



Go Global Export Program 2021 Application guide



**TRADE +
INVESTMENT**
QUEENSLAND

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This document supplements the program guidelines and provides detailed guidance about the application process. If you need more information at any time, talk to your TIQ Trade Advisor.

Application process

High level requirements

[Apply online](#) by 12pm (midday) on 24 March 2021.

Refer to the program guidelines for full information but in general, grant applicants must:

- apply for funding of between \$2,500 and \$25,000
- make a 1:1 matched cash contribution for each eligible item of the project that is at least equal to the value of the grant funding sought
- provide evidence of your ability to meet the required 1:1 matched cash contribution by providing an interim profit and loss and balance sheet as at the date of application.

How many applications you can submit

Only one application form can be accepted from one applicant organisation. Where two or more businesses have a significant number of directors and/or shareholders in common, only one application will be accepted per round.

Organisations who are successful in applying for funds under the GGEP are ineligible to apply again in the same financial year.

Applications from previously successful organisations will only be considered the following financial year if the proposal is for export to a new market.

When you will hear the outcome of your application

Applicants will be advised of the outcome of their application at the earliest possible time, dependent on the volume of applications received. The program includes a detailed assessment, due diligence and government approval process.

You will be notified via email on the outcome of your application.

Revising your application after lodgement

You will not be able to revise your application after lodgement, but you must advise your TIQ Trade Advisor of any changes which are likely to impact your eligibility.

Eligibility

What 'headquartered in Queensland' means

For an applicant, Queensland based means the Australian Business Register must designate the organisation's principal place of business is in Queensland.

TIQ will use the Australian Business Register website to verify an applicant's ABN details.

What a 'regional' business means for the purpose of applying for GGEP

Regions are based on Queensland Treasury's identification of key regional areas based on Statistical Area 4 boundaries as defined under the Australian Statistical Geography Standard 2016 edition (either a single SA4 or an aggregate). The exceptions to this are the Far North Queensland and Outback Queensland regions, which are defined as an SA4 plus or minus 14 Local Government Areas.

These identified regional areas are:

- Central Queensland
- Darling Downs
- Far North Queensland
- Gold Coast
- Ipswich
- Logan
- Mackay-Whitsunday
- Outback Queensland
- Sunshine Coast and Moreton Bay
- Townsville
- Wide Bay

Regional businesses are identified as any business that is headquartered outside of the Brisbane City and Redlands City Council areas.

How to identify the number of full-time equivalent employees (FTEs) within your organisation

For the purposes of GGEP applications, you must include the FTE number of all related companies when identifying your FTE count. If your business or company is a subsidiary or part of a group of companies, the FTE count should incorporate the employees of each of the related entities. For further assistance in defining FTE counts please visit the [Fair Work Ombudsman](#) website.

Applying for GGEP funding if you are already receiving government funding for your project

If the project is currently receiving funding support from other agencies, including but not limited to local government, Queensland Government or federal government grant or reimbursement programs, you cannot apply for further funding for the project.

Applying for GGEP funding if you have received Queensland Government funding previously

You can apply if you have previously received any Queensland Government funding (other than previous GGEP funding in the same financial year), for a separate project or another purpose. However, your cash contribution cannot be sourced from any existing government grant funding or reimbursement scheme.

Meeting the 'pre-qualification' requirements

Through our consultation services, TIQ can support your business through its export journey including undertaking the pre-qualification requirements for this program.

As part of your pre-qualification for GGEP you will need to be certified as export ready. Our Trade Advisors are available to meet you in your business place to discuss your export journey and provide

an export ready certificate which will be uploaded as part of your application. Our Trade Advisors will also, based on the needs of your business, identify a range of options and solutions enabling you to progress your export journey.

Our Trade Advisors are experienced trade specialists who understand that the needs of regional and rural exporters can be different to their metropolitan counterparts and have the knowledge and ability to support your business in approaching the global marketplace.

Contact details for TIQ's Trade Advisors are available from the [TIQ website](#).

Getting your buyer 'checked' as a buyer

Our Trade Advisors will undertake a buyer check which will be uploaded as part of your application. They can connect your business to our international offices to support you through the export journey internationally and assist with the resolution of potential trade issues in market.

