



Australian Government

Wine Australia

Wine Export Grants

Grant program guidelines

November 2017

Opening date:	2 January 2018
Closing date and time:	5.00pm ACDT on 01 May 2020
Commonwealth entity:	Wine Australia
Enquiries:	If you have any questions, please contact Wine Australia, Wine Export Grants, (08) 8228 2000 Email: grants@wineaustralia.com
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Contact

Wine Export Grants

Wine Australia

Telephone: (08) 8228 2000

Email: grants@wineaustralia.com

Web: <http://erwsp.wineaustralia.com>

Postal address: PO Box 2733, Kent Town SA 5071

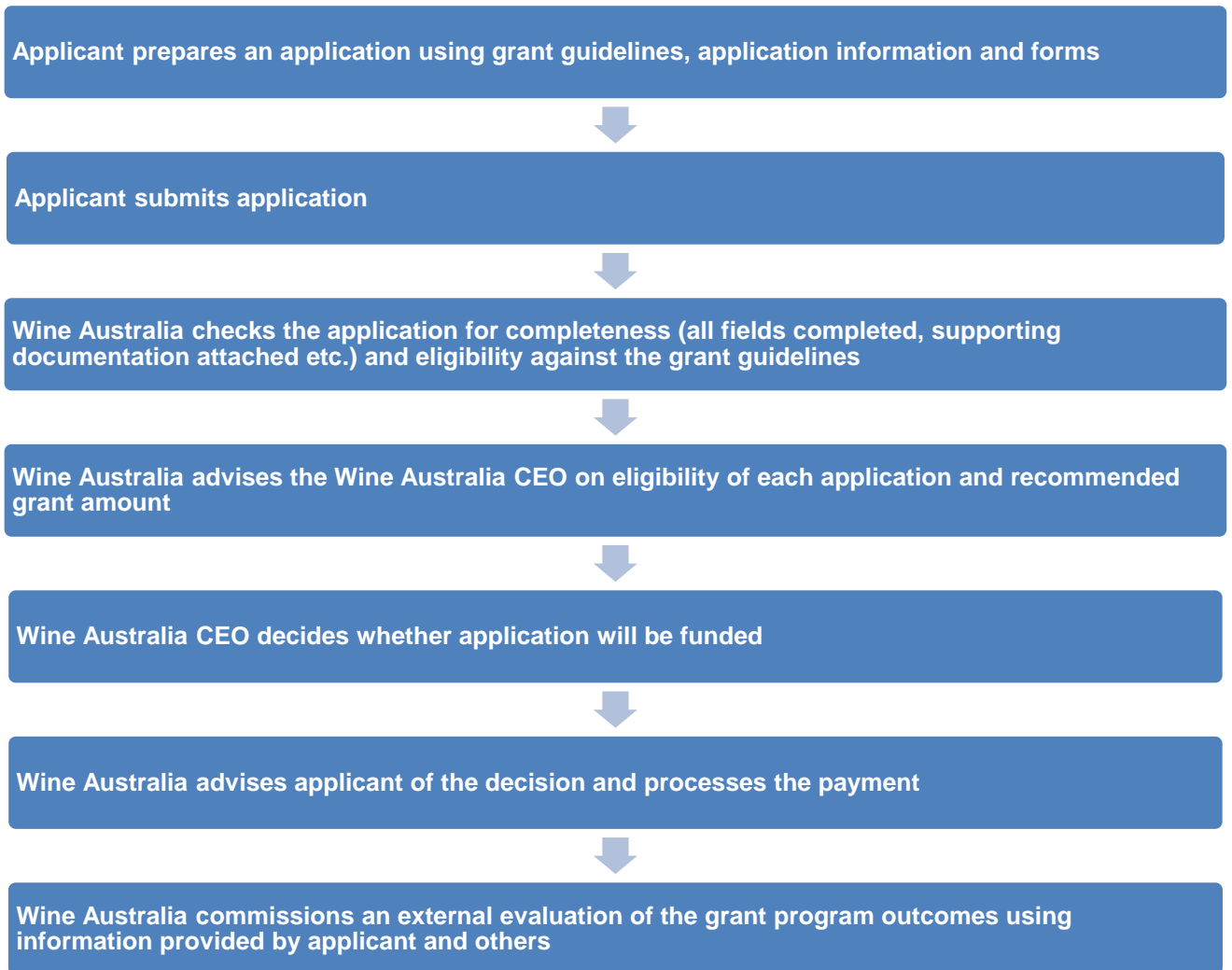
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Figure 1 Grant program process flowchart



1 Program overview

The Australian Government's \$50 million Export and Regional Wine Support Package (the Package) seeks to transform the Australian grape and wine industry by driving demand for wine exports and showcasing Australia's wine tourism to the world.

