



Australian Government

**Community
Grants Hub**
Improving your grant experience



Supporting Agricultural Shows and Field Days Program

Questions and Answers

1. How do I get more information?

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the GrantConnect and Community Grants Hub websites.

The question period will close at 5:00PM AEST on 2 October 2020. Following this time, only questions about using and/or submitting the application form will be answered.

Please refer to section 6.3 of the Grant Opportunity Guidelines.

2. How do I know if my show or field day is eligible to get funding from this program?

To be eligible you must be one of the following entity types:

- Indigenous Corporation
- Company
- Cooperative
- Incorporated Association
- Trustee on behalf of a Trust

Applications can only be accepted from those that:

- have cancelled their scheduled agricultural show or field day in 2020 because of COVID-19; and
- are members of Agricultural Shows Australia; or
- are members of a state and territory agricultural show society that is a member of Agricultural Shows Australia; or
- run Australian agricultural field day events that markets principally to the rural sector with at least 70% of the total exhibit area being agricultural exhibitors (those that have products and services focused at the agricultural and horticultural sectors). The focus of these events must be on commercial agricultural enterprises, investment and innovation.

Please refer to section 4 of the Grant Opportunity Guidelines.



3. What if I get a grant and then decide to reschedule my 2020 show?

Agricultural shows and agricultural field days that have been postponed in 2020, but not cancelled, are not eligible to apply. If you decide to proceed with the 2020 agricultural show or field day you had previously cancelled, you will be required to repay the grant funds in full.

Please refer to section 4.2 of the Grant Opportunity Guidelines.

4. I am applying as a local show. What if I wasn't a member of the industry peak body at the time my show was cancelled?

For your show to be eligible for this program the applicant needs to be a member of Agricultural Shows Australia, or a member of a state and territory agricultural show society that is a member of Agricultural Shows Australia, at the time of application.

Please refer to section 4.2 of the Grant Opportunity Guidelines.

5. Am I eligible for this grant if I went ahead with my show or field day but I did not raise a profit?

If you went ahead with your show in 2020, or it did not go ahead for any reason other than COVID-19, you are ineligible to apply for this grant.

Please refer to section 4.2 of the Grant Opportunity Guidelines.

6. Am I eligible for this grant if my agricultural show or field day was cancelled but we offered, or plan to offer, access to 'virtual' show experiences online?

Yes, provided the physical show was cancelled you are eligible to apply for this grant.

Please refer to section 4.2 of the Grant Opportunity Guidelines.

7. Am I eligible for this grant if my agricultural show was cancelled but we proceeded with smaller discrete events, such as a specific competition, that would normally be held as a component of the broader show?

Yes, provided the agricultural show itself was cancelled, you are eligible to apply for this grant.

Please refer to section 4.2 of the Grant Opportunity Guidelines.

8. What is considered an 'Agricultural Show'?

'Agricultural show' is not defined for the purposes of this grants program. To be eligible applicants must be an agricultural show society that is a member of a State or Territory agricultural show peak body, or the national peak body Agriculture Shows Australia (ASA).

Please refer to section 4.2 of the Grant Opportunity Guidelines.



9. What is considered an ‘Agricultural Field Day’?

‘Agricultural Field Day’ is not defined for the purposes of this grants program. To be eligible, applicants must be an organiser of an event that markets principally to the rural sector with at least 70% of the total exhibit area being agricultural exhibitors (those that have products and services focused at the agricultural and horticultural sectors). The focus of these events must be on commercial agricultural enterprises, investment and innovation.

Please refer to section 4.2 of the Grant Opportunity Guidelines.

10. Are Farmers Markets and Country Fairs considered an eligible Agricultural Field Day?

No. Farmers Markets and Country Fairs do not meet the requirement for the event to be focused on commercial agricultural enterprises, investment and innovation.

Please refer to section 4.2 of the Grant Opportunity Guidelines.

11. How does the program define the size of shows or field days?

Small shows and field days are those which have up to 1,999 attendees.

Medium shows and field days are those which have 2,000 to 4,999 attendees.

Large shows and field days are those which have 5,000 attendees and up.

The number of attendees is determined by the average total attendance on all days of your event, based upon shows and field days conducted over the previous three years. When applying for the grant you will be required to confirm these figures via a Statutory Declaration.