What to provide as proof of proposed sale for the export of goods or services into a new market

You will need to provide a signed copy of one of the following:

- distributor, agent, licensee, or franchisee agreement
- buyer contract or agreement
- supply agreement
- joint venture agreement
- commercial agreement for a trial or pilot with a buyer, distributor, agent, supplier in market
- letter of intent
- purchase order.

This will need to be uploaded as part of your application.

Proposed project details

What we mean by the 'proposed project'

The project is the eligible activities undertaken and eligible costs attributed to finalising a sale into a new international market, eg obtaining legal advice on contract negotiation, or support in obtaining accreditation for Good Manufacturing Practice.

Your funding contribution

Applicants to the GGEP are required to make a 1:1 matched cash contribution for each eligible item of the project that is equal to, or greater than the value of the grant funding sought. For example:

- if you are seeking a grant of \$2,500, you would be required to contribute a minimum of \$2,500 in cash to the project
- if you are seeking a grant of \$25,000 you would be required to contribute a minimum of \$25,000 in cash to the project.

The applicant must match costs for every project being requested for funding under this program.

The costs you can cover with your cash contribution

The matched cash contribution provided by the applicant organisation can be used to cover any eligible project costs. Eligible project costs are costs that are specific to the project (ie excluding any business-as-usual costs) and are actual costs incurred as part of a transaction that directly supports the proposed project.

Applicants can include eligible project costs incurred from date of application as their 1:1 contribution (note – any costs incurred prior to GGEP funding approval is at the applicant's own risk, with no guarantee of the applicant's application for GGEP funding being successful).

Application date

The date of application is the date the applicant organisation submits the completed online application form.

Eligibility of in-kind costs

In-kind costs and non-cash contributions are not considered eligible for matched funding.

Who you can source matched funding from

Applicants can source cash contributions internally or from investors, customers or business partners. Cash contributions cannot be sourced from any existing government grant funding or reimbursement scheme. You are required to provide evidence of all cash contributions with your application.

Application assessment criteria

How to demonstrate that your organisation is financially viable

You must upload with your application, one of the following documents to prove financial viability:

- bank statements for current liquidity that shows your ability to fund the project
- any parent business or company or investor guarantee/s that shows your ability to fund the project
- financial statements of parent business or company or investor that shows your ability to fund the project
- loan statement indicating that the project applied for was the reason for the loan.

Providing a project budget

The online application form will include a budget table to complete, to include:

- eligible expenditure items
- supplier names
- amount of GGEP funding attributed to each item
- amount of matched cash contribution attributed to each item.

The application form also includes a separate table where applicants can report any ineligible direct project costs associated with the project. These are project costs which are necessary to complete the project, but which are not eligible to be met by GGEP funding or your matched cash contribution.

These additional costs are at the expense of the applicant and, for the purposes of GGEP funding, are not included in any project totals or the 1:1 matched cash contribution from applicants.

How to demonstrate that the project has a clear focus on completing and fulfilling a contract that will result in an export outcome

The applicant will have to provide evidence from the buyer indicating the status of the arrangement and identifying its proximity to completion.

A TIQ Trade Advisor can provide support around verifying the status of the export.

Your application, including the detailed Milestone Activities and Outcomes, should set out a clear plan for executing the proposed new sale in a new market and increasing customer up-take.

How to complete the Milestone Activities and Outcomes section of the application form

Detail the key project activities to be completed. You also need to detail the expected outcomes of these activities (ie how you will measure the success of the project at the end of the reporting period).

As a guideline, the milestone activities should list the key activities and outcomes for the project, in dot point form, including cost of each activity, eg:

- \$2,000 to obtain professional legal advice on contract negotiation with a new buyer, with the outcome being that legal advice is obtained to allow negotiation and signing of a contract with a new buyer in a new market
- \$5,000 to obtain Halal accreditation, with the outcome being the capacity to export Halal goods to a new market
- \$7,000 to assist in gaining product approval for a specified product, with the outcome being the product approved and able to be exported to a new market.

It is important to be as realistic and specific as you can when completing this section.

