
# Export Market Development Grants (EMDG) Round 4 – sample milestone report template for representative bodies

This document shows the questions that will be asked in the online milestone report for representative body grantees in Round 4 of the program. The milestone report must be completed and submitted via the EMDG online portal (the portal). This document will help you prepare for lodging your milestone report for Round 4.

As per the reporting obligations outlined in your grant agreement, all EMDG grantees must submit a milestone report for assessment. You must submit a milestone report for the reporting period, regardless of the amount you have spent (refer to section 9.4 of the Round 4 Grant Guidelines for further information).

This is a sample milestone report template and may change. To the extent of any inconsistency with the EMDG online portal, the milestone report form in the online portal prevails.

## Export Market Development Grants (EMDG) Round 4 – milestone report template for representative body grantees

As per the reporting obligations outlined in your grant agreement (section E), you must complete the online milestone report and submit it via the portal.

You, or an authorised representative, must complete and submit the online milestone report, even if you have not incurred eligible expenditure on export promotional activities and/or export training for this reporting period.

### General reporting requirements

| **Item** | **Response**  |
| --- | --- |
| Reporting Period | *This area is autogenerated* |
| Total grant amount for the grant agreement | *This area is autogenerated* |
| Maximum grant amount for this Reporting Period  | *This area is autogenerated* |
| Total grant monies received by the Grantee to date  | *This area is autogenerated* |

### Acknowledgement

[ ]  By completing this milestone report, I the grantee (or authorised representative of the grantee) confirm that I have met the requirements outlined in my representative body grant agreement. I acknowledge that non-fulfilment of the requirements as outlined in my grant agreement will make me ineligible to receive EMDG funding.

1. **If you have expenses below your approved grant amount (i.e. an underspend) or no eligible expenses,** **please explain why you have not undertaken the activities as outlined in your Plan to Market and promotional expenses and/or your Training Plan at application**.

*<<Provide a response>>*

### Representative body structure

1. **I confirm that I have a valid Australian Business Number (ABN).** [ ]
2. **Have there been any changes to the structure of your organisation since you were issued your grant agreement** (e.g. entity type, entity name change, change of constitution, the remit of your organisation)?

Yes/No

	* **If ‘Yes’, please provide details of these changes.**If your Memorandum of Incorporation, Articles of Association or Constitution has changed, please provide the latest version.

	*<<Provide a response>>*
3. **I confirm that I still satisfy all of the relevant requirements for Representative Bodies, as outlined in section 4.1.2 of the grant guidelines.** [ ]
4. **I confirm that the activities that I have undertaken during the duration of the reporting period have supported my Small to Medium Enterprise (SME) members to export their eligible product(s) and/or to undertake export readiness training.** [ ]

1. **At the time of submitting the milestone report, I declare I am compliant with my obligations under taxation laws, rulings and guidelines.** During the milestone report assessment process we may require you to provide evidence that you have satisfied your tax obligations*.* [ ]
2. **What is the total number of Australian-based employees of your organisation for the reporting period?** Include all full, part time and casual employees, and contractors based in Australia.

*<<Insert number>>*
3. **What is the total number of overseas-based employees of your organisation for the reporting period?** Include all full, part time and casual employees, and contractors based outside Australia.

*<<Insert number>>*
4. **How many SME members (with turnover under $20m) did you support during the reporting period?** Provide an amount.

*<<Insert number>>*

### Outcomes achieved during the reporting period

1. What outcomes have you achieved as a result of your export promotion or training activities for this reporting period? (Refer to your grant agreement and the Grant Guidelines for requirement details for representative bodies).

Note that it is a condition of your grant agreement (for representative body grantees) to have either undertaken new marketing and promotional activities on behalf of SME members; and/or have delivered (or arranged to deliver) export training activities to support SME members.

**You must select from the below options.** Choose all that apply.

* Undertaken new marketing and promotional activities on behalf of SME members
* Reviewed existing marketing and promotional activities and updated and adjusted them to ensure they align with current market circumstances and diversified market opportunities
* Specifically expanded activities to support new markets beyond current markets (as was proposed in your Plan to Market)
* Delivered marketing and promotional activities on behalf of SME members that have previously been undertaken with no change
* Delivered export training activities to support SME members to become export ready
* Arranged to deliver export training activities to support SME members to become export ready
* Undertook fewer marketing and promotional activities than planned
* Did not undertake marketing and promotional activities (have not incurred eligible expenditure on export promotional activities for this reporting period)
* Other

**a.** If other, please describe. This could include any additional benefits that may not have been planned or unintended consequences.
 *<<Provide a response>>*

