

Export Market Development Grants

Application Form

Version 2 – February 2023

This document shows the questions included in the online application form for Export Market Development Grants (EMDG). It will help you (Applicant or your Agent) prepare your responses and the supporting documentation before you apply online. To the extent of any inconsistency, the EMDG online form prevails. You must submit your application online for it to be considered. Before applying online, we recommend that you read the Export Market Development Grants Grant Guidelines published at [austrade.gov.au/EMDG](https://www.austrade.gov.au/EMDG).

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Instructions

The online form captures the information required by Austrade to assess and manage your application for funding.

The first page of the application page contains the following instructions.

Terms and Conditions of Use

You are required to read and agree to the terms and conditions prior to completing and submitting your application.

“I have read and accept Terms and Conditions of Use.”

Confidentiality and Privacy

You must read and agree to the Confidentiality and Privacy statement prior to completing and submitting your application. It provides information on how we handle your data and information. Opting out in this section does not prevent Austrade from sharing specific information allowable in the *Austrade Act 1985* or using the information internally for trade facilitation.

“I have read and accept Privacy and Confidentiality Conditions.”

Additional information sharing

Please confirm (by ticking the box shown in the online application) if you do want Austrade to share your contact details with other government organisations that provide trade facilitation and business assistance services.

“I agree that my contact details may be shared with other government bodies for trade facilitation or business support purposes, e.g., Export Finance Australia.”

Feedback agreement

Austrade may contact applicants and grantees regarding feedback on the program. By checking the box below, you are indicating you would be happy to be contacted by the EMDG team to provide feedback.

“I agree that the EMDG team may directly contact me to provide feedback on EMDG and my experiences with the program.”

Completing your application

The application consists of separate pages/tabs as shown in the navigation menu across the top of the portal page. You can navigate between tabs or use the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each tab. You will be prompted on the final page to go back and validate all of the information you have entered. A rounded circle in the tab with a blue number and a blue border indicates a validated tab.

An asterisk (\*) indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 60 minutes if you do not save.

Internet browsers and navigation through the online application form

We recommend that you:

* use Google Chrome or Microsoft Edge internet browsers for optimum functionality
* have a minimum screen resolution of 1280 x 800 to prevent errors
* use the navigation buttons provided on the pages of the application form.

**Digital Identity-myGovID**

The EMDG application portal uses the Australian Government Digital Identity System to verify users. You will be required to use your Digital Identity, myGovID, to access the EMDG online portal when you apply, view the status of your application, view and sign your grant agreement and submit milestone reports.

The applicant’s myGovID must be linked to the business in the Relationship Authorisation Manager (RAM).

Please note that the Australian Taxation Office is responsible for myGovID matters and Austrade cannot assist with resolving any technical issues. Applicants are responsible for establishing and maintaining their digital identity.

* For more details on myGovID, please read the [myGovID help page](http://www.mygovid.gov.au/help).
* For more information on RAM, refer to [RAM help content](https://info.authorisationmanager.gov.au/).

Submitting your application

We recommend you keep this document and the EMDG Grant Guidelines open as you are completing your online application so you can refer to them when providing your responses.

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

You may submit your application at any time from 9.00am AEDT on Wednesday 15 March 2023 up until 4pm AEST on Friday 14 April 2023**.** Please take account of time zone differences when submitting your application.

You should check all your answers and supporting documentation before you submit your application. After you submit your application online, you will not be able to edit it.

We have provided templates to assist you in completing your application. Please use templates where provided to avoid delays in processing your application. Templates are available at [www.austrade.gov.au/EMDG](https://www.austrade.gov.au/australian/export/export-market-development-grants/emdg-from-1-july-2021).

Please note your plan to market should be a strategic document that is unique to your business and directly related to your planned export promotion activities. You cannot submit a plan to market that is copied from another business or submit a generic marketing plan.

Late and incomplete applications will not be accepted. Given applicants sometimes experience challenges with IT systems, internet accessibility and other unexpected issues, Austrade strongly encourages all applicants to lodge their application as early as possible within the application period. We cannot extend the application period in any circumstance including if you experience IT issues in the lead up to the application lodgement.

Getting help

If you require further assistance completing this form, contact us on 13 28 78.

# Eligible Applicant

Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust, we will need details of both the trust and trustee. In the applicant business details section of the form, provide the details of the trustee applying on behalf of the trust.

We will ask you the following questions to establish your eligibility for EMDG.

Please ensure that you answer all questions and provide supporting documentation where asked before submitting your application online.

## Applicant primary and secondary contact

### What is the name of the applicant?

You must provide the details of a **primary contact** who is responsible for completing and signing off on the application as an authorised representative of your business or company.

All correspondence (including legal documentation) relating to this application will be directed to this person. If your application is successful, this person will be required to enter into a grant agreement on behalf of the applicant, accept all privacy and confidentiality terms, conditions and requirements, and make the required declarations on behalf of the applicant in the application.

The **primary contact** must be an authorised representative from the organisation applying for the grant, such as:

* The Chief Executive Officer
* The Chief Financial Officer
* A Director
* The Chairman of the Board
* The Registered Company Secretary
* An Authorised Manager within a business, or
* The Applicant sole trader or partner.

