



IT CAN HAPPEN
IN QUEENSLAND

Go Global Export Program

APPLICATION GUIDE 2023–24



**TRADE +
INVESTMENT**
QUEENSLAND

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This document supplements the [Program Guidelines](#) and provides detailed instructions for the Smarty Grants application process for the Go Global Export Program (GGEP) 2023–24. If you need more information at any time, talk to your Trade and Investment Queensland (TIQ) Trade Advisor.

Application process

High level requirements

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

- be headquartered in Queensland
- have an active Australian Business Number (ABN) and be registered for GST
- apply for funding of up to \$25,000
- make a 1:1 matched cash contribution for each eligible item of the project
- have fully acquitted any previous GGEP grant from TIQ
- provide evidence of your ability to meet the required 1:1 matched cash contribution through the provision of the latest profit and loss statement and balance sheet as at the date of application
- submit one application per eligible business or financial beneficiary¹ under each round via the TIQ SmartyGrants application page.

How many applications you can submit

Only one application form can be accepted from each 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.

When you will hear the outcome of your application

Applicants will be advised of the outcome of their application at the earliest possible time, dependent on the volume of applications received. 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 to eight weeks of the program's close 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 as Queensland.

¹ TIQ considers a related party and/or financial beneficiary to be those who gain an advantage and/or profits from something including receipt or distribution from a trust, will or life insurance policy. This can include companies with common shareholdings, directors, employees, or immediate family.

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

For the purposes of GGEP applications, you must include the FTEs of all related companies when identifying your FTE count. 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 Australian Government grant or reimbursement programs, you cannot apply for further funding from GGEP.

Applying for GGEP funding if you have received Queensland Government funding previously

You can apply if you have previously received any Queensland Government funding, for a separate project or another purpose. However, your 1:1 cash contribution cannot be sourced from any existing government grant funding or reimbursement scheme.

If you have previously received GGEP funding, and have not yet acquitted the funding, then you are ineligible to apply for funding in this round.

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 GGEP you will need to be certified as export ready. Our Trade Advisors are available to discuss your export readiness and, if appropriate, 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 have the knowledge and ability to support your business in approaching the global marketplace.

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.

Getting your buyer 'checked' as a buyer

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

What we mean by new market

Market is, for the sake of this program, the importing country or territory, be it a previous export target or one that you have not exported to previously and wish to sell to. For this program, we will consider new regions within a country as a new market, as long as you identify the clear export barriers to entering that region as part of your application.

A new market is one that the applicant has not completed a business-to-business commercial sale to in any form within the previous five years (from 2019 onwards).

What is meant by an export market in India

The GGEP provides funding for companies completing a sale into a new export market, with this round having a particular focus on India. That means the purchasing company identified within the application is located in India.

What is meant by 'sportstech'

For the sake of this program 'sportstech' would include companies that offer solutions in the following fields:

- human performance/quantified self: elite performance, digital fitness, health, and wellness
- next gen media: streaming/'over-the-top', augmented reality/ virtual reality, fan engagement, immersive digital media and content
- live experience: fan experience, ticketing, security, venue optimisation and wayfinding, crowd analytics, reimagined and emerging sports, convergence of live sporting events with e-sports and entertainment
- e-sports & gaming: tournament platforms, fantasy and gamification, in-game activities, data/analytics, advertising/sponsorship, game development
- personalisation: nutrition, allied health and wellness as examples of major growth markets
- web 3.0, metaverse and blockchain linked to sport or leisure activity
- artificial intelligence: automation and data insights linked to sport or leisure activity
- diversity in sport through technology.

Companies, products or services in the following verticals will not be given additional weighting for sportstech: wagering and betting companies or sports companies involved in digital, architectural, engineering, product design, leisure, planning and strategic advice.

Your funding contribution

Applicants to the GGEP are required to make a 1:1 matched cash contribution for each eligible item of the project. 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 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 the date of the grant launch as their 1:1 contribution (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 link accessible via the TIQ website.

Eligibility of in-kind costs

In-kind costs and non-cash contributions are not considered as 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 to fund the project
- any parent business or company or investor guarantee that shows the applicant's ability to fund the project
- 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.

Providing a project budget

The GGEP online application form will include a budget table to complete, to 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 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. The stronger the evidence provided, the stronger the likelihood of being funded is.

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, should set out a clear plan for executing the proposed new sale in a new market and increasing customer uptake.

How to complete the Milestone Activities and Outcomes section of the application form

Detail the key project activities to be completed. You also need to detail the expected outcomes of these activities (i.e. 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 cost of each activity, e.g.:

- \$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 is approved and able to be exported to a new market

It is important to be as realistic and as specific as you can when completing this section.

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 Funding 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 (any centre outside of the Brisbane City Council or Redland Council boundaries).

What supporting documentation is required to lodge your application

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

- an export certificate signed by a TIQ Trade Advisor that the applicant is export ready (NB. do not need to be currently exporting)
- a buyer certificate supplied by the TIQ Trade Advisor
- proof of proposed sale for the export of goods or services with a client in a new market
- profit and loss statement and balance sheet for the last financial year (2022–23) as evidence of the organisation's financial viability.

Completing the application form

Issue: 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.

Issue: 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 round and the quality of the applications submitted. All applications will be assessed by a panel based on the application criteria.

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 GGEP funding is paid

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

The first payment of 70 per cent of the GGEP funding will be made following execution of the Funding Agreement between the recipient and the Queensland Government, and a valid tax invoice being produced.

The second and final payment of 30 per cent of the GGEP funding is made following the submission of a satisfactory final acquittal report detailing the outcomes of the assistance provided, and evidence of full expenditure of the GGEP 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 your project will start

Successful projects must commence within 90 days of being advised that funding has been approved.

The Funding Agreement?

The Funding Agreement is legally binding and consists of:

1. Letter of Offer
2. Financial Incentive Agreement (grant contract terms and conditions)
3. Program and Application guidelines
4. Application submitted by the applicant relating to the grant funded activity
5. Acquittal Documentation Guide
6. Terms agreed in writing between the parties (if there are any other terms agreed).

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 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 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 are 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. 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 future GGEP 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. Please direct your email to the TIQ Grants and Finance team, Corporate Services, Email: Corporate.Services@tiq.qld.gov.au.

Disclaimer

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