

EXPORT MARKET DEVELOPMENT GRANTS

ELIGIBILITY CHECKLIST

2016–17 GRANT YEAR

Please review this checklist before completing the online application form

<p>1. Was your business's total annual income (i.e. total turnover including sales) A\$50m or less during the last financial year? (<i>Exceptions apply for Approved Bodies and Approved Joint Ventures. Contact Austrade for more details.</i>)</p> <p>No <input type="checkbox"/> You may be ineligible to apply for an Export Market Development Grant.</p> <p>Yes <input type="checkbox"/> go to the next question</p> <p>2. Did your business spend at least A\$15,000 on one or more of the following eligible export promotional activities during the last financial year, or, if a first-time applicant, the last two financial years?</p> <p>No <input type="checkbox"/> you may be ineligible to apply for an EMDG</p> <p>Yes <input type="checkbox"/> Tick all that apply</p> <ul style="list-style-type: none"> Overseas representative <input type="checkbox"/> Marketing consultant <input type="checkbox"/> Overseas marketing visits <input type="checkbox"/> Free samples <input type="checkbox"/> Patents, trademarks, registrations <input type="checkbox"/> Trade fairs, seminars, in-store promotions <input type="checkbox"/> Promotional literature and advertising <input type="checkbox"/> Overseas buyers visits to Australia <input type="checkbox"/> <p>3. Are you, or will you, be the principal (rather than the agent) in any export sales of your goods, services or intellectual property? (<i>Exceptions apply for manufacturers, Approved Bodies, event promoters and suppliers to inbound tour operators.</i>)</p> <p>No <input type="checkbox"/> you may be ineligible to apply for an EMDG</p> <p>Yes <input type="checkbox"/> go to the next question</p> <p>4. Is your business promoting products (goods, services etc.) to residents of other countries?</p> <p>No <input type="checkbox"/> you may be ineligible to apply for an EMDG</p> <p>Yes <input type="checkbox"/> go to the next question</p>	<p>5. Which of the following eligible categories do the products you are promoting fall into? Tick all that apply:</p> <ul style="list-style-type: none"> A good made in Australia <input type="checkbox"/> A good made outside Australia where Australia would derive a significant net benefit from its sale overseas – see www.austrade.gov.au/exportgrants for more details <input type="checkbox"/> A tourism service <input type="checkbox"/> An event held in Australia <input type="checkbox"/> Non-tourism services except those specified as ineligible in the EMDG Regulations – see www.austrade.gov.au/exportgrants for more details <input type="checkbox"/> An intellectual property right that you own or have exclusive rights to, and that mainly resulted from work done in Australia <input type="checkbox"/> A trademark that was owned, assigned or first used in Australia <input type="checkbox"/> Know-how that mainly resulted from work done in Australia <input type="checkbox"/> <p>6. Are all the expenses you are claiming incurred for the purpose of promoting products for export?</p> <p>No <input type="checkbox"/> you may be ineligible to apply for an EMDG</p> <p>Yes <input type="checkbox"/> go to the next question</p> <p>7. Tick the box if any of the expenses you are claiming fall into the following ineligible categories?</p> <p>Ineligible Expenses:</p> <ul style="list-style-type: none"> Expenses arising from product development, production, certification or distribution, from after-sales activities or from seeking investment <input type="checkbox"/> Expenses that were incurred by a related business entity <input type="checkbox"/> Expenses that relate to business with the Democratic People's Republic of Korea (North Korea) or New Zealand, or that relate to business with Iran up to and including 17 January 2016. <input type="checkbox"/> <p>(continued over)</p>
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Expenses that were incurred by you when you were not a resident of Australia

Expenses that have or will be paid for by a third party, excluding EMDG (i.e. another business or government grant program).

Expenses that are a commission or discount

Expenses that pre-pay for goods or services that will be received after 30 June 2016 (some exceptions apply – contact Austrade for details)

Expenses incurred in payment of an Australian tax, levy or charge (except Australian departure tax).

Expenses that relate to an illegal or unlawful activity

Expenses that relate to any form or pornographic material with a classification equivalent to the X-rating for films

Cash payments exceeding A\$10,000 per application

8. Did you tick any of the ineligible categories for the expenses you are claiming at question 7?

No go to the next question

Yes You cannot claim these expenses

9. Were all the expenses paid by you, the applicant, during 2016 –17 or if a first-time applicant, during 2015 –16 and 2016 –17?

Note: Any expense charged to you must have been paid by you during 2016 –17 (or during 2015 –16 and 2016 –17 for first-time applicants). Payments can include off-set arrangements. The date of payment is taken to be the date that your bank, financial institution or credit card account was debited:

- Payment by cheque
- Payment order; or
- Credit card

No you may be ineligible to apply for an EMDG

Yes go to the next question

10. Will you be able to show Austrade relevant documents (such as invoices, shipping documents, bank statements, correspondence or reports) which verify the amount and the purpose of your export promotion expenditure?

Note: If you intend to rely on foreign language documents for substantiation purposes they must be accompanied by full English-language translations.

No you may be ineligible to apply for an EMDG

Yes go to the next question

11. Is your business a continuation of a business that has received EMDG grants, e.g. has your business acquired a business, part of a business or significant assets, or have your directors been associated with any other business that has received EMDG Grants?

No Please read the following statements

Yes you may be ineligible to apply for an EMDG

Please note: If you have already received two grants and are not an Approved Body, you will need to satisfy the requirements of an EMDG performance measure in order to be eligible to receive third and subsequent grants – there are two alternative options to meet this performance measure:

- Option A – an assessment of export earnings
- Option B – an assessment of a range of indicators of future export success.

For more details see Q28, Page 13 of the Guide to Applying for EMDG assistance.

If you choose the Australian Net Benefit Requirement (Option B) you must attach the following documents to your EMDG application:

- Your business plan, including your international marketing strategy
- an audited statement of income received and receivable, from all sources, including international sources, for 2015 –16, from a registered company auditor
- an opinion of the applicant’s export potential prepared by a registered company auditor
- an audited balance sheet for 2014 –15 and 2015 –16 from a registered company auditor
- a statement detailing the economic benefits generated, or that will be generated, in two or more of the following areas:
 - employment in Australia
 - new capital investment in Australia
 - introduction of new technologies in Australia
 - new value added operations in Australia

You must have a current AUSkey to use the online application form and schedules. To apply for an AUSkey, visit www.auskey.abr.gov.au/. You will need your ABN and personal tax file number to do this.

If you have any questions, or if after having completed this checklist you are still unsure of your eligibility, please call Austrade on 13 28 78.