One of the aims of the Package, is to build the capability and capacity of small and medium wine businesses to capture export and tourism opportunities, particularly in China and the United States of America.

As a component of this, Wine Export Grants will be offered for specific export promotion activities aimed at supporting small and medium-sized enterprises to secure new distribution channels in China, Hong Kong, Macau and/or the United States of America.

The Wine Export Grants are part of the Export and Regional Wine Support Package. Wine Australia is administering these reimbursement grants on behalf of the Commonwealth and in accordance with paragraph 2.9.d of the Commonwealth Grants Rules and Guidelines (CGRGs) the Wine Exports Grants will be administered in accordance with the CGRGs.

2 Program objective

The objective of the *Wine Export Grant Program* is to reduce the transaction costs of securing new distribution channels for *wine* exporters and for promoting wine exports, and in doing so increase the opportunity to grow exports from Australia to China, Hong Kong, Macau and the United States of America.

3 Program evaluation

A mid-term review of the Package will be carried out in November 2018 and a final evaluation in May 2020. Both the review and the evaluation will examine the extent to which the program is meeting its stated objectives and the degree to which it is contributing to the broader objectives of the Package.

Successful applicants may be invited to participate in the mid-term review and program evaluation.

4 How the grant program will operate

A total of \$1 million will be available between 2 January 2018 and 1 May 2020. No further funding for the grant program will be made available. Applications for the Wine Export Grant will be received and assessed on a demand driven basis during this period or until the grant program's funds have been fully committed, whichever comes first.

The grant will act as a reimbursement for costs already incurred. Only expenses incurred on or after 1 January 2018 will be eligible for claiming under the grant. Applicants can make a maximum claim of AUD\$25,000 and can only receive the grant once within the duration of the grant program. If you submit an application which is unsuccessful, you are able to apply again subject to grant funding availability.

Wine Australia will assess applications in the order of submission and determine eligibility for grants up to AUD\$25,000, subject to funding availability. The grant will be calculated as 50 per cent of total eligible expenses, plus an allowance of AUD\$350 per day for all on ground and

incidental costs (e.g. vehicle hire, telephone and internet costs, foreign currency exchange costs, meals, laundry, taxis, hospitality costs), including accommodation and translation or interpreter services, capped at 14 days. The allowance forms part of the maximum grant amount of AUD\$25,000. The GST component of incurred expenses cannot be claimed under the Wine Export Grants program.

Wine Australia will seek to make payment within four weeks of an application being approved.

Wine Australia will maintain real time information on its website about the value of the grant monies that have been committed, and the remaining balance available for applicants to access. Advice may also be provided through updates to GrantConnect that will facilitate a notification to registered GrantConnect users who have downloaded the guidelines and/or submitted an application.

You should not plan or make financial commitments which assume you will receive any particular level of payment. Wine Australia accepts no liability for any loss arising from the actions of an applicant who assumes any particular level of payment.

5 Program dates

Table 1 Program dates

Milestone	Anticipated date
Applications open	2 January 2018
Applications close	1 May 2020, or expiration of funds, whichever comes first
Decision on eligibility of application	Within four weeks of receipt of an application
Payment of grant funds	Within four weeks of application being approved

6 Eligibility criteria

6.1 Eligible applicants

If you are a *wine producer* in Australia you may apply for the grant if you:

- a) had an *aggregated turnover* of less than AUD\$20 million, including an *export turnover* of less than AUD\$5 million, during the financial year immediately preceding your application
- b) promote your *Australian wine product* for export to China, Hong Kong, Macau and/or the United States of America; this includes the export promotion activities being applied for through this grant.

Once a *wine producer* has received advice that their application was successful, no further applications for this grant will be accepted from that *producer* or any *associated producers*.

