

Contents

Application process	2
Eligibility	2
Proposed project details.....	3
Application assessment criteria	4
Completing the application form	5
Funding	5
Conditions of award	6
Unsuccessful applicants.....	6

This document supplements the program guidelines and provides detailed guidance about the Smarty Grants 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:

Program considerations:

- Successful applicants contribute \$1,000 to participate which is reimbursed from the grant
- Complete set milestones
- You must be a company whose headquarters is based in Queensland
- Apply for funding of up to \$15,000
- 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 coinciding with the date of application
- Lodge your application on the TIQ [Smartygrants application page](#)

How many applications can be submitted

Only one application form can be accepted per 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 have been successful in applying for funds under a TIQ grant previously, and who have not fully acquitted that funding, are ineligible to apply in this round.

When will you hear the outcome of your application?

Applicants will be advised of the outcome of their application at the earliest possible time. As the program includes a detailed assessment, due diligence and government approval process, it is expected that applicants will learn of the outcome of their submission within six weeks post-closing date.

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 applicant's ABN details.

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

For the purposes of New to Export 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 please visit the [Fair Work Ombudsman](#) website.

Applying for New to Export 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 New to Export funding if you have previously received Queensland Government funding

You are able to apply for the New to Export program if you have previously received any Queensland Government 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

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 the New to Export program you will need to attend one of our in-person information sessions OR attend a virtual information session. Our Trade Advisors are available to discuss your suitability for the program and provide appropriate advice for your application. The intent of this program is to identify the needs of your business, identify a range of options and solutions enabling you to progress your export journey.

If you have not worked with TIQ previously, please complete the details on the "[Contact Us](#)" page of our website and a Trade Advisor will be in touch to discuss your organisation and its export goals.

Proposed project details

What we mean by the 'proposed project'

The project forms part of the overall program and is the eligible activities undertaken, and eligible costs attributed, to support overcoming a barrier to finalising a sale into an international market, e.g. obtaining legal advice on contract negotiation, or support in obtaining accreditation for Good Manufacturing Practice.

Your funding contribution

Applicants to the New to Export program 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 \$15,000 you would be required to contribute a minimum of \$15,000 in cash to the project.

The applicant must match costs for every project item 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 (i.e., 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 the New to Export program funding approval is at the applicant's own risk, with no guarantee of the applicant's application for the New to Export program 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 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 the applicant's ability fund the project
- any parent business or company or investor guarantee/s that shows the applicant's ability to fund the project
- your most recent financial statements of parent business or 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.

If your application for funding is successful, once you are ready to acquit, 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 supporting documentation is required to lodge your application

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

Evidence you have cashflow to support matched funding for the grant component of the program.

- profit and loss statement and balance sheet for the last two financial years (2020-21 and 2021-22) indicating the organisation's ability to meet the 1:1 matched cash funding requirement.

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?

This program will have a maximum of 15 participants.

Where the grant funding should be spent

It is expected that, wherever possible, the grant funding will be spent within Queensland, i.e. 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 New to Export program funding is paid

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

The first payment of 70% of the funding will be made following assessment and acceptance of the client action plan with identified eligible budget items. The action plan forms part of the Export Strategy. This is a formal process set out in the program agreement between the recipient and the Queensland Government. To receive the 70% funding, a valid tax invoice will be provided to TIQ.

The second and final payment of 30% of the 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 New to Export program funding awarded. In addition to a detailed acquittal report, clients will be required to submit valid supplier invoices with the corresponding proof of payment (remittance advice, bank payment with corresponding invoice details etc). Supplier credit arrangements in lieu of payment will not be accepted.

Conditions of award

When will the program start

The program commences 15 May 2023

The Financial Incentive Agreement

The Program Agreement is the legally binding document that outlines the terms and conditions of the New to Export program funding, including the payment schedule and the reporting requirements.

Negotiating the terms and conditions of the Program Agreement

The terms and conditions are non-negotiable. Recipients will be bound by the terms and conditions set out in the New to Export Program 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 Program Agreement within ten business days of receipt, or the offer of funding will lapse.

Applying for funding support for an existing activity

The New to Export program 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 New to Export program funding approval is at the applicant's own risk, with no guarantee of the applicant's application for 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

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 potential future Fast Track – New to Export program rounds.

Appeals Process

Should you wish to appeal a grant decision or make a complaint about the process, you can do this via the TIQ Appeals and Complaints Process and your request will be processed through the TIQ Complaints Management process.

Complaints are to be directed through our TIQ Grants and Finance team, Corporate Services, Email: Corporate.Services@tiq.qld.gov.au