***(Conditional) ONLY for grantees who choose one or more of the first three options in Question 10.***

1. **Would you have undertaken the export promotional activities and/or export training activities for your SME member businesses without the EMDG grant?**

Yes/No

***(Conditional) Questions 12 – 21 apply to Representative Bodies who have undertaken export promotional activities on behalf of SME members (i.e. conditional for grantees who choose ‘Undertaken new marketing and promotional activities on behalf of SME members’ in Question 10).***

1. **List the markets (up to 10) where you have conducted export promotional activity.** These may only be from the markets that are included in your list of targeted export markets, as per your approved application.
2. **What are the new export promotional activities that you have undertaken on behalf of your SME members to promote their eligible products in the reporting period**? *Please use a new line item/dot point for each high-level activity. Please note where you undertook:*
	* *your proposed activities in your Plan to Market to expand to new markets and where you delivered marketing or*
	* *promotional activities on behalf of your SME members that have previously been undertaken with no change.*

*<<Provide a response>>*

1. **How did you review existing marketing and promotional activities, update and adjust them to ensure they align with current market circumstances and diversified market opportunities?**

*<<Provide a response>>*

1. **Did you undertake different export marketing and promotion activities to those in your Plan to Market?** If so, explain the reason behind this change, and what has changed. If not, put N/A.

 *<<Provide a response>>*

1. **Describe the business goals that you have achieved for your SME members through your export promotional activities, and how you have measured export success**.

*<<Provide a response>>*
2. **Did your business goals for your SME members (as outlined in your Plan to Market) change?** If so, explain the reason behind this change (e.g. due to surpassing planned goals or change of strategy). If not, put N/A.

*<<Provide a response>>*
3. **Describe your business goals for your SME members for the next reporting period (if applicable).** *<<Provide a response>>*
4. **How have your promotional activities benefitted your SME members, and aligned with your SME members’ needs?***<<Provide a response>>*
5. **How many SME members have you successfully supported with your new export promotional activities?**

*<<Insert number>>*

1. **Describe the characteristics, types and sizes of businesses that have been supported by your new export promotional activities.***<<Free text box response>>*

***Questions 22 - 27 apply only to Representative Bodies who have delivered or arranged to deliver export training for their SME members (i.e. conditional for grantees who choose ‘Provided export training to help them become export ready’ in Question 10).***

1. **Who delivered your export readiness training activities?**
* Your representative body
* An export training provider arranged by you – please name the provider
1. **What businesses did your representative body provide export training for?**
* SME members that are new to export to become ready for export
* SME members wanting to develop marketing skills to promote eligible products overseas
* Both
1. **Describe the export training activities that you delivered to your SME members.** *<<Provide a response>>*
2. **Did you undertake different export training activities to those in your Export Training Plan?** If so, explain the reason behind this change. If not, put N/A.

*<<Provide a response>>*
3. **How have your export training activities specifically benefitted your SME members, and aligned with your SME members’ needs?**

*<<Provide a response>>*
4. **How many SME members did the training benefit?**
*<<Insert number>>*

Eligible expenditure

You must complete the eligible expenditure table. Before filling out the table please note:

* If you have not incurred eligible expenditure on export promotional activities and or export training activities for this reporting period, select “No expenditure” from the eligible expenditure category field and input zero (0) into both columns.
* You must disclose only on ‘eligible expenses’ for ‘eligible products’ as defined in the EMDG Act, Rules and Round 4 Grant Guidelines.
* You must not seek grant funding to support any excluded expenditure as defined in the EMDG Act, Rules and Round 4 Grant Guidelines. Specifically, expenses for promoting products that are subject to trade sanctions or that might have a detrimental impact on Australia’s trade reputation are not eligible and must not be included. Refer to section 5.3.2 of the EMDG Round 4 Guidelines for a full list of ineligible expenses.
* The total grant sought cannot be greater than the maximum grant amount that is stated in your grant agreement for the reporting period. Your obligation is to match the dollar value of the grant monies you receive (this means you must spend double the grant amount in total), noting:
	+ If you spend more, you will not receive more grant money. The amount in your grant agreement (the amount payable by Austrade) is the maximum you will receive (e.g., if your grant agreement is for $50,000 and you spend $90,000 on eligible expenditure you will only receive $45,000).
	+ If you spend less, you will only receive an amount equal to the amount you contributed (i.e. the overall amount you will receive from Austrade will be less than the amount in your grant agreement).
* The maximum grant amount for Representative Bodies is $50,000 per financial year.
* Your *Total actual expenditure* will be automatically calculated in the table as the sum of the amounts you entered for each eligible expenditure category.
* Your actual expenditure for the reporting period can only be included in this table if it falls within one of the eligible expense categories.
* Your *Total grant amount sought* per financial year is calculated as 50% of your actual eligible expenditure up to the maximum grant amount.
* You can only receive a grant for eligible expenditure.
* You must match the *Total grant amount sought* with your own funds. Please double check your *Total grant amount sought* and ensure that you have matched the grant with your own funds.

