



Australian Government

Department of Industry, Science,
Energy and Resources

Australian Trade and Investment Commission

Sample application form

Business Events

Version December 2020

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

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

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

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red 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 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

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.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

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

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
- Charity status
- Not for profit status

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select – Business Events Grant
- Field 2 select – Business Events Grant

When you have selected the program, the following text will appear.

This grant opportunity will run over 12 months.

The grant opportunity was announced as part of the COVID-19 Relief and Recovery Fund ('the fund'). The fund offers immediate, specific and targeted responses to support the recovery and resilience of regional sectors in distress due to COVID-19. It aims to ease the financial pressure for business event organisers and to incentivise Australian business to participate as buyers/sellers at pre-approved events. Funding to support the sustainability of events in government priority areas and cover the cancellation costs that may occur to planned events due to COVID-19 outbreaks is part of the grant program.

The objective of the program is to:

- support delegates that are buying or selling to participate in 'business events'. Business events includes exhibitions, conferences, and conventions
- promote Australian businesses, including to a domestic audience.

The focus of the program is to support the promotion of Australian business capability, including to a domestic audience, bolster supply chain resilience, enhance industry match making opportunities and Australian product and service value add. Events will need to have a trade element that brings together buyers and sellers.

The maximum grant amount is \$250,000 and the minimum is \$10,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit an application at any time over the life of the grant opportunity.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Business Events grant opportunity.

Questions marked with an asterisk are mandatory.

Are you one of the following entities *

- an individual (sole trader)
- a partnership
- a company, incorporated in Australia
- an incorporated trustee on behalf of a trust
- an Industry Association promoting the selling or buying of a product or service on behalf of its members.

You must Select to proceed to next question.

Do you intend to register to attend one or more of the events on the Schedule of Approved Business Events? *

See the list of [Approved schedule of events](#).

You must answer yes to proceed to next question.

Does your business align with one of the government sector priorities listed on the Austrade website? *

You must answer yes to proceed to next question.

Is your project aimed at supporting delegates that are buyers or sellers to participate in events listed on the Schedule of Approved Business Events? *

You must answer yes to proceed to next question.

Do you have a minimum of \$20,000 in total eligible project expenditure? *

You must answer yes to proceed to next question.

Will your attendance and participation at a business event or conference assist your business to do one or more of the following? *:

- develop your marketplace diversification (particularly to the domestic market)
- improve supply chain value and resilience for the Australian economy
- enhance your ability to pivot to new markets
- support Australia's regional economy.

You must answer yes to proceed to next question.

Can you provide evidence of how you will provide your share of project costs? *

Provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding? *

You must use the [template CEO / Board letter](#) available on [business.gov.au](#) and [GrantConnect](#).

You must answer yes to proceed to next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. Applicant financials

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you must provide the detailed information about your proposed project. Your overall project includes all events that are part of this application.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

You must also provide an event plan which you should attach later in your application.

E.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.4. Business Development

Identify one or more of the following overall benefits your attendance at a business event/s or conference will achieve for your business:

You can select multiple responses

- develop your marketplace diversification (particularly to the domestic market)
- improve supply chain value and resilience for the Australian economy
- enhance your ability to pivot to new markets
- support Australia's regional economy.

E.5. Project duration

Your project duration dates should be inclusive of all the business event/s attended

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

Your project must be completed 31 December 2021

The project length will be calculated by the start and end dates you enter. The maximum project length is 12 months.

E.6. Project milestones

You must breakdown your project into milestones. Each milestone is an event. If you are planning on attending one event, you only need one milestone. If you are planning on attending more than one event, each event will be a separate milestone.

The start date of milestone 1 is the expected project start date and is the event date. The end date of Milestone 1 must not be the same as the start date, for example if you are attending an event for one day only put the next day as the milestone end date. The end date of your last milestone activity will be the project end date.

The Milestone title should be an exact match of the event title listed on the Approved Schedule of Events

Briefly describe the eligible project activities and eligible expenditure items.

You must identify the priority sector your business aligns with in relation to each event.

- Milestone title

The title should be an exact match of the event title listed on the Approved Schedule of Events

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

Briefly describe the eligible project activities and eligible expenditure items

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date
- Estimated end date

Priority Sector *

You must identify the priority sector your business aligns with in relation to this event.

Location (State)

List State, you must use standard abbreviations in capitals, NSW, VIC, TAS, SA, QLD, NT, WA, ACT.

E.7. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site (event site) must be a street address. Do not provide a postal address, institution or building name. If you have multiple events add each location and divide the percentage of project value between the sites. The value must add up to 100 per cent.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

Sample

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in the table below.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$20,000. Grant funding will be up to 50 percent of the eligible project expenditure.

You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Contractor Costs		\$
		2020/21	
		2021/22	\$
	Sponsorship expenditure (up to \$10k)		\$
		2020/21	
		2021/22	\$
	Registration Fees		\$
		2020/21	\$
		2021/22	\$
	Facility Hire of Exhibition Space		\$
		2020/21	\$
		2021/22	\$
	Displays		\$
		2020/21	\$
		2021/22	\$
	Travel and Accommodation		\$
		2020/21	\$
		2021/22	\$
	Promotional Costs		\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2020/21	\$
		2021/22	\$
	Other Eligible Costs		\$
		2020/21	\$
		2021/22	
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

G. Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

You must provide

- Australian Business Number (ABN) (If you have one)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

Sample

H. Application finalisation

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

H.1. Conflict of interest

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

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

H.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

H.3. Supporting documentation

Files must be smaller than 2MB and be one of the following types: doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Please note there is a cumulative file size limit of 20MB for each application. For any issues please contact business.gov.au or 13 28 46, or email business.events@industry.gov.au.

- Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

- Evidence of support from your Board
 - *You must provide evidence from your board (or chief executive officer or equivalent if there is no board) that your project is supported and that you can complete the project and meet the costs of the project not covered by grant funding. Use mandatory template provided on business.gov.au.*
- Event plan

An event plan that includes an outline of activities, number of delegates, size of the exhibit space and registration package selected for each event.

- Project Budget

*A detailed project budget that identifies costs for **each event** as a line item under heads of expenditure and includes an explanation of how the costs were determined (such as quotes, itineraries, justification).*

H.4. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

H.5. 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.

I. Primary contact page

You must provide the details of a primary contact for your application. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

J. Application declaration

In order to submit your application you will be required to agree to the following declaration.

J.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

J.2. Applicant declaration

I declare that I have read and understood the [program/grant opportunity] guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project 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 this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department 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 that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.