application is still subject to Principal Review, 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.