6.2 Eligible expenses

The grant will be calculated as 50 per cent of total eligible expenses, plus an allowance of AUD\$350 per day for all on ground and incidental costs (e.g. vehicle hire, telephone and internet costs, foreign currency exchange costs, meals, laundry, taxis in countries other than Australia, hospitality costs), including accommodation and translation or interpreter services,

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capped at 14 days. The applicant must be away from Australia for more than 12 hours of any given day to be eligible for the daily allowance.

Some eligible expenses also have a cap applied per expense item.

You may claim for reimbursement of expenditure on specific export promotion activities undertaken on or after 1 January 2018.

You can only submit costs incurred for an individual (e.g. flights, daily allowances) if that individual was either an owner, partner or designated representative of the entity submitting the claim. Each claim can include multiple eligible individuals.

For costs incurred in a foreign currency you will need to provide the foreign currency amount and also convert this amount to Australian dollars. You can do this by accessing a currency converter via the internet (eg. www.xe.com or www.oanda.com). The exchange rate must be the rate applicable on the date the expense was paid. Evidence of the relevant exchange rate must be supplied as an attachment to your application.

You cannot claim the GST component of any incurred expenses.

In addition to the daily allowance, you can claim:

- a) The costs of travel for a single promotional visit to China, Hong Kong, Macau and/or the United States for *Australian wine product*, including:
 - i. Airfares (50 per cent of flight value for each flight taken, with the amount payable for each flight capped at AUD\$2,500)
 - ii. Taxi fares to and from Australian airports
 - iii. Departure taxes incurred overseas
 - iv. Visas.
- b) Free samples
 - i. The cost of providing free samples of the product you are promoting for export, calculated as the *notional wholesale selling price* of the product samples, payable up to AUD\$2,500 including freight or transport costs for those samples.
- c) Trade fairs, seminars and in-store promotions
 - i. Costs directly related to participating and promoting your product in an international trade fair, seminar, international forum, or private exhibition based in China, Hong Kong, Macau and/or the United States.
- d) Marketing and advertising collateral
 - i. Promotional material tailored for Chinese or United States audiences, such as brochures, videos, advertising and website development, where the cost is incurred within 12 weeks either prior or post a marketing/trade visit to China, Hong Kong, Macau and/or the United States.
 - ii. Logistical costs associated with dissemination of material identified in 6.2d)i.

6.3 Ineligible expenses

You cannot claim expenses that:

- a) were incurred before 1 January 2018 (with the exception of 6.2d))
- b) are a GST component of any incurred expenses
- c) were incurred by an *associated producer* to that which is making the claim
- d) are not promotional (such as product development/refinement)

- e) relate to promotional or advertising activity in markets other than China, Hong Kong, Macau and/or the United States
- f) relate to promotional or advertising activity outside of the promotional visit being claimed for, with the exception of costs specified in section 6.2 d)
- g) are salaries, commissions or discounts
- h) are freight or transport costs (other than those incurred under sections 6.2 b)i or 6.2d)ii).
- i) relate to travel insurance
- j) are or will be funded or reimbursed by a third party other than Wine Australia
- k) are in payment of an Australian tax, levy or charge
- l) relate to an activity which is illegal or unlawful under Australian law or under the law of the third-party country in which the activity occurred
- m) are incidental or on-ground costs which will be covered through the daily allowance (vehicle hire, telephone and internet costs, foreign currency exchange costs, meals, laundry, taxis in countries other than Australia, hospitality costs, accommodation or translating/interpreting services).

7 How to apply for funding

7.1 Application preparation

Applications can be made in the grant application online portal which can be accessed via: <http://erwsp.wineaustralia.com>.

Applications must be submitted in accordance with the instructions provided in the portal and be received by Wine Australia by the specified deadline published on the website. All applications will be registered and acknowledged by email.

If you experience any difficulties in accessing or using the online portal you can email grants@wineaustralia.com or phone on (08) 8228 2000 prior to the application closing date to request assistance.

Wine Australia may post Frequently Asked Questions (FAQs) on the application process on GrantConnect and in the grant application online portal.

When preparing the application, ensure that you have:

- a. Read and understood the program guidelines
- b. Met the eligibility criteria
- c. Used the grant application online portal
- d. Provided correct budget details of eligible expenses
- e. Had an authorised person sign the form
- f. Uploaded any required supporting documentation
- g. Submitted the application by the deadline published on GrantConnect.

