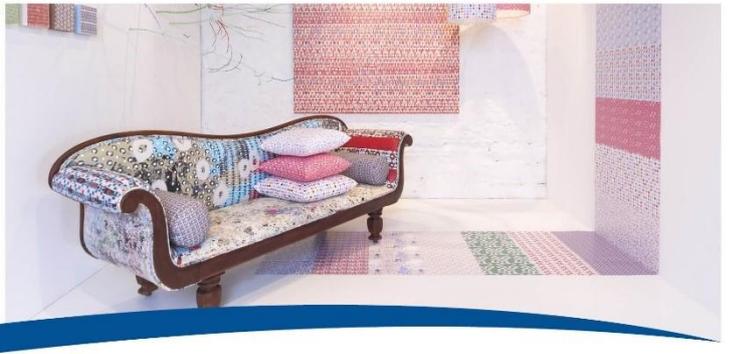
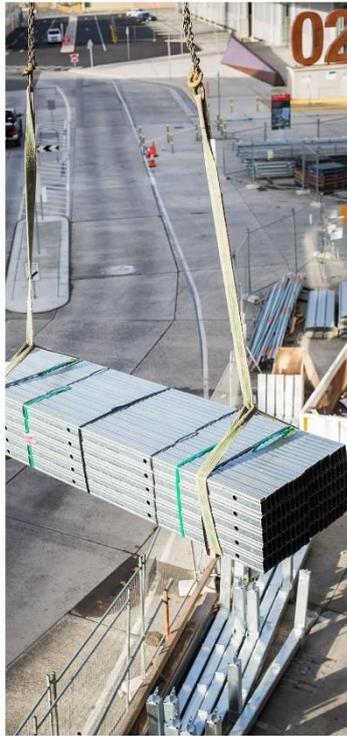


Program Guidelines



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1. Aim

The Exporter Award Applicant Support Program (the program) encourages Tasmanian business to apply for the Australian Export Awards Program.

2. Background

The program has been established to support the success of the Tasmanian Export Awards 2021 which is a key initiative under the Tasmanian Government's *Trade Strategy Annual Action Plan 2021* (the Plan).

The program provides grants of up to \$500 to engage a writer to assist with developing an application for submission to the Australian Export Awards. Total grant funding available is \$10 000.

Tasmania will announce its winners at a gala dinner in September 2021.

The Australian Export Awards will have 13 national categories for which business can apply for and which the grant will support.

There are two Tasmanian categories in 2021 which business can apply for but the grant does not apply to these.

Information about the Australian Export Awards and the Tasmanian Export Awards 2021 is available from https://www.stategrowth.tas.gov.au/business/trade/tasmanian_export_awards

3. Definitions

Grant Agreement - an agreement entered into, regarding the provision of a grant, between an approved applicant and the Crown in Right of Tasmania.

Project - means the specific activity which is the subject of a funding application under the program.

Program - the Exporter Award Applicant Support Program.

Trade and International Relations Unit - the administrative unit within the Department of State Growth responsible for providing Tasmanian Government services, support and advice to the trade sector.

4. Eligibility criteria

To be eligible for financial assistance from the program the applicant:

- must have an Australian Business Number and be registered for GST
- be a Tasmanian-based business
- be eligible and apply for one of the 13 Australian Export Award categories

- have submitted a valid, completed Australian Export Awards application, via the Austrade Application Portal by the deadline of Friday August 6, 2021.
- are currently exporting products or services overseas (if applying for one of the 13 national categories)
- are currently exporting products or services overseas or off island (if applying for one of the two Tasmanian award categories)
- is not submitting an application made by a third party unless the applicant has provided the third party with written permission to do so and permission is submitted as evidence as part of the application
- must not be subject to any legal disability, including bankruptcy or liquidation.
- confirmation will be required that the writing service has not been provided by an employee of the Tasmanian Government, or by a staff member from the applicant's own business.

You may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

If you are unsure about your ability to meet all aspects of the eligibility criteria, please contact the Trade and International Relations Unit via Business Tasmania on 1800 440 026.