Please refer to section 3.1 of the Grant Opportunity Guidelines.

12. Do I have to be GST Registered to receive a grant?

It is not a condition of eligibility that applicants be registered for GST. Applicants will need to be aware of their GST registration status when completing their application and providing their financial expense summary.

You should obtain independent professional advice on your taxation obligations or seek assistance from the Australian Tax Office. We do not provide advice on your particular taxation circumstances.

Please refer to section 5.2 of the Grant Opportunity Guidelines.

13. How much funding is available?

The Australian Government, through the Department of Agriculture, Water and the Environment is providing \$39.025 million (GST exclusive) for eligible agricultural show societies and organisers of field days under the Supporting Agricultural Shows and Field Days Program.



Please refer to section 3 of the Grant Opportunity Guidelines.

14. How much funding can I apply for?

There is no minimum funding amount you can apply for. The maximum grant will be dictated by the size and type of your show.

For eligible Capital City Royal Shows the maximum grant values available are:

Sydney	\$15,108,989
Melbourne	\$3,256,083
Brisbane	\$3,258,432
Perth	\$1,116,061
Adelaide	\$2,504,175
Hobart	\$505,843
Darwin	\$250,417

For local shows and field days, the maximum total grant amount available across both funding rounds is dependent upon your size. This is determined by the average total attendance on all days of your event, based upon local shows and field days conducted over the previous three years:

Small shows	up to 1,999 attendees	\$10,000
Medium shows	2,000 to 4,999 attendees	\$15,000
Large shows	5,000 attendees and up	\$70,000

Please refer to section 3 of the Grant Opportunity Guidelines.

15. What if the amount of funding asked for by all local agricultural shows and field days, is more than the amount of funding available?

The total value of grants awarded under this program cannot exceed the amount of available funds. Should the total value of eligible expenditure claimed exceed the amount of available funds, then each applicant's claim will be reduced on a pro rata basis.

Please refer to section 3 of the Grant Opportunity Guidelines.

16. What expenses can I be reimbursed for?

You are able to be reimbursed for specific eligible expenses only. Not all expenditure for your event may be eligible for grant funding.

Please refer to Section 5 of the Grant Opportunity Guidelines.

17. Can I claim salaries as part of eligible expenditure?

Salaries are not eligible expenditure and cannot be claimed for reimbursement through this grant opportunity.



Please refer to section 5.3 of the Grant Opportunity Guidelines.

18. Can I claim the cost of my independent statement of financial verification as part of my eligible expenditure?

The costs of providing the independent statement of financial verification from an auditor is an eligible expenditure item for the purposes of this grant opportunity.

Please refer to section 5.2 of the Grant Opportunity Guidelines.

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

The application form must be submitted by **11.00pm AEDT on Friday, 9 October 2020.**

Please refer to section 8.2 of the Grant Opportunity Guidelines.

20. 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.

Please refer to section 6.2 of the Grant Opportunity Guidelines.

21. How can I submit the application form?

The form is an online application form that you must submit electronically through the [Community Grants Hub Application Portal](#). The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post.

Please refer to section 6 of the Grant Opportunity Guidelines.

22. What documents do I need to provide for my application?

In addition to the online application form, all applications will be required to provide a summary of costs and financial declaration. We have provided a template to assist you with this.

If you are a Capital City Royal Show or a large local agricultural show or large field day, you will also need to provide an independent statement of financial verification from an auditor.



If you are a medium or small local agricultural show or agricultural field day you will need to provide statutory declaration confirming the size and attendance of your event. We have provided a template to assist you with this.

If you are an agricultural field day you will need to provide a statutory declaration confirming that you meet the requirements to be considered an agricultural field day for the purposes of this application. We have provided a template to assist you with this.

Please refer to section 6.1 of the Grant Opportunity Guidelines.

23. Do character limits apply to my application?

Yes, the application form includes character limits – up to 6000 characters (approx. 900 words) per long-answer criterion. Please note spaces are included in the character limit.

24. Who is ‘the applicant’ referred to in the application form?

The applicant is the intended recipient of the grant – i.e. the agricultural show society or field day organiser. It is not the individual who is completing the form.