#### Apportionment of expenses

Where only a portion of an expense is an ‘eligible expense’ you must provide details of the apportionment and the basis upon which the apportionment has been made. For example, travel expenses where a component of the trip relates to activities that are not part of your eligible activity, that component is not able to be claimed as an eligible expense.

1. **Complete the table for all eligible expenditure categories for which you are seeking a grant payment in this reporting period.** All eligible expenditure should be GST exclusive.

| **Eligible expenses category** | **Total actual expenditure (for the financial year) (AUD)** | **Total grant amount sought (for the financial year) (AUD)** |
| --- | --- | --- |
| *Maintaining a representative in a foreign country* |  |  |
| *Short trips to a foreign country*  |  |  |
| *Consultants* |  |  |
| *Short trips within Australia* |  |  |
| *Foreign buyer visits* |  |  |
| *Soliciting for business in a foreign country* |  |  |
| *Free samples* |  |  |
| *Promotional and advertising material* |  |  |
| *Intellectual property rights* |  |  |
| *Export training activities* |  |  |
| **TOTAL**  |  |  |

#### Detailed description of the eligible expenses for the activity (for each expense category)

1. Provide a detailed description of the expenses for the selected expense categories.

This should include both the eligible expense category and an explanation of what the expense was, as well as any apportionments applied. Your response should make clear how the activity and expenditure is eligible and assists in meeting your goals.

For example, “Promotional and advertising material: CM conducted a bespoke digital Malay language marketing campaign (email, socials and targeted advertising) to raise CM’s profile and showcase the work of members”.

*<<Free text box response>>*

#### Overseas representatives and consultants

If the expenses include maintaining a representative/s in a foreign country and/or engaging consultants, the following information is required for each representative and/or consultant:

Cost of the overseas representative and/or consultant (in AU$)

Name of the overseas representative and/or consultant

Registered address

Phone

Email address

A breakdown of how the expenses were paid (EFT, Cash, Contra) and when the expenses were paid

For expenses in these categories of $30,000 or more, you must submit a signed and dated copy of the agreement or contract with your overseas representative.

### Expenditure per market

1. **Enter your promotional expenditure for the reporting period in the table below.**

Please note:

* Expenditure should be attributed to the target export market, up to a maximum of 10 markets. The markets listed in this table should match those listed in your application. If you are unsure about what constitutes a market, please refer to the EMDG Round 4 Grant Guidelines.
* Unspent grant funds will need to be repaid or offset against a future grant payment under your existing grant agreement.

| **Market** | **Promotional ExpenditureA$** |
| --- | --- |
| 1. Export Market 1
 | $ |
| 1. Export Market 2
 | $ |
| 1. Export Market 3
 | $ |
| 1. Export Market 4
 | $ |
| 1. Export Market 5
 | $ |
| 1. Export Market 6
 | $ |
| 1. Export Market 7
 | $ |
| 1. Export Market 8
 | $ |
| 1. Export Market 9
 | $ |
| 1. Export Market 10
 | $ |
| **Total** | $ |

**Optional:** *<<Provide a response>>*

### Grantee bank account details

1. **I confirm the bank account details (as per Section D of the grant agreement) are correct.**
	1. If no, please provide updated details:

BSB Number:

Financial institution and branch:

Account number:

Name on bank account:

### Report finalisation

Prior to submitting your milestone report it is important to review the information to confirm that you:

* have completed all the relevant fields and the information is accurate.
* have requested a grant payment only for eligible expenses as per the EMDG Act and Rules.
* have excluded expenses and/or earnings that are subject to trade sanctions or that may have a detrimental impact on Australia’s trade reputation.
* will upload a paid invoice (or other supporting documentation) to substantiate the largest eligible expenditure item related to the Grant Activity during the Reporting Period as evidence; and
* will be able to provide invoices, payment records and other supporting evidence of all eligible expenditure for which you are seeking grant funds and be able to explain how the expenses have been spent in accordance with the grant agreement. Austrade may ask you for further information and documentation under Section 102 of the EMDG Act.

