



Government of South Australia
Department for Trade, Tourism
and Investment

Guidelines - SA Export Accelerator Bushfire Response

Eligible activities

Marketing materials

Design and printing costs for business cards, brochures, product sheets, presentations, corporate gifts, banners and signage.

Costs associated with the production of corporate videos and online presentations. Translation costs for the above for non-English speaking markets.

Expenses for an independent contractor to identify and make changes to prepare for internationalisation of your website, such as language translations, product and expertise details.

Market research

Costs of working with a third party (such as Austrade or accredited supplier) to conduct market research into opportunities and barriers in targeted overseas markets. (Travel, accommodation and per-diem expenses for a third party are not eligible).

E-commerce development

Costs of working with a third party to develop and implement an international e-commerce platform.

Export training and consulting

Includes costs for export-focused mentoring and coaching, to prepare an export plan or to gather market intelligence (travel, accommodation and per-diem expenses for a third party are not eligible).

Participation in international tradeshows and trade missions

Includes cost of hiring exhibition space at an international trade show, entry and project management fees, freight of free samples, and costs associated with participating in trade shows, trade mission and business programs including international trade shows held in Australia.

Inbound business support

Costs of hosting incoming buyers in South Australia, such as; hiring local facilities, economy international travel, economy domestic travel and standard accommodation for no more than two inbound buyers, (food and beverage costs are not eligible).

Travel and accommodation costs

Costs of economy air fares, basic accommodation (standard room only) and on-ground transfers for no more than two people to attend an international trade show, business programs or accompany a trade mission to a relevant market or as detailed in your export plan.

Standard administrative costs of obtaining a visa directly from consulate/embassy (priority processing, third party fees and travel and accommodation are not eligible).

Exclusions

- ▶ Costs of routine business activities, such as (but not limited to):
 - Routine or seasonal marketing costs
 - Routine accounting costs, including the costs of audit certificates
 - Rental costs and expenses
 - Routine utility costs
 - Routine training costs
 - General stationery
 - Internet and telephone costs
 - Production of product including samples.

- ▶ Travel expenses not directly related to the purpose such as (but not limited to):
 - Travel insurance
 - Incidentals (e.g. mini-bar/laundry)
 - Duty Free purchases
 - Outbound travel expenses for a third party
 - Food and beverage
 - Working capital (e.g. stock, debtors, cashflow)
 - Payment of wages/salaries
 - Trademarking, copywriting and IP protection
 - Design and manufacture of product labels and product packaging
 - Overseas representation
 - Purchase of equipment

- General academic qualifications and courses (excluding practical exporting courses that fit the scope of the grant)
- Membership of professional associations
- Any program, project or activity that is subsidised directly to the grantee by State, Local or Federal Government during the funding period.

This list is not exhaustive and other exclusions may apply.

Applications

Applications for SAEA-BR Grants are to be completed and submitted online through the Department for Trade and Investment website (<http://www.statedevelopment.sa.gov.au/trade/sa-export-accelerator/bushfire-response>).

Applications will be assessed after the close of each funding round.

Applications need to be submitted prior to the closing date and time to be considered. Supporting documents must be uploaded at the time of application submission.

Application assessment

All submissions will be assessed on a competitive basis by an independent assessment panel. All applications received are assessed against the program eligibility and merit criteria.

Applicants should note that irrespective of eligibility and merit, there is no guarantee that an offer of funding will be made.

Program administration

The financial and commercial information pertaining to or in application for funding under SAEA will be kept strictly confidential. Any information given on an application or

subsequent report or survey will only be reported as part of aggregated data that does not identify any individual responses or companies, unless otherwise permitted in writing by companies.

Merit criteria

Applications for a South Australia Export Accelerator Grant will be assessed by the assessment panel under set criteria:

The assessment panel score each application based on the following (in no particular order):

- Business: Taking into consideration business structure, and the experience and qualifications of staff
- Finances: Give the business a financial risk rating noting that the bushfire events and impact on revenues will be a consideration
- Export Plan: Consider if the plan is achievable, robust, specific, viable, sustainable and logical; also consider market selection

- ▶ **Product/Service:** Is the Product or Service in demand in the international markets and is it capable of meeting that demand
- ▶ **Benefit to South Australia:** Are South Australian jobs made/retained, how much export revenue will be generated etc. What is the positive impact for the bushfire affected businesses.

Supporting documentation

Each application will require three types of mandatory supporting documentation to be uploaded at the time of submission:

- ▶ An export plan of no more than 15 pages with details of your business export plans, including (but not limited to) a description of your business and the impact the bushfire has had on your business and capability to support export, your product/ service, export market selection, market strategy, breakdown of costs, project milestones and an explanation of how your business will maintain direct jobs/ or revenue
- ▶ Recent full financial statements prepared in accordance with Australian Accounting Standards, inclusive of (but not limited to) a Balance Sheet and Profit and Loss Statement (the most recent set for Emerging Exporter applications, and two most recent financial years for both Export Accelerator and New Market grants
- ▶ Projections, budget or cashflow forecast for the next 12 months.