Because the grant agreement is between Austrade and the applicant, it must be entered into by the primary contact person in the applicant’s business and not by a third party or agent. Please provide the applicant’s:

* title
* first name
* last name
* position title
* email address
* phone number
* mobile number
* street address
* postal address
* website (if your business has a website, you must provide the web address).

If you engaged an agent who prepared your application or assisted you in preparing your application, please provide your agent’s contact details:

* first name
* last name
* business name
* email address
* phone number
* mobile number
* street address
* postal address
* website.

## Applicant business details

### What is your Australian Business Number (ABN)?

This question is filled automatically on the online application form for applicants when an authorised representative of a business signs in using a myGovID and selects the business that they are transacting on behalf of. If you are a trustee applying on behalf of a trust, you need to provide the trustee ABN in this section.

For more information on myGovID and using the Relationship Access Manager to set up an authorised representative, visit:

* <https://www.mygovid.gov.au/>
* <https://www.ato.gov.au/General/Online-services/Access-Manager/>

This section also provides you with the EMDG history associated with the ABN.

If you are an EMDG Agent you will be prompted to login with your myGovID and will be directed to an authentication webpage. When you have completed these steps and passed authentication, you will be able to gain access to start an application for a client. Once this is done, you will be able to enter your client’s ABN in this field. If your client is applying as a trustee on behalf of a trust, you need to provide the trustee ABN in this section.

### Select which type of eligible entity applies to you/your organisation:

* an Australian individual whose principal place of residence is in Australia
* a body incorporated under the *Corporations Act 2001*
* an association, or cooperative, incorporated under an Australian law
* a partnership that is formed and operated under a law of a State or Territory and at least half the partners are Australian persons
* a body corporate established for a public purpose by or under an Australian law
* a trust of which the trustee, or each trustee, of the trust is an Australian person.

If you are a trustee of a trust, you must also provide the name of the trust, and attach a copy of the trust deed including all amendments.

### What is your Australian Company Number (ACN)? If you are applying as a trustee on behalf of a trust, this should be the ACN of the trustee.

This question is filled in automatically from the ABR record based on the applicant’s ABN.

### What is your registered legal entity name as per the Australian Business Register (ABR) record? If you are applying as a trustee on behalf of a trust, this should be the registered legal entity name of the trustee.

This question is filled in automatically from the ABR record based on the applicant’s ABN.

#### 5.1 Provide your organisation’s ANZSIC code from a drop-down menu:\*

Provide your organisation’s main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC). You can start typing the industry class and it will appear in the menu. Select one ANZSIC industry class.

### What is your business or trading name (if different to the registered business name)? If you are applying as a trustee on behalf of a trust, this should be the business or trading name of the trustee.

If you have a new trading name or trade using a name that is not listed on the ABR register, enter this information in the space provided.

### Did your business have a registered or a trading name that is not listed on the ABR register or business name history? Yes/No

If ‘yes’ – Please answer the following questions:

### When did you change your business name?

Enter date in format DD/MM/YYYY.

### What was the previous business name?

Enter this information in the space provided.

###  When did you commence your business operations?

Enter date in format DD/MM/YYYY.

###  What is the total number of Australian-based employees of your business as at the end of the last Australian financial year?

Include all full and part time employees, contractors and working directors based in Australia.

###  Are you making an application as a representative body? Yes/No

If ‘yes’ – you must meet the following qualifying conditions. You will be asked to attach a submission that addresses these qualifying conditions (template available at [www.austrade.gov.au/EMDG](https://www.austrade.gov.au/australian/export/export-market-development-grants/emdg-from-1-july-2021)):

1. the person promotes the interests of a group of Australian persons (the represented group);
2. the person does so in a way that is representative of the members of an industry, the members of a substantial part of an industry, or the members of more than one industry;
3. all or a substantial number of the members of the represented group:
	1. are exporting eligible products and seeking to expand their export promotion activity (within existing, or to new, export markets) for eligible products; or
	2. have a designated connection to an eligible product (see section 26);
4. the person will have, during the period a grant agreement is in effect, eligible expenses in respect of:
	1. promotional activities undertaken for the purposes of marketing, in a foreign country, eligible products to which the members of the represented group have a designated connection; or
	2. training activities undertaken for the purposes of developing skills in marketing, in a foreign country, eligible products to which the members of the represented group have a designated connection;
5. either:
	1. the person does not export eligible products; or
	2. the export of eligible products is not one of the person’s primary activities;
6. the person does not distribute income to members or shareholders.

###  What was the annual income (i.e., your total turnover including sales) of your business for the last Australian financial year?

If your annual income exceeds $20 million, you are not eligible for a grant except if you are a representative body, i.e., if you answered ‘yes’ to question 12.

You will be asked to provide a copy of your business’s profit and loss statement and balance sheet for the last Australian financial year.

If your organisation is newly established and you cannot provide documents for the previous financial year, please provide management accounts from the start date of operations to the day of submitting the application.

###  Are you, or if the application is on behalf of a trust estate, a trustee of the trust currently under insolvency administration? Yes/No

If ‘yes’ - This is a declaration that you are currently under insolvency administration or, if the application is on behalf of a trust, that the trustee of the trust is under insolvency administration.

