



IT CAN HAPPEN  
IN QUEENSLAND

# Go Global Export Program

APPLICATION GUIDE 2021/22



**TRADE +  
INVESTMENT**  
QUEENSLAND

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This document supplements the Go Global Export Program (GGEP) [guidelines](#) and provides detailed guidance about the SmartyGrants application process. If you need more information at any time, talk to your TIQ Trade Advisor.

## Application process

### High level requirements

Refer to the [program guidelines](#) for full information but in general, grant applicants must:

- NOT have received Go Global Export Program grant funding from Trade and Investment Queensland previously
- be a company whose headquarters are based in Regional Queensland (not in Brisbane or Redlands Local Government Areas)
- apply for funding of up to \$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 through the provision of an interim profit and loss and balance sheet as at the date of application
- lodge their application on the [TIQ SmartyGrants application page](#).

### How many applications can I submit?

Only one application form can be accepted from one applicant per 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 have been successful in applying for funds under the GGEP previously are ineligible to apply this year.

### Should I contact a TIQ Advisor to help with my application?

Yes. Your first step following reviewing the GGEP guidelines document and application guide is to contact your TIQ Advisor. They can guide you through the eligibility check and application process, as well as providing vital documentation required for the application.

If you have worked with TIQ previously, your Trade Advisor should be known to you. If you have not worked with TIQ previously please fill out the details at our [Web Site enquiry form](#) and one will be assigned to you.

In completing your application, please ensure you give yourself enough time to meet with your TIQ representatives and for them to provide you important advice.

### When you will I hear the outcome of my 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.

### Can I revise my 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 as being in Queensland.

TIQ will use the Australian Business Register website to verify 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 (SA4) boundaries as defined under the Australian Statistical Geography Standard (ASGS) 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 (LGAs).

The 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 or Redlands Local Government 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 include the employees of each of the related entities. For further assistance in defining FTEs 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 previously received Queensland Government funding**

You can apply if you have previously received any Queensland Government funding (other than previous GGEP funding), 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**

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'**

Our Trade Advisors will undertake a buyer check which will be uploaded as part of your application. They can also 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 proposed project is the eligible activities undertaken, and eligible costs attributed, to support overcoming a barrier to finalising a sale into a new international market. (eg obtaining legal advice on contract negotiation, support in obtaining accreditation for Good Manufacturing Practice, etc).

### **Do I need to have finalised quotes for my project budget?**

No. While your budget needs to be as accurate as possible, with quotes from suppliers beneficial, the project budget is just your expected expenditure of the project. GGEP assessors will use this information as part of the process of reviewing your application.

If you are successful in receiving funding under this program, you will need to acquit your expenditure in line with this budget. The acquittal does not need to exactly match the application budget, either with the supplier or the dollar amount, but must still comply with the grant eligibility requirements and approved project details.

### **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 item requesting funding under this program.

### **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 (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

Please 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 application form through the SmartyGrants program link accessible via the TIQ website.

### **Eligibility of in-kind costs**

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

### **Who can you 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 one of the following documents with your application to prove financial viability:

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

### **Providing a project budget**

The GGEP application form will include a budget table to complete. Please include:

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

### **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 signed evidence from the buyer indicating the status of the arrangement and identifying its proximity to completion.

A TIQ Trade Advisor can provide support around the verification of the status of the buyer.

Your application, including the detailed *Milestone Activities and Outcomes* section, 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**

Please 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 the cost of each activity. For example:

- \$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.

### **What information to provide 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 (ie any center outside of the Brisbane City Council or Redland Council Local Government Areas)

### **What supporting documentation is required to lodge your application**

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

- an export certificate provided by TIQ identifying the applicant as export-ready and signed by a TIQ Trade Advisor. (Note – you do not need to be currently exporting.)
- a buyer certificate from your 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.

## Completing the application form

### **When 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.

### **What 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, and evidence of any expenditure to date and a valid tax invoice being supplied.

The second and final payment of 30% of the GGEP funding will be 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.

### **Financial Incentive Agreement**

The Financial Incentive Agreement is a legally binding document that outlines the terms and conditions of GGEP funding, including the payment schedule and 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 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. Feedback provided will be brief and focused on key areas that could be strengthened.

### **Assistance for unsuccessful applicants**

TIQ Trade Advisors across Queensland can work with businesses, whether you are unsuccessful applicants or potential applicants, to support your export journey and develop export readiness.

TIQ Trade Advisors can also connect you to other business development support to enable you to be ready for future GGEP rounds.

### **Appeals**

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