25. Can I amend my application once I have submitted it?

You are able to submit multiple applications while the round is open, however, only your last application will be considered by the Community Grants Hub. All previous applications will be superseded and not considered. If your initial application does not utilise your maximum grant amount, and if the local agricultural shows and field days grants are not fully subscribed, you will be invited to submit a supplementary expense claim in early 2021.

The supplementary expense claim will be for the period 1 July 2019 to 31 December 2020 and can include any additional eligible expenditure you did not include in your initial application.

Please refer to sections 3.1 and 6 of the Grant Opportunity Guidelines.

26. How do I verify that I run an agricultural field day event?

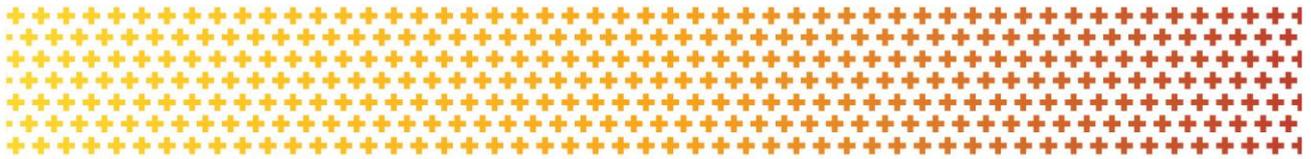
A statutory declaration will need to be attached to your application, confirming that you meet the criteria. We have provided a template to assist you with this.

Please refer to section 6.1 of the Grant Opportunity Guidelines.

27. How do I verify the size of the agricultural show/field day?

A statutory declaration confirming the size and attendance of your local show or agricultural field needs to be attached your application. We have provided a template to assist you with this.

Please refer to section 6.1 of the Grant Opportunity Guidelines.



28. I need to provide an independent statement of financial verification from an auditor, what is this?

Capital city royal shows, large shows or large field days will need to provide an independent statement of financial verification from an auditor.

The statement should verify that the costs you have claimed in the expense summary are costs you have paid in the period, or paid related to the period if recorded on an accrual accounting basis, for which you are seeking reimbursement of eligible expenditure.

The statement must be prepared by a person who is an approved auditor. An approved auditor is a person who is:

- registered as a company auditor under the Corporations Act 2001 or an appropriately qualified member of Chartered Accountants Australia and New Zealand, or of CPA Australia or the Institute of Public Accountants; and
- not a principal, member, shareholder, officer, agent, subcontractor or employee of the Grantee or of a related body corporate or a Connected Entity.

Please refer to section 5.2 of the Grant Opportunity Guidelines.

29. Do I have to provide receipts for each individual expense?

You are not required to provide individual receipts for expenditure as part of your application. You will, however, be required to provide an expense summary. An expense summary template is provided as part of the application process.

Capital city royal shows, large shows and large field days will also be required to provide an independent statement of financial verification from an auditor.

Please refer to section 6.1 of the Grant Opportunity Guidelines.

30. What if my documents are too large (over 2MB) to attach to my application?

Unfortunately, documents greater than 2MB cannot be attached to the application. There are ways to reduce large files, which you will need to explore should your attachments exceed the limit.

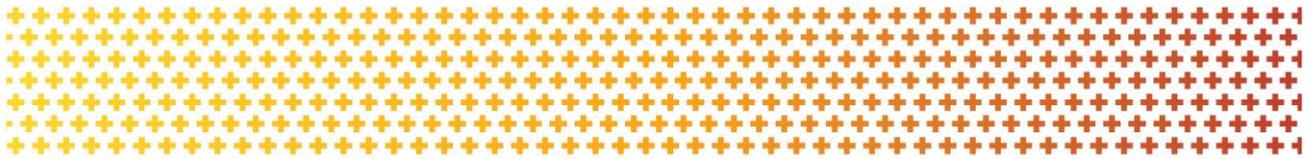
Please refer to section 6.1 of the Grant Opportunity Guidelines.

31. What if my contact details change during the application process?

Any changes to contact details must be provided to the Community Grants Hub: 1800 020 283 (option 1) or email support@communitygrants.gov.au.

The Community Grants Hub will respond to emailed questions within five working days.