[ ] **I have reviewed the information I have provided and confirm that it is accurate.**

### Agreed evidence

You, the Grantee, must ensure the following required evidence is included with your milestone report. Note that additional information can be requested as necessary under Section 102 of the EMDG Act:

1. a paid invoice (or other supporting documentation\*) for the largest expenditure item, per expenditure category.
2. Profit & Loss statement and Balance sheet for the grant activity period.
3. airline itineraries for each flight taken (where costs are incurred in the ‘short trip’ or ‘foreign buyer’ categories (itineraries must be airline-issued and include travel dates and class) (if applicable). Where you have purchased higher class travel, you must also include evidence of the economy equivalent class airfare in your milestone report.
4. a signed and dated contract with overseas representative/s (if applicable).
5. a signed and dated contract with consultant/s (where the category spend is $30,000 or greater) (if applicable).
6. evidence of payment to overseas representative/s (where the category spend is $30,000 or greater) (if applicable).
7. evidence of payment to consultant/s (where the category spend is $30,000 or greater) (if applicable).

\*In the event that a paid invoice is not readily available, you must provide one or more of the following supporting documents in respect of the largest expenditure item:

an Agreement or Letter of Appointment, showing the relationship, role, duties, function and reporting requirements from a third-party supplier or service provider.

credit card or bank statements (these must be listed in the name of the grantee, as per the grantee’s name on their grant agreement).

journal or general ledger transaction details.

details of remuneration (e.g., Payslips, Employment contracts).

Invoices (or other supporting documentation) need to be provided in English or translated (and if requested, verified by a professional translator) to English.

[ ] **I have included the required evidence and acknowledge that Austrade may request additional information as necessary under Section 102 of the EMDG Act.**

### Declaration

I confirm that the information in this report has been reviewed by and confirmed as correct by [Insert grantee authorised person name], as the authorised person of the Grantee. (Please note: the ‘authorised person’ must be the same person who accepted the EMDG agreement, or person otherwise notified to Austrade by the Grantee as the authorised representative of the Grantee). For the purpose of this declaration, ‘I’ refers to either the Grantee or the authorised representative of the Grantee.
I am authorised by the Grantee to submit this report and declare:

* the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995 (Cth).*
* the activities undertaken and the expenditure incurred is in accordance with the grant agreement.
* I have not used EMDG funding to pay for business-as-usual activities.
* I have not used EMDG funding to pay for promotional activities that promote a different product(s) from that included in my grant agreement.
* I have no outstanding disqualifying convictions.
* I am not currently under insolvency administration.
* My SME members continue to have a designated connection to eligible product(s).
* I have contributed at least 50% of my own monies to the grant activities and have not included other sourced grant funds as part of my matching amount.
* I can match the *Total grant amount sought* and can provide further information to substantiate the budgeted planned expenditure for the reporting period.
* I have endeavoured to use the [Australia Nation Brand](https://www.brandaustralia.com/) logo on all signage, publications and promotional activities when promoting my SME members’ eligible product(s). I acknowledge that any use of Australia’s Nation Brand logo must be done in accordance with the Australia Nation Brand Guidelines, including all requirements in relation to sizing, colouring, alignment and placement.
* I have not conducted business in an unprofessional or unethical manner.
* I am not included on the National Redress Scheme’s list of *Institutions that have not joined or signified their intent to join the Scheme.*
* I am aware (or [if not submitted by the authorised person] the authorised person of the Grantee has confirmed to me that they are aware) of the Grantee’s obligations under their grant agreement, including survival clauses.
* I am aware (or [if not submitted by the authorised person] the authorised person of the Grantee has confirmed to me that they are aware) that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the Grantee where the Grantee is in breach of the grant agreement.
* I am aware Austrade may share the Grantee’s personal information to third parties for the purpose of assessing this report. Personal information includes, for example, a person’s name, contact details, position and any financial information regarding that person.
* I agree (or [if not submitted by the authorised person] I have confirmed with the authorised person of the Grantee who agrees) to maintain the following records:
	+ identify the receipt and expenditure of the Grant and any Other Contributions separately within the Grantee's accounts and records, so that at all times, the Grant is identifiable; and
	+ keep financial accounts and records relating to the Activity to enable all receipts and payments related to the Activity to be identified and reported; and
	+ keep records of the reports submitted in accordance with the Grant Details. The Grantee agrees to maintain the records for five years after the Activity Completion Date and provide copies of the records to the Commonwealth representative upon request.

[ ]

* **By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.**

**Details of authorised person submitting this milestone report:**

**Title:**

**Given name:**

**Family name:**

**Position:**

**Date:**