Your application will not be considered if these documents are not included, are not satisfactory or exceed document length.

Please note: further documentation will not be accepted.

Payments

To receive grant funds, a successful applicant must enter into a written funding agreement with the South Australian Government.

The offer of a grant lapses if a funding agreement has not been entered into within the grant acceptance period (usually 10 business days) of the applicant being offered a grant by the Department for Trade and Investment.

Successful applicants will be required to provide:

- ▶ Evidence of matched funding
- ▶ A valid tax invoice for 85% of the approved grant amount.

Successful applicants will be required to provide evidence, for audit purposes, of a budget and supporting receipts and invoices showing the funded activities undertaken, 12 months from the date of execution of the funding agreement.

Final payment, representing 15 per cent of the grant amount approved, will be made within 30 days of provision of a tax invoice and acceptance of a satisfactory final report at the end of the grant funding period.

Funding will need to be repaid to the Department for Trade and Investment if the approved activities did not start, were not undertaken or were underspent.

All grant payments will be made subject to the availability of funding.

Decision process

Decisions to offer grants to applicants are made taking into account the:

- ▶ Recommendations of the SAEA-BR Assessment Panel (where applicable)
- ▶ Availability of funding based on commitments of program funds in the current and future financial years.

Applicants will be advised in writing whether their application was successful.

No further correspondence will be entered into.

Unsuccessful applicants can re-apply for funding in a future funding round.

Final decisions on funding rest with the Minister for Trade and Investment.

Reporting

Recipients will be required to provide quarterly progress reports and a final report, due 12 months following the date the agreement is executed, that must include, but is not limited to:

- ▶ Evidence of approved activities being undertaken
- ▶ Details of any job creation and increase in export revenue
- ▶ Provision of a grant acquittal in relation to eligible expenditure.

Varying the agreement

DTI recognises that unexpected circumstances may occur within your project's lifecycle. Any such changes should be discussed as soon as possible with the Bushfire Response Project Officer, or you may risk breaching your funding agreement. The Bushfire Response Project Officer will advise whether a formal variation to your funding agreement is required.

No extensions to the agreement end date will be made, under any circumstances.

Taxation

Grant amounts may be subject to GST. Grant amounts referred to in the program guidelines, application form and funding agreements are GST exclusive.

Receipt of grant funding from the SAEA-BR may have taxation implications. Applicants should seek independent taxation advice regarding the potential taxation implications of receiving an SAEA-BR grant.

Made in South Australia

To be eligible for the South Australian Export Accelerator Grant your export goods or services must be:

- ▶ Produced in South Australia; or
- ▶ If they are not made in South Australia, you must show how South Australia would derive a significant net benefit from the sale of the goods outside Australia.

If your goods are not made in South Australia, you need to check their eligibility:

Goods are considered 'made in South Australia' if your company's manufacturing process:

- ▶ Results in the manufacture of a new product; or
- ▶ Substantially transforms the nature of the materials or components; or
- ▶ Represents an important stage of manufacture of a product created from an imported component.

In addition, goods are considered 'made in South Australia' provided that your process or operation is:

- ▶ Not designed to circumvent the correct origin of the product; or
- ▶ Not simply grading, packing or sorting of imported components.

If your goods or services meet these criteria you may indicate on your application that they are 'made in South Australia'.

If your goods or services do not meet the requirements as 'made in South Australia' they are only eligible for the South Australian Export Accelerator Grant if it can be shown that South Australia would derive a significant net benefit from the sale of those goods outside Australia.

To determine this, the Department for Trade and Investment will take into account whether:

- ▶ The business assets used in making the goods ready for sale (other than assets used in manufacture) are primarily or substantially based in South Australia
- ▶ The activities (other than manufacture) that result in the goods being made ready for sale are primarily or substantially conducted in South Australia
- ▶ A significant proportion of the value of the goods is added within South Australia
- ▶ Any sale of the goods generates, or would generate, substantial economic benefits for South Australia, including employment.

If your goods are not made in South Australia, you must prepare a detailed submission addressing the above criteria and providing factual information about your goods and your business, as part of your export plan submitted in support of your South Australian Export Accelerator Grant application.

The Department for Trade and Investment assesses all submissions concerning goods not made in South Australia on the individual circumstances, based on the information submitted and the relevant guidelines.

Successful applicants must show substance to their business operations and that they are promoting goods that are developed in South Australia.

Queries

Queries relating to the SAEA-BR may be directed to

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