Please refer to section 6.1 of the Grant Opportunity Guidelines.



32. Who will decide if my application is approved?

The First Assistant Secretary, Agricultural Policy Division of the Department of Agriculture, Water and the Environment will decide which grants to approve based on the recommendations of the Community Grants Hub.

Please refer to section 7.2 of the Grant Opportunity Guidelines.

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

The assessment and approval process is expected to take four weeks from the time of applications closing on 9 October 2020. You will be notified of the outcome of your application at the end of this process.

To ensure all applicants are treated fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

Please refer to section 6.2 of the Grant Opportunity Guidelines.

34. Can I claim workers compensation costs?

Yes. Insurance, including workers compensation insurance, is eligible expenditure able to be claimed under this program.

Please refer to section 5.3 of the Grant Opportunity Guidelines.

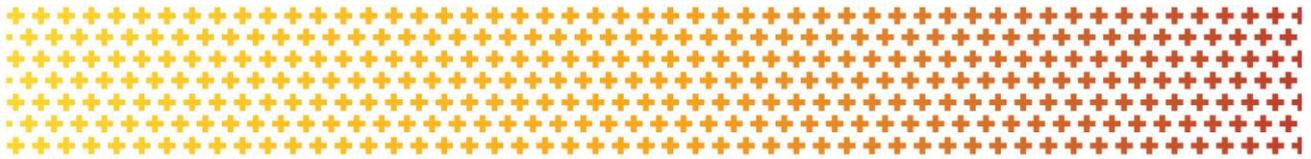
35. I hired staff on a short-term basis to deliver specific tasks, instead of outsourcing to consultants or contractors. Can I claim their costs?

It will depend on what basis the staff were hired. Wages and associated costs are not eligible expenditure able to be claimed under this program. For the purposes of this program, wages are considered to be regular payments, provided to full-time, part-time or fixed term employees or long-term casual employees (employed on a regular and systematic basis during the 12-month period that ended 1 July). Regular payments may be salary instalments or calculated on an hourly basis. Payments to short term casual employees, consultants or contractors are not considered to be wages and their costs can be attributed to the goods or services they were engaged to deliver.

Please refer to section 5.3 of the Grant Opportunity Guidelines.

36. If I am a Capital City Royal Show, large agricultural show or large field day, and I submit an application before 9 October 2020 and then a supplementary expenses claim in early 2021, do I need to provide an independent statement of financial verification from an auditor each time?

Yes. Large agricultural shows and large field days and Capital City Royal Shows are required to provide an independent statement of financial verification from an auditor for all costs claimed under the program.



Please refer to section 5.2 of the Grant Opportunity Guidelines

37. What are set-up costs?

Set-up costs are any un-recoverable costs incurred in preparation for the cancelled event. This may include purchase or rental costs for event specific goods, services or equipment, or payments to short term casual employees, consultants or contractors to deliver goods or services.

Please refer to section 5.3 of the Grant Opportunity Guidelines.

38. The Grant Opportunity Guidelines did not mention that I have to provide Governance Documentation as part of my application, but the application form asks for it. Is it necessary to provide these documents?

No, it is not. This is a required field for the online application system however you do not need to provide this documentation for this grant opportunity. Provision of this documentation is optional and will not affect the outcome of your application.

Questions and Answers added on 22 September 2020

39. What should I write for the application question that asks me to provide a brief description of my project or the services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines?

This is a required field for the online application system however you do not need to provide detailed information and your answer will not affect the outcome of your application.

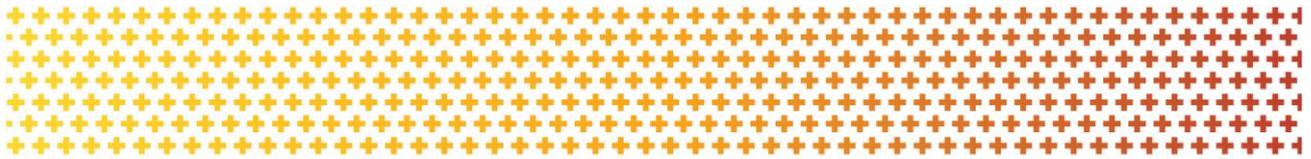
You may wish to use the following statement to answer the question: 'Our organisation is seeking reimbursement of eligible costs incurred as a result of cancelling our event because of COVID-19. Cash flow support at this time is critical to ensuring we can continue with our event in future years'.