A grantee is under insolvency administration if any of the following apply:

(a) insolvency of an individual

* 1. the grantee is an undischarged bankrupt; or
	2. there is in operation a composition, deed of arrangement or deed of assignment with the grantee’s creditors under a law relating to bankruptcy; or
	3. the grantee has suffered final judgment for a debt and the judgment has not been satisfied;

(b) insolvency of an incorporated body – receiver, administrator, liquidator

if the grantee is an incorporated body mentioned in paragraph 15(b) or (c) of the Act – any of the following is appointed under the *Corporations Act 2001*:

* + 1. a receiver, or receiver and manager, of the property of the grantee;
		2. an administrator of the grantee or of a deed of company arrangement executed by the grantee;
		3. a liquidator of the grantee;
		4. any other controller of the grantee;

(c) insolvency of incorporated body – controller

if the grantee is an incorporated body mentioned in paragraph 15(b) or (c) of the Act – a controller equivalent to any of the controllers mentioned in paragraph (b) is appointed, under a law other than the *Corporations Act 2001*, to the grantee or the property of the grantee;

(d) insolvency of a partnership – partner

if the grantee is a partnership – a partner in the partnership is under insolvency administration within the meaning of paragraph (a), (b) or (c);

(e) insolvency of a trust – trustee

if the grantee is a trust – a trustee of the trust is under insolvency administration within the meaning of paragraph (a), (b) or (c).

No grant is payable if an Applicant or any associate/s of the applicant is subject to insolvency administration at the time that Austrade determines that it is otherwise entitled to receive a grant.

###  Have you had any outstanding disqualifying convictions? Yes/No

If ‘yes’ - This is a declaration that you have one or more outstanding disqualifying convictions as follows:

(a) an offence that, under subsection 206B (1) of the *Corporations Act 2001*, disqualifies a person from managing a corporation,

(b) an offence against the section 134.1, 134.2, 135.1, 135.4, 136.1, or 137.2 of the Criminal Code that relates to a grant (including an application for a grant);

(c) any of the following that relates to an offence mentioned in paragraph (a) or (b):

1. an offence against section 6 of the *Crimes Act 1914*;
2. an ancillary offence within the meaning of Criminal Code;
3. an offence against a law of a State or Territory that corresponds to an offence mentioned in subparagraph (i) or (ii).

No grant is payable if an Applicant or any associate/s of the applicant has (or had) a disqualifying conviction at the time that Austrade determines that it is otherwise entitled to receive a grant.

###  At the time of applying, I declare that I am compliant with all the relevant Australian Taxation Office (ATO) legislation, rulings and guidelines. Yes/No

During the assessment process we may require you to provide evidence that you have satisfied your tax obligations. We will use this information as part of the application assessment.

## Applicant business structure

###  Were you part of a group of related companies as at the end of the last Australian financial year? Yes/No

If ‘yes’ – include all holding companies and all subsidiaries, as well as overseas registered companies in that corporate group. Enter this information in the provided fields. Please note there is no upload functionality for this question.

###  Are you carrying on a business, or have you bought a business or a part of a business, or acquired significant assets from any other person/business that has or may have received an EMDG grant? Yes/No

If ‘yes’ – provide the name of the previous business and ABN, if known.

In accordance with Rule 13 and Rule 48 (Export Market Development Grants Rules 2021), Austrade will not pay a grant in respect of more than 8 financial years and/or when total grants exceeds $770,000. All grants paid at any time on or after 1 July 1990 are included in this calculation. Please note that grants paid to other persons may be attributed to this applicant if Austrade is satisfied that the grantee is in substance conducting the same business as the previous business.

###  Provide names of company directors or partners in the partnership during the last Australian financial year.

Enter name and surname of company directors.

###  Have any of the directors or partners that were recorded as office holders during the last Australian financial year, ever been involved with any other businesses that has previously applied for an EMDG grant? Yes/No

If ‘yes’ – provide the name of the previous business and ABN.

## Indigenous organisation

###  Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation’s members or proprietors are Indigenous.

###  Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation’s board or management committee is Indigenous.

Austrade may contact you for a specific case study to raise awareness of EMDG to other Indigenous organisations.

# Eligible products

###  Are you or members of your representative body seeking to export or promote to overseas buyers one or more of the following eligible products?

Please refer to the EMDG Grant Guidelines for guidance on product eligibility. The EMDG Act Division 4 and the EMDG Rules Part 3 give detailed descriptions of what constitutes eligible products*.*

* Goods
* Tourism services
* Other services
* Events
* Intellectual Property/Know-how
* Software.

**Note**: You may select multiple categories of eligible products. You must respond to questions specific for the selected eligible products. Eligible products must satisfy the conditions prescribed in the Rules.

###  Provide a comprehensive description of the products you or members of your representative body intend to market in a foreign country.

Provide details.

###  Do you have a plan to market your products in a foreign country (excluding New Zealand)? Yes/No

If ‘yes’ – please upload your plan to market (template available at [www.austrade.gov.au/EMDG](https://www.austrade.gov.au/australian/export/export-market-development-grants/emdg-from-1-july-2021)).

