



Australian Government

**Community
Grants Hub**
Improving your grant experience



Package Assisting Small Exporters

Questions and Answers

1. What is the closing time and date for applications?

The application form/s must be submitted by **11:00pm AEDT, 28 February 2020**. It is recommended that you submit your application/s **well before the closing time and date**.

2. If I am not able to submit my application by the due time and date, can I be granted an extension?

Late applications will only be considered where an applicant has experienced exceptional circumstances that are reasonably unforeseeable, beyond the applicant's control and unable to be managed or resolved within the application period.

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date the [late application policy](#) available on the Community Grants Hub website will apply.

3. Can an applicant make changes to the application after it has been submitted?

If you find a mistake in your application after it has been submitted, you should contact the Community Grants Hub by phone on 1800 020 283 (Option 1) or by email at support@communitygrants.gov.au straight away. The Community Grants Hub may ask you for more information, as long as it does not change the substance of your application. The Community Grants Hub does not have to accept any additional information, nor requests from applicants to correct applications after the closing time.

4. How do I know that my application has been received?

When you submit your application you should receive an acknowledgement email, so that you know that your submission has been received. This may take a few moments, depending on your internet connection. Please wait for the acknowledgement email before closing the application form.

5. What attachments do I need to include in my application?

The following document must be attached to your application if applying as a Trustee on behalf of a Trust:

- trust deed and any subsequent variations.

You may attach a maximum of two supporting documents to your application. Supporting documents may include, but are not limited to:

- project plan
- budget proposal
- governance framework
- risk assessment
- industry letter of support

There are instructions in the application form to help you. Only attach the documents you have been asked to include.

6. How much funding is available for this Program?

The Australian Government announced a total of \$6.1 million (GST exclusive) over four years to extend the program. For this grant opportunity, a total of \$5 million (GST exclusive) grant funding is available over three years.

7. What is a Consortium?

A consortium is two or more organisations who are working together to combine their capabilities when developing and delivering a grant activity.

A lead organisation must be an incorporated body which is able to enter into the Grant Agreement. If you submit a joint application, you must nominate a lead organisation for the application. The lead organisation for the project will, if your application is successful, sign the Grant Agreement, receive the funding and take legal responsibility for performing the activities and meeting the outcomes of the Grant Agreement.

8. Would the department prefer a consortium (joint) arrangement?

Individual and consortia/joint applications will be considered equally.

9. I have an idea for a project for the Package Assisting Small Exporters Grants Round. Can the department provide me with advice about my planned activities whether they meet the grants objectives?

During the application process, the department cannot provide advice to potential applicants about specific project ideas. This includes making any comments about the merit of a project or any of the planned activities and whether they meet the program objectives. This is to ensure that the process remains fair and impartial, not advantaging one applicant above another.

10. What are the contract conditions for this grant?

A copy of the Terms and Conditions for the Grant Agreement is included as part of the Grant Opportunity Guidelines documents available on the [GrantConnect](#) and the [Community Grants Hub](#) websites.

11. When will I know the outcome of my application?

You will be notified of the outcome of your application in writing, at the end of the selection process. For probity reasons, to treat all applicants fairly and equally, it is not possible to

give you information about the status of individual applications during the assessment process.

12. Where should I go for further information?

If you have any questions, please call 1800 020 283 (Option 1) or Text Telephone / Teletype Terminal / TeleTyperwriter (TTY) 1800 555 677 or email support@communitygrants.gov.au. The Community Grants Hub will respond to emailed questions within five working days.

13. What feedback will be available for this funding round?

A feedback summary will be published on the Community Grants Hub website to provide all applicants with easy to access information about the assessment process and the main strengths and areas for improving their applications.

Individual feedback will be available on request. The process for requesting individual feedback will be included in the letter advising of the outcome of your application.

14. What are the tax implications of receiving a grant?

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a Grant Agreement. You can also visit the [Australian Taxation Office website](#) for more information.

15. When can I start my project?

A Grantee must not commence work on the project activities before a Grant Agreement is executed with the department as grant money cannot be used for activities that are considered to be the same as ones already underway and/or activities commenced prior to the execution of the Grant Agreement. Payment will not be backdated for activities that commenced before the execution of the Grant Agreement, and no payments will be made unless a Grant Agreement has been executed.

16. How will Package Assisting Small Exporters be administered?

Consistent with the Whole-of-Government change to centralised grants administration, the Community Grants Hub will administer the Package Assisting Small Exporters Grants Round. This includes managing the receipt of applications, advising successful grantees, making all payments, undertaking milestone assessments, and completing project and program acquittal. The Department of Agriculture will conduct the assessment of project proposals through an assessment panel comprised of members from export industry committees and will maintain policy responsibility throughout the program.

Details concerning the grant selection process are detailed in Section 8 of the Grant Guidelines.

Question 17 added 18 February 2020

17. Would horticultural producers that are seeking to export be eligible and would they be classed as potential exporters?

The guidelines state that the grant opportunity is not limited to small exporters but projects must primarily be for the benefit of small exporters. Each application will be assessed on its merits and if the project will improve on the capacity of small exporters to access markets.

We draw your attention to the [PASE project updates](#) that provides examples of projects that have been funded previously. There have been projects, such as the Trade Ready project by Dairy Australia, that have assisted potential small exporters, to access export markets. Other projects, such as Woodhouse Smokehouse, have focused on developing export strategies to enter the market and sharing this information with other exporters/potential exporters in the wider industry. These projects had a broad impact within an industry sector – the projects benefitted more than one agricultural producer/company, and had the potential to be realised by the broader industry sector.