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About the New to Export Program

Trade and Investment Queensland's (TIQ) New to Export Program is designed for businesses who have not previously exported, to fast track their way into global markets.

The Program provides Queensland businesses with the tools and support to grow and scale their goods and services internationally.

Covering a cross section of industries, the program consists of a 12-month comprehensive training and mentoring program designed to scale and deliver commercial success, supported by matched funding of up to \$15,000.

Applicants contribute \$1,000 which is reimbursed from the grant for successful participants. The program includes:

- Face-to-face business mentoring and advisory
- Export strategy development
- Ongoing export strategy implementation support
- Eight-week export capacity and capability training

Program objectives

In line with the Queensland Trade and Investment Strategy: 2022-2032, TIQ have prioritised the expansion and capability of Queensland's export ready businesses and expanded the spread of international export markets.

The objectives of the New to Export Program are to:

- promote economic and market expansion
- help ambitious, capable Queensland businesses with an internationally competitive offering to develop and grow into new markets by enhancing capability, providing market intelligence, accessing networks, and make valuable connections
- create a pipeline of success for new export sales that will create additional employment across Queensland.
- support growth in emerging markets and sectors.

Eligibility criteria

Only one application per business is permitted.

To be eligible to apply to the New to Export Program the applicant organisation must:

- be considered 'new to export' – businesses must prove that any export sales made in the past five years were 'one-off' to fulfil an order and not part of an ongoing export plan or sales relationship have a valid Australian Business Number (ABN) and be registered for GST
- be headquartered in Queensland
- be a company, incorporated in Australia or be an incorporated trustee applying on behalf of a trust
- have no more than 200 full-time-equivalent employees
- not be a subsidiary of a group of companies that has 200 or more full-time-equivalent employees in total.

- produce and export Queensland products and/or services and not act as a consolidator or distributor of Queensland, other domestic or imported products
- be able to provide a matched cash contribution to the project for eligible project costs
- not use Commonwealth, State, or Local government grants towards their matched cash contribution

Assessment criteria

Applications will be assessed according to the following weighted criteria:

1. Organisational capability and capacity to service current markets

The company is required to provide:

- an overview of the company's management experience
- evidence of the financial viability of current domestic business activities, including the ability to match the grant on offer
- examples of the company's current goods and services including evidence of business success in the domestic market with the company's product or service offering and current sales channels
- details of basic marketing in place, website, social media, product, or service information.

2. Potential to learn and increase capacity and capabilities to export

The company is required to provide:

- the financial plan to fund export activities
- evidence of export approval if needed, or ability to obtain export approvals in the first six months of the program
- the human and organisational resource plan to deliver export activities
- the organisation's history with TIQ, AUSTRADE or any other Queensland Government agency related to business development
- the organisation's motivation for exporting
- a description of the organisation's history with export enquiries or sales.

3. Market competitiveness

The company is required to provide a:

- description of the competitiveness of your company's goods or services in relation to potential global competition
- description of the key point of difference in the products or services
- evidence of protected intellectual property, or ability to obtain within the first six months of the program
- evidence of market potential for identified markets.

How to apply

To apply for the program, businesses must attend one of the four New to Export Program information sessions.

Details of Information Session: Register online to confirm your attendance at the an information session

Sunshine Coast, 7 March 2023 11:00am – 12.30pm	The Hive Co-Working Space Manuka Room 1st Floor, Tower 2 Kon-Tiki Building 55 Plaza Parade Maroochydore
Brisbane, 8 March 2023 11:00am – 12.30pm	1 William St, Brisbane Level 1 – Room 1.02
Townsville, 9 March 2023 11:00am – 12.30pm	Verde Tower Level 4, Meeting Room 4.16 445 Flinders Street Townsville
Online Information Session, 13 March 2023 11:00am – 12:00pm	Delivery via Zoom Register to receive link details

To sign up for an information session please complete the form [here](#) to confirm your attendance or contact your Trade Advisor.

After the session, interested businesses will receive an invitation to apply online through the Smartygrants portal.

Read the New to Export Application Guide for detailed guidance on addressing the Assessment Criteria. **Applications open 20 March 2023 and will close at 1.00 pm on 3 April 2023.**

The financial and commercial information pertaining to or included in an application for funding under the New to Export program will be kept strictly confidential and all information provided treated as commercial-in-confidence. Any information given as part of 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.

All applications will be assessed against eligibility requirements and only eligible applications will be considered for funding support.

All eligible applications will be assessed against the assessment criteria in a merit-based approach by a panel of assessors with relevant expertise.

Applicant organisations may be contacted at any stage of the assessment process to clarify any information provided in the application and/or to request further information to enable a due diligence and probity assessment.

There is no implicit guarantee of approval at any stage of the process, and applicant organisations will be notified via email of the outcome of applications.

The decision to award funding is at the discretion of the Queensland Government and all decisions are final. 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. Appeals are to be directed to our TIQ Grants and Finance team, Corporate Services, email: Corporate.Services@tiq.qld.gov.au.

Unsuccessful applicants can re-apply for the program and funding in the event of future funding rounds.

Decisions to offer the program and grants to successful applicants are made considering availability of funding based on commitments of program funds in the current and future financial years.

Conditions of funding

Successful applicants will be required to enter into a legally binding Program Agreement with the Queensland Government within 10 working days of receipt of the agreement. You should ensure you have read and accept the terms and conditions of the program Agreement prior to signing, as they will not be negotiable at the time a funding offer is made.

Successful participants in the New to Export program will have access to a program specific grant once all KPI's of participating businesses have been met.

These include:

- 1) Complete all aspects of the program on time.
- 2) Commit matched funds to eligible approved activities.
- 3) Submit proof of funds spent.

Payment of grants will be made in instalments based on project milestones. Project milestones to be determined by participant export strategy developed during the program.

Grant payments will be made upon the provision of documentary evidence that all project requirements have been satisfied, including evidence that the relevant activities have been completed; adequate project expenditure has been incurred and matching cash has been contributed by all committed parties. 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.

Funding recipients will be expected to:

- actively promote their projects
- provide information and attend media/promotion events to TIQ, if requested
- connect with TIQ to support their export pathway success.

The Queensland Government funding should be acknowledged by recipients in all relevant published material, media releases and public statements.

Privacy

The Queensland Government collects and collates information from the application form to assess applications for the program. Only authorised departmental officers and approved grant assessors have access to this information.

Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government. Some information may be used to promote funded projects.

Your personal information will not be disclosed to any other third party without your consent, unless required by law or for the purposes of *Information Privacy Act 2009*.

For audit purposes, the Queensland Government is required to retain the applications and other supplied supporting material.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Queensland Government.

Further information

If you have any further questions about the New to Export Program, please contact Kris Jennings kris.jennings@tiq.qld.gov.au.