Applicants are required to market eligible products. If you do not have a plan to market you are ineligible to enter into a grant agreement with Austrade.

Please note your plan to market should be a strategic document that is unique to your business and directly related to your planned export promotion activities. You cannot submit a plan to market that is copied from another business or submit a generic marketing plan.

## Goods

###  Are the goods made in Australia? Yes/No

1. primary products of Australia mined, harvested, raised or fished within Australia;
2. mainly made from primary products of Australia within the meaning of paragraph (a);
3. manufactured or assembled in Australia partly or wholly from imported materials or components that, in Australia, undergo or are part of a process or operation that:
4. results in the manufacture of a new product; or
5. substa­ntially transforms the nature of the materials or components; or is an important stage in the manufacture of a product to be produced outside Australia using the goods;

and:

* not designed to circumvent rules relating to the origin or origins of the product; or
* only grading, packing or sorting the materials or components
* not pornographic material, including pornographic material in publications, films or computer games, or accessible on the internet;
* no activities or products that are unlawful.

If ‘no’ – do the goods made outside Australia satisfy at least three of the following criteria? Yes/No

1. the assets used to make the goods ready for sale (other than assets used in manufacture) are mainly or substantially based in Australia;
2. the activities resulting in the goods being made ready for sale (other than manufacture) are mainly or substantially carried on in Australia;
3. a significant proportion of the value of the goods is added in Australia;
4. the making of the goods directly generates significant employment in Australia.

If ‘yes’ – you will be asked to attach a Goods made outside Australia submission that addresses these qualifying conditions (template available at [www.austrade.gov.au/EMDG](https://www.austrade.gov.au/australian/export/export-market-development-grants/emdg-from-1-july-2021)).

If ‘no’ – these goods are excluded, unless you have another eligible product, you will not be eligible to enter into a grant agreement with Austrade. You must exclude expenses related to marketing these goods from your grant application.

###  Provide your standard commodity from a drop-down menu:\*

You can start typing the name of the commodity and it will appear in the menu for you to select. You can select up to 10 commodities.

## Tourism services

###  Is the tourism service supplied in Australia to foreign persons (excluding New Zealanders)? Yes/No

If ‘yes’ – which one of the following categories applies to yours?

1. passenger transport by land, including vehicle hire (but not a transfer service for foreign tourists);
2. passenger transport by water or air;
3. at least one night’s accommodation (but not accommodation supplied to an individual other than a foreign tourist except while the individual is undertaking a leisure trip);
4. tours;
5. paid admission to:
6. a place that has one or more outstanding natural features or is of historical interest; or
7. a park, nature reserve or botanical garden; or
8. a wildlife sanctuary or zoological garden; or
9. a museum, art gallery or craft centre; or
10. a place that is, or provides, an amenity appropriate to tourists; or
11. an event;
12. services at a place the main purpose of which is to provide a venue and associated facilities for meetings, conventions and exhibitions;
13. the services of a restaurant or cafe;
14. services directly related to the act of gambling in a place licensed as a casino under an Australian law.

If ‘no’ – the tourism service is ineligible. Unless you have another eligible product, you will not be eligible to enter into a grant agreement with Austrade. You must exclude expenses related to marketing these tourism services from your grant application.

###  If ‘yes’ to 28 – does the tourism service relate to any of the following excluded services? Yes/No

1. migration to Australia, including proceedings or actions to enter or remain in Australia;
2. adoption, custody or welfare of a child;
3. proceedings about the maintenance of a person;
4. proceedings under the *Family Law Act 1975*;
5. identification, procurement, lease, sale or purchase of assets in Australia (whether tangible or intangible), including cash, real estate, stocks, options or shares;
6. protection, operation or maintenance of assets held in Australia;
7. compliance with the laws of Australia;
8. prostitution;
9. pornographic material, including pornographic material in publications, films or computer games, or accessible on the internet;
10. activities or products that are unlawful;
11. the provision of a gambling service by a person not licensed under an Australian law to provide the service.

If ‘yes’ – the tourism service is ineligible. Unless you have another eligible product, you will not be eligible to enter into a grant agreement with Austrade. You must exclude expenses related to marketing these tourism services from your grant application.

###  Provide your ANZSIC code from a drop-down menu:\*

Provide your organisation’s main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC). You can start typing the industry class and it will appear in the menu. You can select up to 10 ANZSIC industry classes.

## Other services

###  Are the services supplied (whether in or outside Australia) to foreign persons (excluding New Zealanders)? Yes/No

### 31(a). If ‘yes’ – do the services meet at least three of the following paragraphs?

[ ]  The assets used to make the services ready for sale or supply are mainly or substantially based in Australia;

[ ]  The activities resulting in the services being made ready for sale or supply are mainly or substantially carried on in Australia;

[ ]  For services supplied outside Australia – a significant proportion of the value of the services is added in Australia;

[ ]  The supply of the services directly generates significant employment in Australia.

If ‘yes’ – you will be asked to attach a Services other than tourism submission that addresses these qualifying conditions (template available at [www.austrade.gov.au/EMDG](https://www.austrade.gov.au/australian/export/export-market-development-grants/emdg-from-1-july-2021)).

