

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

## Frequently Asked Questions

The Program Guidelines were updated as of 20 August 2021. For further information please refer to [austrade.gov.au/zoosandaquariums](http://austrade.gov.au/zoosandaquariums).

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## Section (1) General

QUESTION	ANSWER
<b>1. When will you release the Program Guidelines?</b>	<p>Austrade released the first Program Guidelines on the 11 May 2020.</p> <p>In October 2020, the Program was extended for 6 months, second Program Guidelines were released on 17 November 2020.</p> <p>On 11 March 2021, the Program was extended a further 6 months, third Program Guidelines were released on 19 April 2021.</p> <p>On 20 August 2021, the Program was extended a further 9 months, fourth Program Guidelines were released on 20 August 2021.</p>
<b>2. How do I apply for a grant?</b>	<p>Eligible applicants will be provided a link via email to the application form.</p> <ul style="list-style-type: none"> <li>• Payment 7 will open 27 September 2021 and close 11:59pm AEDST 14 November 2021.</li> <li>• Payment 8 will open 4 January 2022 and close 11:59pm AEDST 20 February 2022.</li> <li>• Payment 9 will open 28 March 2022 and close 11:59pm AEST 15 May 2022.</li> </ul>
<b>3. What grant assistance is available? What will I be able to claim?</b>	<p>The Program will assist eligible applicants with the operating costs associated with animal welfare during the grant period. This includes:</p> <ul style="list-style-type: none"> <li>• animal care, including food, enrichment, nesting materials and maintaining the animal enclosures as necessary for the care and housing of animals</li> <li>• animal health care, including medical treatment, medications and medical supplies</li> <li>• utilities directly related to housing and caring for animals</li> <li>• up to 50% of animal transfer costs, where the transfer is necessary due to an animal welfare issue – assessed on a case by case basis.</li> </ul>
<b>4. Will my application information be treated as confidential?</b>	<p>Yes. Austrade has appropriate processes in place for commercially sensitive information.</p>
<b>5. Are there other resources that can assist me to prepare my application?</b>	<p>Austrade can answer any questions in regards to your application but cannot assist in completing an application.</p> <p>Further information can be found under Key documents at <a href="https://austrade.gov.au/zoosandaquariums">austrade.gov.au/zoosandaquariums</a></p>
<b>6. Is there any state based or regional quota for funding recipients?</b>	<p>No. Austrade has consulted with the Zoo and Aquarium Association and state and territory tourism organisations to identify eligible applicants. Funding will be based on an applicant's eligible animal welfare costs.</p>
<b>7. In what format should I submit my application?</b>	<p>Eligible applicants must use the online application form.</p>
<b>8. Can I send my application by email?</b>	<p>No. Applications will only be accepted using the online application form. Austrade will email a link when applications open.</p>

QUESTION	ANSWER
<b>9. When do grant applications close?</b>	Applications for Payment 1, 2, 3, 4, 5 and 6 have closed. <ul style="list-style-type: none"> <li>• Payment 7 applications will close 11:59pm AEDST on 14 November 2021.</li> <li>• Payment 8 applications will close 11:59pm AEDST on 20 February 2022.</li> <li>• Payment 9 applications will close 11:59pm AEST on 15 May 2022.</li> </ul>
<b>10. Will late applications be accepted?</b>	No. Late applications will not be accepted.
<b>11. How do I provide my cost estimates for animal welfare?</b>	The application form includes fields that you can populate with estimates of the relevant animal welfare costs for the grant period. These should be based on a comparable period in either the last calendar or financial year, unless otherwise approved by the Delegate

## Section (2) Eligibility

QUESTION	ANSWER
<b>12. Who can apply?</b>	Eligible applicants are listed in Annexure 1 of the Program Guidelines – new applicants cannot apply.
<b>13. How did you select eligible applicants?</b>	Austrade consulted with the Zoo and Aquarium Association and the state and territory tourism organisations to develop the list of eligible applicants for the Program.

## Section (3) Applying and decision making

QUESTION	ANSWER
<b>14. Do I need to answer all questions in the application form?</b>	Yes. All questions in the application form must be answered.
<b>15. Do I have to use the online application form?</b>	Yes. Eligible applicants must use the online application form.
<b>16. Is there a limit to the number of attachments I can include with my application?</b>	There is no limit to the number of documents that can be attached (unless stated), however only information that is required to address the question should be attached. Excess information may cause delays in assessment.
<b>17. Do I need to be insured?</b>	Yes. Certificates of currency for insurance is required to be attached with your application form. If any relevant insurance policy lapses during the grant period, it will need to be renewed to ensure ongoing cover for the grant period. Please refer to section 9.2 of the <a href="#">Program Guidelines</a> .
<b>18. Who can submit the application form?</b>	The application form must be submitted by a person authorised to enter into a grant agreement with the Commonwealth, on behalf of the applicant.
<b>19. How will my application be assessed?</b>	Applications are assessed against the assessment criteria in order of receipt.

QUESTION	ANSWER
<b>20. Who makes the final decision on grant offers?</b>	Austrade's CEO, or their delegate, is the decision maker for the Program. The Delegate's decision is final in all matters, including: <ul style="list-style-type: none"> <li>• the grant approval</li> <li>• the grant funding to be awarded</li> <li>• any conditions attached to the offer of grant funding.</li> </ul>
<b>21. Will I be notified that Austrade has received my application?</b>	Yes. Austrade will send each applicant an email when their application is received.
<b>22. Will I get feedback if my application is unsuccessful?</b>	Yes. If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

## Section (4) Successful Applicants

QUESTION	ANSWER
<b>23. What is a grant agreement?</b>	A grant agreement is a legally binding contract between the Commonwealth and a grantee for the grant funding.
<b>24. Are grant payments automatic entitlements?</b>	No. Payments for the Program will be made in 9 parts. The assessment process for Payments 1, 2, 3, 4 and 5 is complete. Payments 6, 7, 8 and 9 will be made to eligible applicants who can demonstrate that they still expect to suffer reductions in tourism turnover of at least 30% for the qualifying period. The qualifying period is the same period in 2019, unless otherwise approved by the Delegate.
<b>25. Are grant payments subject to GST?</b>	Yes. Please refer to Section 9.4 of the <a href="#">Program Guidelines</a> .
<b>26. Do grant recipients have to pay tax on their grant?</b>	Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. Austrade does not provide advice on tax.