40. Rent, rates and utilities – are these specific to the showgrounds where the event would be held or the office where the agricultural show or field day operates from?

Rent, rates and utilities can be claimed for any commercial premises the agricultural show society or field day organisers use to plan, manage or conduct the event that is the subject of the application.

41. Insurance – is this all insurance for the agricultural show or field day for this year or just workers compensation/public liability?

All insurance is eligible for reimbursement, within the parameters of the program funding caps.



42. Can we please confirm the definition of who is considered an attendee. Does this only refer to members of the general public attending, or does it include competitors who still pay in order to attend, vendors and stall operators?

All those who are required to purchase a ticket to the event are considered attendees for the purpose of this program.

43. I paid the invoice for my insurance for the 2019 calendar year in February 2019. Can I still claim insurance expenses for July 2019 to December 2019?

Yes. The guidelines allow applicants to claim the relevant proportion of expenses based on accrual accounting. The same would apply for other eligible expenses incurred in this way. Applicants should seek independent accounting advice if they need further guidance on this matter.

Questions and Answers added on 23 September 2020

44. We have received other state/territory or Commonwealth support grants under COVID-19 for operational costs such as rent and utilities. Are we eligible to submit a claim under this program too?

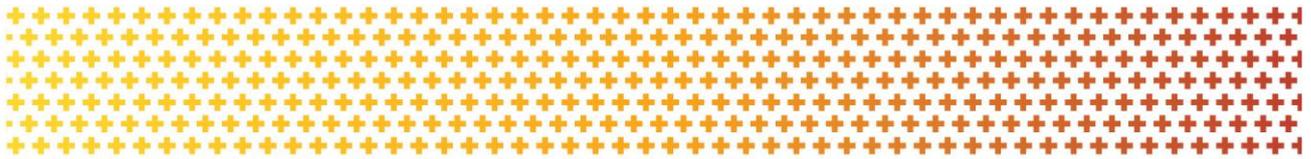
You are eligible to claim only those costs for which you have not already been reimbursed. For example, if you have received another grant from a state or territory government to cover a portion of your utilities and rent, you may not claim this portion as part of the Supporting Agricultural Shows and Field Days Program.

45. I am worried that COVID-19 restrictions will prevent an auditor from being able to complete an independent statement of financial verification because they cannot come to our offices. How should I manage this?

Noting that different parts of the country are subject to different restrictions, all applicants who require independent statements of financial verification will need to discuss their specific circumstances with their chosen auditor. There may be alternative ways to access the information they need to complete the verification.

46. Our annual audit usually takes weeks to complete. How can we expect to complete an independent statement of financial verification within the 3-week application period for this grant opportunity?

The Supporting Agricultural Shows and Field Days Program does not require applicants to undertake a full financial audit. Large shows and field days are only required to provide an independent statement that verifies that the costs you have claimed in the expense summary are costs you have borne in the period, or related to the period if recorded on an accrual accounting basis. If you expect that this process will take longer than the application timelines, please refer to section 6.2 of the Grant Opportunity Guidelines regarding late applications.



47. Can we provide our annual audit report instead of an independent statement of financial verification?

No, annual audit reports are not applicable as they will not verify the specific costs claimed in the application.

48. Who is an approved auditor?

An approved auditor is a person who is:

- registered as a company auditor under the *Corporations Act 2001* or an appropriately qualified member of Chartered Accountants Australia and New Zealand, or of CPA Australia or the Institute of Public Accountants; and
- not a principal, member, shareholder, officer, agent, subcontractor or employee of the Grantee or of a related body corporate or a Connected Entity.

Please refer to section 5.2 of the Grant Opportunity Guidelines.

49. Will the program cover the costs of an independent statement of financial verification even if our application is unsuccessful?