If ‘no’ – these services are excluded, unless you have another eligible product, you will not be eligible to enter into a grant agreement with Austrade. You must exclude expenses related to marketing these services from your grant application.

###  If ‘yes’ to 31 and 31(a) – does the service relate to any of the following excluded services? Yes/No

1. migration to Australia, including proceedings or actions to enter or remain in Australia;
2. adoption, custody or welfare of a child;
3. proceedings about the maintenance of a person;
4. proceedings under the *Family Law Act 1975*;
5. identification, procurement, lease, sale or purchase of assets in Australia (whether tangible or intangible), including cash, real estate, stocks, options or shares;
6. protection, operation or maintenance of assets held in Australia;
7. compliance with the laws of Australia;
8. prostitution;
9. pornographic material, including pornographic material in publications, films or computer games, or accessible on the internet;
10. activities or products that are unlawful;
11. the provision of a gambling service by a person not licensed under an Australian law to provide the service.

If ‘yes’ – these services are excluded, unless you have another eligible product, you will not be eligible to enter into a grant agreement with Austrade. You must exclude expenses related to marketing these services from your grant application.

###  Does the delivery of the service consist of only (i.e., 100%) Australian inputs? Yes/No

If ‘no’ – what percentage of the total cost of providing the service is attributable to Australian inputs?

###  Provide your ANZSIC code from a drop-down menu:\*

Provide your organisation’s main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC). You can start typing the industry class and it will appear in the menu. You can select up to 10 ANZSIC industry classes.

## Events

For the event to be eligible, it must be held in Australia or online hosted by an Australian person.

###  Please select whether the event(s) are:

[ ]  physically held in Australia

[ ]  online provided by an Australian person

[ ]  none of the above.

You can select one or both options. If you do not select either, the event is ineligible. Unless you have another eligible product, you will not be able to enter into a grant agreement with Austrade. You must exclude expenses related to marketing this event from your grant application.

###  Provide your ANZSIC code from a drop-down menu:\*

Provide your organisation’s main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC). You can start typing the industry class and it will appear in the menu. You can select up to 10 ANZSIC industry classes.

## Intellectual Property or Know-how

###  Does the Intellectual Property or Know-how relate to a trademark? Yes/No

### 37(a). If ‘yes’ – was the trademark first used in Australia or has it increased in significance or value because of being used in Australia? Yes/No

### 37(b). If ‘yes’ – provide further information to support your answer:

If ‘no’ – the trademark is ineligible, unless you have another eligible product, you will not be eligible to enter into a grant agreement with Austrade. You must exclude expenses relating to marketing this trademark from your application.

### 37(c). If the Intellectual Property or Know-how is not a trademark, is it the result of:

[ ]  wholly of research or work done in Australia

[ ]  substantially of research or work done in Australia

[ ]  none of the above.

You can only select one option. You must provide further information to support the selected answer. If none of the above is selected, the IP is ineligible, unless you have another eligible product, you will not be eligible to enter into a grant agreement with Austrade. You must exclude expenses relating to marketing this IP from your application.

###  Provide your ANZSIC code from a drop-down menu:\*

Provide your organisation’s main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC). You can start typing the industry class and it will appear in the menu. You can select up to 10 ANZSIC industry classes.

## Software

###  Is the software a work in which copyright subsists? Yes/No

If ‘no’ – the software is ineligible, unless you have another eligible product, you will not be eligible to enter into a grant agreement with Austrade. If you do not have copyright, your product may still be eligible.

If ‘yes’ – is the software the result of:

[ ]  wholly of research or work done in Australia

[ ]  substantially of research or work done in Australia

[ ]  none of the above.

NOTE – this is a tick box where only one option can be chosen.

If an option is selected, provide further information to support your answer in the provided text box.

Please refer to IP [Australia](https://www.ipaustralia.gov.au/) for further information on copyright.

If none of the above is selected, the software is ineligible, unless you have another eligible product, you will not be eligible to enter into a grant agreement with Austrade. If you do not have copyright, your product may still be eligible under a different product category.

###  Provide your ANZSIC code from a drop-down menu:\*

Provide your organisation’s main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC). You can select up to 10 ANZSIC industry classes.

# Eligible expenses

## Prior grants

The system will display prior EMDG grant history (and amount) of the applicant.

Disclaimer: This is a direct search from the Austrade system. Note that the actual grant history and dollar value of grants applied to an applicant (since 1990) may be different as a result of a detailed assessment and possible organisational restructuring. Applicants should not rely on this information in determining their eligibility in the program.

## Grant Agreement Tiers

EMDG is an eligibility based, demand driven program. This means all eligible applicants will receive a grant from the available funds. The grant amount an applicant receives depends on the number of eligible applications in the grant round (referred to as demand), and the available program budget to be shared amongst all eligible applicants. Grants are therefore not based on the maximum grant tier caps.

Grants will be available in 3 tiers, designed to provide different levels of support to you during different stages of your export journey:

* **Tier 1**: for eligible SME exporters who:
	+ are ready to export in the grant year
	+ have not previously exported
	+ have appropriate skills in marketing eligible products in a foreign country.
* **Tier 2:** for eligible exporters who are:
	+ exporting eligible products
	+ seeking to expand export promotion activity for eligible products.

