

# Export Market Development Grants (EMDG) Round 4 – sample milestone report template for Tier 2 grantees

This document shows the questions that will be asked in the online milestone report for Tier 2 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 EMDG Round 4 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 Tier 2 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 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 and confirmation of export

By completing this milestone report, I the grantee (or authorised representative of the grantee) confirm that I have met the requirements outlined in my Tier 2 grant agreement. I acknowledge that non-fulfilment of the requirements as outlined in my grant agreement will make me ineligible to receive EMDG funding.

Have you successfully achieved an export sale within your existing market/s during the reporting period?  
 Yes/No*If you have not successfully achieved an export sale within your existing market/s during the reporting period, please explain the circumstances under which this has occurred.*

*Note that you have not fulfilled the requirements of your grant agreement and will not be eligible to receive EMDG funding.*

*<<Provide a response>>*

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 at application.

*<<Provide a response>>*

Note that submitting a $0 report, or expenses below the minimum amount, will count towards your total EMDG 8-year cap. Calculations towards your 8-year EMDG cap are based on *entering into* a grant agreement or the number of grants paid. This includes all financial years that a grant agreement was *entered* into, irrespective of whether you reported nil activity, or received no grant payment. This means that this year will count towards your 8-year total, regardless of whether you receive a payment.

### Business structure

1. **I confirm that I have a valid Australian Business Number (ABN).**
2. **I confirm that I have spent more than $20,000 (of my own money) for the reporting period, on eligible promotional activities.**
3. **Have there been any changes to your business structure during the reporting period** e.g. entity type, business/entity name change, change of directors or partners, or change of ownership?

Yes/No

1. **If ‘Yes’, please provide details of these changes.** *<<Provide a response>>*
2. **I confirm that I have continued to export eligible product(s) for the duration of the reporting period.**

**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*.*

1. **In this financial year, were you a part of a group of related companies?**

Yes/No

* 1. **If ‘Yes’, list all holding companies and all subsidiaries, as well as overseas registered companies in that corporate group.**

*<<Provide a response>>*

1. **What is the total number of Australian-based employees of your business for the reporting period?** Include all full and part time employees, contractors and working directors based in Australia.  
     
   *<<Insert number>>*
2. **What is the total number of overseas-based employees of your business for the reporting period?** Include all full and part time employees, contractors and working directors based outside Australia.  
    *<<Insert number>>*
3. **What was the annual turnover of your business for the financial year?** Annual turnover is the total ordinary income that you derive in the income year in the course of running your business.   
    *<<Enter the $ amount>>*

### Outcomes achieved during the reporting period

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

Note that it is a condition of your grant agreement (for Tier 2 grantees) to have expanded your marketing and promotional activities; and have undertaken marketing and promotional activities (within an existing market).

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

* Expanded marketing and promotional activities (doing more than you were before the grant)
* Undertaken marketing and promotional activities (within an existing market)
* Achieved export sales for eligible products from an expanded/new marketing or promotional activity
* 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) For all Tier 2 grantees EXCEPT those who chose “Did not undertake marketing and promotional activities” in the Question 10.***

1. **Would you likely to have expanded your export promotional activities within existing markets without the EMDG grant?**Yes/No

***(Conditional) Questions 12-16 to be answered by all Tier 2 grantees EXCEPT those who chose “Did not undertake marketing and promotional activities” in Question 10.***

1. **List the markets (up to 10) where you have conducted export promotional activity.** You can only list the target markets that you indicated in your application form.
2. **What are the export promotional activities that you have undertaken to promote your eligible products in the reporting period.** *Please use a new line item/dot point for each high-level activity.*

*<<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>>*
2. **Describe how your export promotional activities have expanded during the reporting period.**

*<<Provide a response>>*

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

*<<Provide a response>>*

1. **Did your business goals (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>>*
2. **Describe your business goals for the next reporting period (if applicable).***<<Provide a response>>*
3. **As a result of your increase in export activities, have you employed additional staff (full time, part time or casual)?**

Yes/No.

1. **If ‘yes’ how many additional staff have you employed?***<<Provide a response>>*

### 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 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.
* Eligible expenditure categories are outlined in the Round 4 Grant Guidelines. Please note there are limits to certain eligible expenditure categories.
* 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, provided this is equal to or greater than $20,000 (e.g., if your grant agreement is for $50,000 and you spend $35,000 on eligible expenditure you will not receive grant funding as your spending is under the minimum grant payment amount).
* To receive a payment, your total eligible expenditure cannot be less than $40,000 per financial year.
* The maximum grant amount for Tier 2 is $50,000 per financial year.
* Your *Total actual expenditure* will be automatically calculated in the table as the sum of the amounts you enter 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.
* Your *Total grant amount sought* cannot be less than $20,000 per financial year
* If you end up spending less than $20,000 per financial year (of your own money) on eligible promotional activities, you will not receive a grant payment. You may be asked to repay the grant if you have already received it.

#### 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* |  |  |
| **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, “Consultants: SparkCell engaged a local Public Relations consultant to help strengthen brand awareness of the company in Taiwan”.

“Short trips to a foreign country: Return economy airfares and daily travel allowance for the two business directors to travel from Brisbane to Hong Kong to exhibit at an international trade show, dates of travel 1/11/2025 - 5/11/2025”.

*<<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

A copy of the representative agreement/contract (signed and dated)

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.

### Export earnings

1. **Enter your export earnings and 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 section 13 of the EMDG Round 4 Guidelines.

If you have not received export earnings and/or have not incurred expenditure for the reporting period, you must still report the market that you have attempted to enter, and input “0” into the expenses and/or earnings fields to be able to submit your report successfully.

Unspent grant funds will need to be repaid or offset against a future grant payment under your existing grant agreement.

| **Market** | **Promotional Expenditure A$** | **Export Earnings A$** | **First export earnings into market?  Y/N** |
| --- | --- | --- | --- |
| 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>>*

1. **What are the total export earnings for your business?** *This should include all sales, including those that you are reporting activities for EMDG.*

### 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. evidence of 2 export sales within the 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).

Additionally, as per section D of your grant agreement, you must demonstrate (on request) that you have sufficient funds from their own financial resources to carry out their intended Activity. This needs to be at least $20,000.

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 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.
* I 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.
* (Where my grant agreement includes the 2026-27 financial year), I have the minimum $20,000 per financial year to match the minimum grant of $20,000 per financial year. I have provided evidence i.e. a recent bank statement to support this.
* 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 business’ 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:**