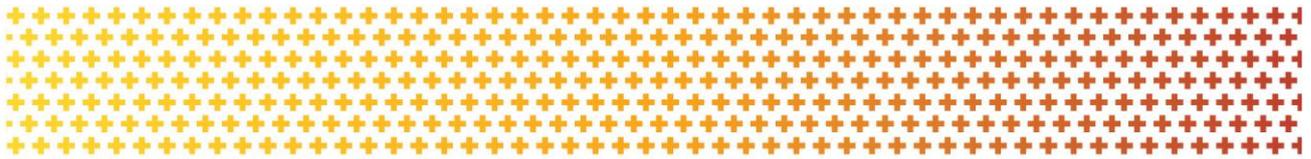
No. The cost is an eligible expense, and able to be claimed as part of your application. However, if your application is deemed ineligible to receive a grant, no costs will be reimbursed.

50. If we are a large agricultural show, can we apply as a medium agricultural show instead so as to avoid the requirement of an independent statement of financial verification?

The size of your show must be specified through the submission of a signed statutory declaration. A person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*.

51. When I open the Expenses Summary Template, it is difficult to read because the font is too small. How do I fix this?

The size of the template has been set at 100% but it may not open to this size on all devices. However, it is easy to adjust. Select the 'Enable Editing' button that appears at the top of the spreadsheet. You can then manually adjust the zoom level by sliding the indicator in the bottom right hand corner of the spreadsheet toward the plus sign.



Questions and Answers added on 24 September 2020

- 52. I have incurred costs for my cancelled show or field day for goods or services that are not exclusively for this event. For example, our insurance policy also provides coverage for other events hosted by us during the course of the year. Are such costs still considered eligible expenditure?**

Yes. The Grant Opportunity Guidelines stipulate that for expenditure to be deemed eligible it must have been paid by the applicant for the organisation of an agricultural show or field day that was scheduled to be held in 2020 and cancelled because of COVID-19. If goods or services were procured primarily for the purposes of organising an agricultural show or field day, they would meet this requirement even if additional benefit was derived for other purposes. The full value of such goods or services could be claimed as eligible expenditure.

- 53. Is there a template for the independent statement of financial verification?**

No. The auditor should provide a statement in whatever format they are comfortable with, and that is consistent with the requirements outlined in section 5.2 of the Grant Opportunity Guidelines.

Questions and Answers added on 28 September 2020

- 54. Are honorariums, provided in compensation for personal time and expenses, considered an eligible expense?**

Honorariums are not considered wages or associated costs. They are eligible expenditure within the 'other' category.

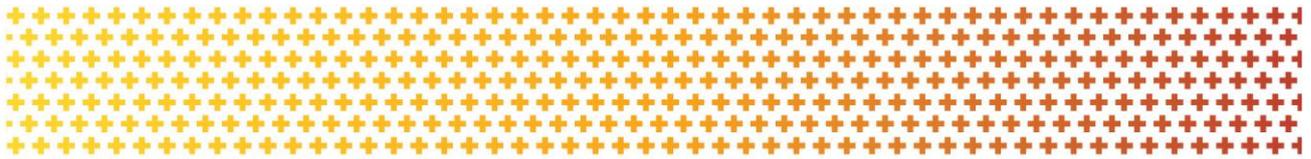
Please refer to section 5.2 of the Grant Opportunity Guidelines.

- 55. If we have known expenses for the second half of this year (1 July 2020 to 31 December 2020), can we use accrual accounting to include this expense in our initial application, or do we have to wait for the supplementary expense claims?**

The current application process is open for eligible costs for the period from 1 July 2019 to 30 June 2020 only. If you have an eligible cost for this period, the guidelines allow applicants to use accrual accounting to claim the relevant portion of expenses for the 1 July 2019 to 30 June 2020 period, regardless of when the invoice was or will be paid.

Costs for the period from 1 July 2020 to 31 December 2020 can only be claimed through a supplementary expense claim. Eligible applicants will be invited to submit a supplementary expense claim in early 2021 if their initial application does not utilise the maximum grant amount and if the local agricultural shows and field days grants are not fully subscribed.

Applicants should seek independent accounting advice if they need further guidance on this matter.



Question and Answer added on 30 September 2020

56. My show operates on the United States' financial year from 1 September to 31 August. Does this change the period in which I can claim eligible expenses?

No. Regardless the financial year you use for your operations, the current application process will only consider eligible expenses from 1 July 2019 to 30 June 2020.