* **Tier 3:** for eligible exporters who are:
	+ exporting eligible products
	+ seeking to expand export promotion activity
	+ ready to make a strategic shift in the marketing of eligible products in a foreign country.

See section 4.2 of the guidelines for more information on each tier.

Please select the relevant tier you are applying for:

[ ]  Tier 1

[ ]  Tier 2

[ ]  Tier 3.

1. Tier 1 agreement

###  Have you ever exported? Yes/No

If ‘yes’ –

The Austrade system will check the amount of grants paid (as above is equal to 1).

If the number of grants = zero:

You may be ineligible to enter a tier 1 agreement as you have previously exported eligible products and our system shows you have not received a prior grant. Tier 1 agreements are only for applicants that have never exported eligible products or have previously exported eligible products but have received a single grant. If you believe you have received a single grant then you can proceed with the following questions. Otherwise please consider tier 2.

If the number of grants = 2+:

You may be ineligible to enter a tier 1 agreement as you have previously exported, and our system shows you have received 2+ grants. If you believe you have received a single grant then you can proceed with tier 1 and answer the following questions. Alternatively, you could consider tier 2.

### 41(a). If ‘yes’ – have you received a single grant under the Act in force at any time before the commencement of Schedule 1 to the Export Market Development Grants Legislation Amendment Act 2020 in relation to the eligible products? Yes/No

If ‘no’ to 41 or ‘yes’ to 41(a) – you must answer the following questions.

### 41(b). Have you used Austrade’s export readiness tool and as a result believe you are ready to export?orHave you completed export readiness training provided by the Commonwealth, State or Territory or a representative body, or any other person or body? Yes/No

If ‘no’ – you are not eligible to enter into a grant agreement with Austrade for this tier, please check the other tiers.

If ‘yes’ to 41(b) or ‘no’ to 41, you are eligible for this tier.

**41(c) – What market(s) are you planning to export to?**

Provide details

1. Tier 2 agreement

###  Are you exporting eligible products? Yes/No

If ‘no’ – you are not eligible for this tier, consider tier 1.

If ‘no’ – whether you are exporting will depend on the individual circumstances of your business and will be assessed by Austrade on a case-by-case basis.

Please attach evidence of your most recent export sale of an eligible product. Evidence of this sale must include one of the following:

* An export sale invoice within 6 months of the application
* An export sale invoice from anytime in the past and evidence of an imminent export sale
* An executed contract of sales with overseas buyers. Contracts of sales include sales of goods, provision of services and licensing agreements for IP and know how.

If your evidence is in your plan to market, please upload the part of your plan to market that demonstrates you are exporting.

42(a). If ‘yes’ – if you have evidence of a recent export, please provide the month and year of your most recent export. \*

If you don't have an export sale invoice within 6 months of the application you must provide:

* An export sale invoice from anytime in the past and evidence of an imminent export sale, or
* An executed contract of sales with overseas buyers. Contracts of sales include sales of goods, provision of services and licensing agreements for IP and know how.

### 42(b). Are you seeking to expand your export promotional activity (within existing or to new export markets) for eligible products? \* Yes/No

If ‘no’ – you are not eligible for tier 2 as you are not seeking to expand your export promotion activity.

If ‘yes’ – provide further details in your Plan to Market Eligible Products attachment (template available at [www.austrade.gov.au/EMDG](https://www.austrade.gov.au/australian/export/export-market-development-grants/emdg-from-1-july-2021)).

You will also be asked to attach to your application evidence that you are exporting (as described at question 42).

#### Guidance for the upload

To demonstrate that you are exporting you must provide documentary evidence for your most recent export sale of an eligible product. Evidence of this sale may include one of the following:

* An export sale invoice within 6 months of the application
* An export sale invoice from anytime in the past and evidence of an imminent export sale
* An executed contract of sales with overseas buyers. Contracts of sales include sales of goods, provision of services and licensing agreements for IP and know how.

**42(c). What market(s) are you planning to expand your exports to?**

Provide details.

**42(d). Do you have export income for the last financial year?**

**Yes/No**

If ‘yes’, please provide your export income by market for the last financial year.

If ‘no’, please provide your export income by market for the financial year to date.

If you are exporting to more than 9 markets, or, your earnings are less than 10% in a market, please group these other markets together by regional market.

|  |  |
| --- | --- |
| Market | Earnings $A |
|  | $ |
|  | $ |
| **TOTAL** | **$** |

1. Tier 3 agreement

###  Are you exporting eligible products? \* Yes/No

If ‘no’ – you are not eligible for this tier, consider tier 1.

If ‘no’ – whether you are exporting will depend on the individual circumstances of your business and will be assessed by Austrade on a case-by-case basis.

Please attach evidence of your most recent export sale of an eligible product. Evidence of this sale must include one of the following:

* An export sale invoice within 6 months of the application
* An export sale invoice from anytime in the past and evidence of an imminent export sale
* An executed contract of sales with overseas buyers. Contracts of sales include sales of goods, provision of services and licensing agreements for IP and know how.

If your evidence is in your plan to market, please upload the part of your plan to market that demonstrates you are exporting.