If your application for funding is successful you will be required to report actual progress and achievements against the Milestone Activities and Outcomes contained in the application form and included in the Financial Incentive Agreement.

Information about project outcomes and benefits for Queensland

In the application, the outcomes of the project should be clearly defined and quantified, as far as possible, in terms of economic and/or regional benefits.

In identifying the economic benefits of the proposed project, you should consider:

- estimated export revenue from the developed goods/services/processes
- direct employment effects
- any benefit that will be delivered to regional Queensland (any centre outside of the Brisbane City Council or Redland Council boundaries).

What supporting documentation is required to lodge your application

The required supporting documentation is set out in the application form and includes:

- an export certificate by TIQ that the applicant is export ready (do not need to be currently exporting) and signed by a TIQ Trade Advisor

- a buyer certificate via the TIQ Trade Advisor
- proof of proposed sale for the export of goods or services with a client in a new market
- an interim profit and loss statement and balance sheet as at the date of application (indicating the organisation's ability to meet the 1:1 matched cash funding requirement or reference in the statements to the expense in the previous nine months for the work undertaken).

Completing the application form

If the online form tells you your organisation or project is ineligible

The online form collects information relating to the eligibility of the applicant organisation and the proposed project. If information is entered that identifies your organisation or project as being ineligible, the form will flag this.

Should you receive an 'ineligible' message on the application form, check the information you have entered is correct. If it is correct, you will not be able to complete the application form. Talk to your TIQ Trade Advisor for further guidance.

All applications received will be checked for eligibility and any organisations and/or projects found to be ineligible will not be considered for funding.

If the form does not allow you to provide a full response to a question

Answers to questions have strict word limits and therefore applicants should ensure that their responses are clear, concise, and highly relevant.

Funding

How many projects are likely to be funded

The number of recipients will depend on the funding pool allocated to this funding round and the quality of the applications submitted.

Where the grant funding should be spent

It is expected that, wherever possible, the grant funding will be spent within Queensland, ie if you are purchasing goods or services that are available in Queensland, it is expected that you would purchase them from within Queensland.

How the GGEP funding is paid

Funding is paid in instalments throughout the lifetime of the project.

Generally, the first payment of 70% of the GGEP funding will be made following execution of the Financial Incentive Agreement between the recipient and the Queensland Government, evidence of any expenditure to date, and a valid tax invoice being produced.

The second and final payment of 30% of the GGEP funding is made following the submission of a satisfactory final report detailing the outcomes of the assistance provided and evidence of expenditure of the full value of the GGEP funding awarded.

Conditions of award

When your project will start

Successful projects must commence within 90 days of being advised that funding has been approved.

The Financial Incentive Agreement

The Financial Incentive Agreement is the legally binding document that outlines the terms and conditions of GGEP funding, including the payment schedule and the reporting requirements.

Negotiating the terms and conditions of the Financial Incentive Agreement

The terms and conditions are non-negotiable. Recipients will be bound by the terms and conditions set out in the GGEP Financial Incentive Agreement.

Ensure you have read and accept the terms and conditions prior to signing as they will not be negotiable at the time a funding offer is made.

Successful applicants will be required to execute the Financial Incentive Agreement within 10 business days of receipt, or the offer of funding will lapse.

Applying for funding support for an existing activity

GGEP funding and the applicant's 1:1 matched cash contribution can only be used for activities which commence after the date of application. Any costs incurred prior to GGEP funding approval is at the applicant's own risk, with no guarantee of the applicant's application for GGEP funding being successful.

Unsuccessful applicants

Feedback on your application

Feedback is available to unsuccessful applicants. If you are unsuccessful, feedback provided will be brief and focused on key areas that could be strengthened.

Assistance for unsuccessful applicants

Whether you are an unsuccessful or potential future applicant, TIQ Trade Advisors across Queensland can support your export journey and develop your export readiness.

TIQ Trade Advisors can also connect you to other business development support to enable you to be ready for future GGEP rounds. [Contact us](#) for more information.

Appeals

There is no appeal process for GGEP. Funding is awarded at the discretion of the Queensland Government and all decisions are final.