Any modifications to the application form – such as rewording or removing questions or sections – will render your application ineligible.

If you have questions, please read any published FAQs, or contact Wine Australia directly.

7.2 Late applications

Applications that are not received by the published closing date cannot be submitted via the portal and may not be accepted. Wine Australia may consider the submission of late

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applications under extenuating circumstances provided an alternative timeframe has been agreed prior to the closing date or the delay is a result of an issue with Wine Australia's information and communication technology systems. Requests for an extension of time to lodge an application must be made in writing to Wine Australia via grants@wineaustralia.com. Any decision by Wine Australia to accept or not accept a late application will be final.

7.3 Corrections

It is the responsibility of the applicant to ensure their application is complete and correct. Wine Australia will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with the guidelines, or arising from any discrepancies, ambiguities, inconsistencies or errors in an application.

If an applicant discovers any material discrepancy, ambiguity, inconsistency or errors in their application, they must immediately bring it to the attention of Wine Australia in writing via grants@wineaustralia.com.

Wine Australia may request clarifying information from an applicant and allow them to remedy any discrepancy, ambiguity, inconsistency or errors in an application. Wine Australia may consider information submitted by an applicant after the closing date for the purpose of resolving any material discrepancy, ambiguity, inconsistency or errors in an application. For assessment purposes, the date Wine Australia receives all requested information will be considered the date that Wine Australia has received the application. See Section 13 for further information.

Wine Australia's decision will be final and will be made at its absolute discretion.

8 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if Wine Australia's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a Wine Australia officer
- has a relationship with, an organisation, or in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform Wine Australia in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

Wine Australia reserves the right to reject an application if it is not satisfied that arrangements are in place to address or manage a perceived or actual conflict of interest.

Wine Australia will maintain a register of notified conflicts of interest throughout the application and assessment process. The register will list applicants' conflicts of interest and those of the assessment panel and Authority officers. Those involved in the assessment process must sign

and keep up-to-date conflict of interest declarations to ensure identification and management of any conflicts of interest

9 False and misleading information

Intentionally giving false or misleading information is an offence under the *Criminal Code Act 1995* (Cth).

10 Confidential information

Applicants must identify information in their applications or in any supporting documents that they want treated as confidential and provide reasons for the request. Wine Australia reserves the right to accept or refuse requests to treat information as confidential.

Applicants will be given an opportunity to not proceed further if Wine Australia refuses to treat information as confidential, so that no information an applicant considers confidential is published or shared by Wine Australia.

Applicants will be given full details regarding potential publication and sharing of information not granted confidentiality by Wine Australia.

Any information not granted confidentiality may be published or shared by Wine Australia. Confidential information may be released as required by law or parliamentary privilege.

Please also note Section 15 of these guidelines – ‘Publishing information about successful applicants’.

11 Freedom of information

All documents held by Wine Australia, including those relating to the Wine Export Grant applications, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The FOI Act creates a general right of access to documents held by Wine Australia. Unless a document falls under an exemption provision, it will be made available to the public if requested under the FOI Act. For more information about the FOI process or to make an FOI request, contact Wine Australia.

12 Privacy statement

‘Personal information’ means any information or opinion about an identified individual or an individual who is reasonably identifiable.

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

‘Sensitive personal information’ is a subset of personal information and includes any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional

associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

Wine Australia collects your personal information, as defined in the *Privacy Act 1988* (Cth) (Privacy Act), to assess your application and for related purposes. If you fail to provide some or all of the personal information requested in this form, Wine Australia will not be able to process your application.

Wine Australia may disclose your personal information to other Australian Government agencies, persons or organisations where necessary for these purposes, provided the disclosure is consistent with the Privacy Act and other relevant laws. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See Wine Australia's Privacy Policy on its website to learn more about accessing or correcting personal information or making a complaint. Alternatively, contact Wine Australia directly.

13 How applications are assessed

Wine Australia will review applications against the eligibility criteria, in the order they are received.

If the application requires additional information to assess eligibility, Wine Australia will request this from the applicant.

For assessment purposes, the date Wine Australia receives all requested information will be considered the date that Wine Australia has received the application.