43(a). If ‘yes’ – if you have evidence of a recent export, please provide the month and year of your most recent export. \*

If you don't have an export sale invoice, within 6 months of the application you must provide:

* An export sale invoice from anytime in the past and evidence of an imminent export sale, or
* An executed contract of sales with overseas buyers. Contracts of sales include sales of goods, provision of services and licensing agreements for IP and know how.

**43(b). Are you seeking to expand your export promotion activity (within existing, or to new, export markets) for eligible products? \* Yes/No**

If ‘no’ – you are not eligible for tier 3 as you are not seeking to expand your export promotion activity.

If ‘yes’ – provide further details in your Plan to Market Eligible Products attachment to the application (template available at [www.austrade.gov.au/EMDG](https://www.austrade.gov.au/EMDG)).

You will also be asked to attach to your application evidence that you are exporting (as described at question 43).

### 43(c). Are you making a strategic shift in the marketing of eligible products? \* (Please refer to EMDG guidelines at 4.2.4 and examples on the Austrade website on the definition of ‘strategic shift’)

If ‘no’ – you are not eligible for this tier, consider tier 2.

If ‘yes’ – select the type of strategic shift as described at question 43(e).

[ ] [ ] expanding your marketing or promotional activities to target a new export market in a new country, and/or

[ ] [ ] expanding your marketing or promotional activities to support a substantive change of product, to be exported to a new market in a new country, or an existing export market, or

[ ] both.

Provide further details in your Plan to Market attachment to the application. A template for the Plan to Market is available at [www.austrade.gov.au/EMDG](https://www.austrade.gov.au/EMDG).

### 43(d). What market(s) are you planning to expand your exports to?

Provide details.

**43(e). Do you have export income for the last financial year? Yes/No**

If ‘yes’, please provide your export income by market for the last financial year.

If ‘no’, please provide your export income by market for the financial year to date.

If you are exporting to more than 9 markets, or, your earnings are less than 10% in a market, please group these other markets together by regional market.

|  |  |
| --- | --- |
| Market | Earnings $A |
|  | $ |
|  | $ |
| **TOTAL** | **$** |

1. Representative body agreement

A representative body grant agreement is for an eligible applicant who is a representative body.

### Is this application for a grant to meet eligible expenses in respect of:\*

* promotional activities of eligible products to which members of your represented group have a designated connection (for designated connection, please refer to EMDG Guidelines at 5.2.3)
* training activities to enable members of the representative group to become ready to export
* none of the above.

**Note**: You must select one or both activities. If you select none of the above you are not eligible for a representative body grant agreement. (An answer is required to proceed.)

If you select ‘promotional activities’ – you must upload your plan to market (template available at [www.austrade.gov.au/EMDG](https://www.austrade.gov.au/australian/export/export-market-development-grants/emdg-from-1-july-2021)).

If you select ‘training activities’ – please provide additional information to demonstrate that you have the skills and experience necessary to deliver, or arrange for the delivery of, training that enables members of your represented group to become export ready.

## Eligible planned expenditure per financial year (July–June)

You can only receive grant funding for the eligible expenditure. For further information see EMDG Rules and EMDG Guidelines.

### Which of the following categories of eligible expenses do you intend to spend? (select all that apply)

* Maintaining a representative in a foreign country
* Short trips to a foreign country
* Consultants
* Short trips within Australia
* Foreign buyer visits
* Soliciting for business in foreign country
* Free samples
* Promotional literature and advertising material
* Intellectual Property rights
* Training.

I declare that I do not intend to seek grant funding for the following ineligible expenses.

* Expenses covered by other financial assistance schemes and grant programs
* Expenses related to a product where the sale or export of products contravenes Australian law. This includes all sanctions under the Charter of the United Nations Act 1945 and its regulations, the Autonomous Sanctions Act 2011 and the Autonomous Sanctions Regulations 2011. Information on Australia’s sanctions can be found at:

[dfat.gov.au/international-relations/security/sanctions/Pages/sanctions](http://www.dfat.gov.au/international-relations/security/sanctions/Pages/sanctions)

* Expenses for the purpose of soliciting sponsorship for an event
* Expenses that are capital in nature unless they are related to grant, registration or extension of rights for an intellectual property
* Expenses relating to trade with New Zealand
* Expenses that have been paid or are entitled to be paid
* Expenses incurred in payment of an Australian law, levy or charge (except Australian departure tax)
* Expenses that are sales related, e.g., a commission, a discount or credit for sales of an eligible product or salaries, retainers or fee paid by reference to sales or other commercial transactions
* Expenses that are a normal part of remuneration
* Expenses that relate to an illegal or unlawful activity
* Expenses that might have a detrimental impact on Australia’s trade reputation
* Expenses related to engaging a grant agent or a third party to assist you with completing an application and/or manage your reporting obligations during the life of the grant agreement.

Complete the table below for planned eligible expenditure for the financial year for the relevant grant agreement tier.

You will need to be able to demonstrate how you estimated your planned eligible expenditure in the financial year and be able to substantiate the costs, when required.