5. Eligible expenditure

The program provides a reimbursement of up to \$500 toward the cost of engaging a writer or consultant to assist with developing an application for submission to the Australian Export Awards portal.

6. Ineligible expenditure

Any other expense other than that listed under eligible expenditure.

7. Assessment

Assessment is based on the quality of information provided by the applicant at the time of submission. Applications which have not provided all the required information will not be assessed.

Applications will be assessed in the order of submission until all funds are expended.

The program opens on July 1, 2021 and will closed on 6 September 2021, or when funds are exhausted.

The Trade and International Relations Unit will assess and advise the submission outcome within a two week period of the application being submitted.

8. Application process

For an application to be approved, it must be submitted and assessed.

1. Potential applicants should review the guidelines to determine their eligibility before applying. Team members from the Trade and International Relations Unit are available to brief potential applicants about the program on request.
2. Applications must be submitted via the SmartyGrants grant management platform.
3. Submit a valid tax invoice that matches the expenditure incurred for the writing consultant - up to \$500 plus GST (where applicable), along with proof of payment of the writing consultants invoice – this will be uploaded as part of the SmartyGrants application process.
4. Applicants will be advised of the outcome of their application by the Trade and International Relations Unit.

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

The online platform allows you to apply for a grant at any time while the program is open. It also allows us to send you notifications throughout the grant application and funding process.

Following the submission of the application via SmartyGrants, an automatic reply is generated to confirm receipt. This receipt will include details of the application and a unique application ID.

If you do not have internet access please contact us to discuss alternate options.

8.1 What does a successful application look like?

A successful application:

- meets all aspects of the eligibility criteria
- shows that the project undertaken with the grant funding aligns to the purpose of the grant program
- has clear well-structured answers to all the assessment criteria questions, and
- contains, where requested, quality documented evidence to support your claims against the eligibility and/or assessment criteria.

9. Appealing a decision

The Department of State Growth may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

1. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
2. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of State Growth.
3. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing and should be addressed to the Executive Director, Trade, PO Box 672, Burnie 7320.

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application.

10. Taxation and financial implications

Grants under the program attract Goods and Services Tax (GST). Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. A valid tax invoice must be supplied, by the successful applicant, to the Department where GST applies to the grant funding.

The receipt of funding from this program may be treated as income by the ATO. While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

It is strongly recommended that potential applicants seek independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

If you are an individual (not a business) or you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier not quoting an ABN'. Refer to the ATO website for more information:

<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

Information on invoices can be found on our Business Tasmania website:

https://www.business.tas.gov.au/manage_a_business/invoices

11. Grant payments

Applicants will be asked for bank account details so that we can process successful grant payments. This bank account must be in the same name of the person or business who applied for the grant. You may be asked to provide a copy of your bank statement or a letter from you bank to confirm your bank account details.

For any successful applicants who provides incorrect bank account details, this may result in funds being paid to an incorrect account and then these funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays to any funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

For applicants who are successful in being awarded a grant and

1. their situation changes,
2. they do not complete the activities or tasks required under the funding agreement,
3. they do not use any or all of the funding provided, or
4. the information provided to us is found to be false or misleading,

the applicant will be required to return the funds to the department.

12. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the program Guidelines and otherwise for the purposes of the program and related uses.

The Department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the performance of the project for reporting.

13. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact with the Department for any of the following reasons can be directed to: ask@business.tas.gov.au or 1800 440 026.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision

13.1 Important note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the Department.

14. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the Department may be required to publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the Department to be appropriate.

15. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

16. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

17. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Nothing in this item 15. Disclosure, derogates from a party's obligations under the Personal Information Protection Act 2004 (Tas) or the Privacy Act 1988 (Cwlth).

18. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



Department of State Growth

Salamanca Building, Parliament Square
4 Salamanca Place Hobart TAS 7000

Phone: 1800 440 026

Email: ask@business.tas.gov.au

Web: www.business.tas.gov.au

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