Once the application has been assessed by Wine Australia staff as eligible, the recommended grant amount will be advised to the Wine Australia CEO for approval. If the application is assessed as not eligible, the applicant will be advised of the reasons in writing.

Approval, or otherwise, by the Wine Australia CEO is expected to be determined within four weeks of Wine Australia having received the application.

Once the grant is approved, Wine Australia will issue a letter of offer for the grant, including an explanation of any ineligible expenses that were applied for but are not being granted. A payment to the successful applicant will be made upon receiving their acceptance of the offer. Grant payments will be made as a single payment and it is anticipated that payment will be made within four weeks of being approved. As a reimbursement grant, no acquittal or reporting on the grant payment will be required.

The maximum time between receipt by Wine Australia of an application and payment of grant monies to the successful applicant is anticipated to be eight weeks.

Once the \$1 million available for the grant program has been fully committed, the grant program will close. An up to date indication of remaining funds will be maintained on [Wine Australia's website](#) and updated every time funding is approved under the program. Regular updates may also be provided on GrantConnect.

14 Notifying applicants of funding decisions

All applicants will receive an email notifying them of the outcome of their application and the approved value of the grant if the application was successful. Successful applicants will receive a letter of offer for the grant, including an explanation of any ineligible expenses that were applied for but are not being granted.

15 Publishing information about successful applicants

If successful, your grant will be listed on the [GrantConnect website](#) 21 days after the date of effect as required by Section 5.3 of the *Commonwealth Grants Rules and Guidelines*.

Information will include:

- name of the person or entity receiving the grant
- project title and purpose
- amount of funding received
- funding location.

By submitting an application for funding under this grant program, the applicant consents to this information being published on the GrantConnect website.

16 Handling applicant complaints

Wine Australia does not have an appeal mechanism for unsuccessful applicants. If an applicant is dissatisfied with the way an application has been handled by Wine Australia, they can contact Wine Australia in writing and lodge a complaint. The complaint will be reviewed by one or more independent areas of Wine Australia.

If no resolution is achieved, the applicant can contact the Commonwealth Ombudsman. The Ombudsman will usually not investigate a complaint unless the matter has first been raised with Wine Australia and Wine Australia has been provided with a reasonable opportunity to respond.

17 Taxation

Funding may have taxation implications for your organisation. Consider seeking independent taxation and financial advice from a suitably qualified professional before submitting your application. The GST component of incurred expenses cannot be claimed under the Wine Export Grants program.

Glossary

<i>Aggregated turnover</i>	Has the same definition as that provided under section 328.115 of the <i>Income Tax Assessment Act 1997</i> (Cth), including terms used in that definition that are defined elsewhere in that Act.
<i>Associated producer</i>	Has the same definition as that provided under section 33-1 of <i>A New Tax System (Wine Equalisation Tax) Act 1999</i> (Cth), including terms used in that definition that are defined elsewhere in that Act.
<i>Australian wine product</i>	<i>Wine manufactured</i> in Australia.
<i>Export turnover</i>	The total value of wine exports by the producer, calculated by the wine's Free On Board price.

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<i>Manufacture</i>	Has the same definition as that provided under section 33-1 of <i>A New Tax System (Wine Equalisation Tax) Act 1999</i> (Cth), including terms used in that definition that are defined elsewhere in that Act.
<i>Notional Wholesale Selling Price</i>	Has the same definition as that provided under Subdivision 9-B of <i>A New Tax System (Wine Equalisation Tax) Act 1999</i> (Cth), including terms used in that definition that are defined elsewhere in that Act.
<i>Producer</i>	Has the same definition as that provided under section 33-1 of <i>A New Tax System (Wine Equalisation Tax) Act 1999</i> (Cth), including terms used in that definition that are defined elsewhere in that Act.
<i>Wine</i>	Has the same definition as that provided under subsection 4(1) of the <i>Wine Australia Act 2013</i> (Cth), including terms used in that definition that are defined elsewhere in that Act.

Contacts

Wine Export Grants
Wine Australia
Telephone: (08) 8228 2000
Email: grants@wineaustralia.com
Web: <http://erwsp.wineaustralia.com>
Postal address: PO Box 2733, Kent Town SA 5071