**Please note that in this round grant agreements will be offered for one year with the possibility of extension, subject to the availability of funds, and the maximum allowable grant term for the relevant tier under the EMDG Rules. In the table below please indicate your planned expenditure. You have the choice to plan your expenditure for one or two years, starting from 2023-24.**

**Note:** you must **match** the grant funding with expenditure of your own funds. The maximum grant amount you will get per financial year will be shown in your grant agreement. It’s important to remember:

* you must spend double the value of the grant amount in the financial year on eligible expenses. This means the grant amount plus your matched funding.
* your matched funding must at least equal the amount of your grant.

If you spend an amount more than required to get the maximum grant amount, you will only get the maximum grant amount.

For example: If your grant is $15,000 per financial year and you have spent $50,000 on eligible expenses you will only receive $15,000. This is because you need to match the $15,000 to spend a total of $30,000. Your maximum grant amount will only ever be $15,000, so any expenditure you make over the $30,000 is at your own cost.

If your grant is $15,000 per financial year and you have only spent $15,000 on eligible expenses, you will only receive $7,500 (i.e., the grant is not 'free money' and you must have actually spent double the grant amount).

If you spend less, you will only get up to half (50%) of the total amount you spent.

For example: If your grant is $15,000 per financial year and you have only spent $20,000 on eligible expenses you will only receive a grant payment of $10,000. This is because you haven’t spent what the grant agreement requires and we can only pay you up to half of what you have spent.

|  |  |
| --- | --- |
| Financial year | Planned eligible expenditureAUD $ |
| 2023/24 | $ |
| 2024/25 | $ |
| **TOTAL** | **$** |

### 45(a). What was your export promotional activity expenditure on eligible products in the previous financial year?

Provide details.

# Application finalisation

You must answer the following questions and add any supporting documentation required.

## Conflicts of interest

### Do you have any perceived or existing conflicts of interest to declare?

Refer to EMDG Guidelines for further information on your conflict of interest responsibilities.

If ‘yes’ – describe the perceived or existing conflicts of interest.

If ‘yes’ – describe how you anticipate managing this conflict.

## Supporting documentation

You should use the following naming convention for supporting documentation: WORD\_WORD\_WORD\_Index.pdf.

The maximum total number of characters for a file name is 144 characters.

The maximum file size is 10MB. Only pdf files are allowed.

You must attach the following supporting documentation, where applicable.

* Q3 – Trust deed including any amendments (if applicable)
* Q12 – Representative body submission
* Q13 – Profit and Loss Statement
* Q13 – Balance sheet
* Q25 – Plan to Market submission (non-representative bodies)
* Q26a – Goods made outside Australia eligibility submission
* Q31a – Services other than tourism eligibility submission
* Q42b – Documentary evidence that you are exporting (tier 2 applicants)
* Q43b – Documentary evidence that you are exporting (tier 3 applicants)
* Q44 – Plan to Market submission (representative bodies that select promotional activities).

You can provide copies of your management accounts or trial balances for the 2022-23 financial year to date if you cannot provide a balance sheet and profit and loss statement for the full financial year.

## Applicant bank details

We can only pay funds directly to the organisation that will be party to a grant agreement with the Commonwealth.

Provide your organisation’s bank account details for the grant payment:

* BSB number
* Financial institution and branch
* Account number
* Name of bank account.

[ ]  I confirm that the bank account details are correct and authorise Austrade to pay grant funds into this bank account.

## Declaration by an authorised person

I declare that:

* the proposed activities outlined in this application and any associated expenditure has been endorsed by the applicant’s board/management committee or person with authority to commit the applicant to these activities
* the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws
* the information contained in this application together with any statement provided is accurate and complete and I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*
* I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

I acknowledge that:

* all documents that may be relevant to this application will be made available (at the applicant’s expense) to Austrade upon request
* if Austrade is satisfied that any statement made in an application is incorrect, incomplete, false or misleading Austrade may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation, and terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid
* the information in this application is communicated to Austrade in electronic form
* only the applicant’s primary contact can enter into an agreement with the Commonwealth on behalf of the applicant.

I (the applicant) understand and accept that:

* I must enter into a legally binding grant agreement with the Commonwealth before grant funding can be provided
* during and at the conclusion of the grant period, Austrade may request evidence to confirm grant funds have been spent on grant activities
* I may be asked to participate in the periodic evaluation of the services undertaken by Austrade
* I may be contacted by Austrade to participate in case studies.

[ ]  By marking this box, I agree to all of the above declarations and confirm all of the above statements to be true\*.

* **Name:**
* **Position:**
* **Date:**

# Rate your application form experience

### How many hours did it approximately take to complete the application form (this excludes preparing the requested supporting documents)?

* <30mins
* 30-60mins
* 60-90mins
* 90mins-2hrs
* >2hrs (Please indicate how long: [TEXT])

###  On a scale of 1-5 (1 = very difficult, 5 = very easy) how was your experience in completing the application form process?

* 1 – very difficult
* 2 – difficult
* 3 – neutral
* 4 – easy
* 5 – very easy

###  Please select in what areas we can improve the application form process.

* Decrease the number of questions
* Simplify the wording to the questions
* Improve the layout of the questions and/or pages
* Provide help text and information around questions
* Other

If other, please provide your comments or suggestions (free text box)

If you have any further feedback, please let us know by emailing us at EMDG.help@austrade.gov.au

Your feedback will help us to improve the service we offer to EMDG clients.