



Department of
Jobs, Tourism, Science
and Innovation

Access Asia Business Grants



2023-2024 ROUND 6
APPLICATION GUIDELINES

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These guidelines are to be used as a reference throughout the entire process from application to acquittal.

Applicants should read the guidelines thoroughly before completing an application.

KEY DATES

Date	AABG Round 6: June-December 2024
12 February 2024	Application round opens.
15 March 2024	Application round closes at 12 noon AWST.
End May 2024	Applicants notified of outcome.
10 June-10 December 2024	Timeframe for implementation of Round 6 projects. Note: A Final Acquittal Report is required to be provided by the recipient within 30 calendar days after the project end date. Instructions on how to submit the Final Acquittal Report will be provided by the Department.

Please note: key dates are indicative and subject to change.

OVERVIEW

ABOUT THE GRANT

The Access Asia Business Grants program (AABG) is a key initiative under *Western Australia's Asian Engagement Strategy 2019-2030 - Our future with Asia*. The *Asian Engagement Strategy* provides a framework for the State's long-term engagement with key Asian markets and responds to its need to diversify the economy and create skilled jobs for Western Australians.

Through this competitive grants program, the Department of Jobs, Tourism, Science and Innovation (the Department) supports Western Australian (WA) small and medium enterprises (SMEs) and organisations to advance their export and trade activities in new Asian markets, particularly China, India, Indonesia, Japan, Malaysia, Singapore, South Korea and Vietnam.

In line with the Asian Engagement Strategy, the AABG is designed to help strengthen the Asia business capability of the Western Australian business sector. Projects must be in at least one of the following eight priority sectors outlined in the State's economic development framework *Diversify WA*:

- Energy
- Tourism, events and creative industries
- International education
- Defence industries
- Mining and mining equipment, technology and services (METS)
- Space industries
- Health and medical life sciences
- Primary industries.

Grant recipients can utilise AABG funding to undertake the following activities:

- Adopt new business models to expand market share.
- Scope new supply or value chains.
- Develop export plans.
- Develop new partnerships through specialist in-market support and services.
- Increase innovation in logistics and supply chain models.
- Scope new e-commerce models and digital platforms.
- Gather in-market intelligence to capture new opportunities.
- Develop new marketing collateral for Asian markets.

Activities can be both Western Australia-based and Asia-based.

FUNDING

A maximum of \$30,000 (excluding GST) per application is available. Recipients are required to provide a net cash co-contribution of **at least** 20:80 applicant to Western Australian State Government funding.¹

For example, if the requested funding is the maximum \$30,000, the applicant's cash contribution must not be less than \$7,500 (excluding GST), resulting in a total project cost of \$37,500 (excluding GST). Both the Western Australian State Government funding and the applicant's minimum cash contribution can only be used for eligible expenditure items (see below).

In cases where the total project cost exceeds \$37,500, applicants are expected to commit to cover the difference beyond \$37,500, thereby exceeding their minimum cash contribution requirement. The eligible expenditure requirement does not apply to any expenditure beyond the applicant's minimum cash contribution.

Please refer to the example included in the Project Budget Plan template for clarification on the program's funding ratio. The Project Budget Plan template can be downloaded from the Department's website (<https://www.wa.gov.au/organisation/departments-of-jobs-tourism-science-and-innovation/access-asia-business-grants>).

Projects must be completed within 6 months of a fully executed Financial Assistance Agreement (**FAA**).

Prior to receiving funds, recipients must enter into a signed FAA with the Department (see **1.1 Conditions and Obligations for Funding**). This agreement must be executed (signed) before project work commences.

Successful grant applicants receive 75 per cent of the grant funding immediately upon execution of the FAA (and following invoices and required documents being submitted). The remaining funds can be claimed at the end of the project, upon successful acquittal of the project. Grant recipients should note that if it is determined during the acquittal and post-project reconciliation process that the project has unspent grant funds, those funds must be returned to the Department, following processes as outlined in the FAA.

¹ All co-contribution items may be subject to an independent audit. All dollar amounts referenced in the document are for Australian dollars.

AM I ELIGIBLE?

APPLICANT ELIGIBILITY

Applicants must meet all of the following criteria to be eligible for assistance under the program. However, this does not automatically entitle applicants to assistance as the grants program is highly competitive and limited grants are available. Determination of eligibility is at the absolute discretion of the Department.

ELIGIBILITY CRITERIA	NOTE
<p><input type="checkbox"/> Your proposed project is targeting a new Asian market(s) for your export and trade activities.</p> <p>OR</p> <p><input type="checkbox"/> Your proposed project is introducing a new product or service into Asian market(s) where the business/organisation already has a market presence.</p>	<p>A “new Asian market” is an Asian country where your business/organisation does not currently have a market presence.</p> <p>Projects that involve export activities associated with a new product or service into Asian market(s) where the business/organisation already has a market presence will be considered. However, projects that involve entry into a new Asian market(s) will be prioritised over new products and services into existing Asian markets.</p> <p>The Department has absolute discretion in determining whether the product or service is sufficiently different from your organisation’s existing products or services offered within a market and the extent of your existing market presence.</p>
<p><input type="checkbox"/> Your proposed project is in at least one of the eight priority sectors outlined in the State’s economic development framework <i>Diversify WA</i>.</p>	<p>Priority sectors are energy, tourism, events and creative industries, international education, defence industries, mining and mining equipment, technology and services (METS), space industries, health and medical life sciences and primary industries.</p>
<p><input type="checkbox"/> Your business/organisation is:</p> <ul style="list-style-type: none"> - a SME that employs fewer than 200 people, or 	<p>The following are NOT eligible to apply:</p> <ul style="list-style-type: none"> • Businesses with 200+ employees.

<ul style="list-style-type: none"> - a not-for-profit group/industry association/business council that employs fewer than 200 people and is a legally constituted not-for-profit organisation recognised by the Department, or - a subsidiary that employs fewer than 200 people. <p>Any subsidiary applying will be required to provide information regarding its group structure and funding arrangements with its group members.</p> <p>The program requires that the recipient is the sole beneficiary of the grant funding and is the entity making the co-contribution towards the funded AABG project.</p>	<ul style="list-style-type: none"> • Businesses headquartered overseas or in other Australian states and territories. • Shareholders or directors who are not citizens of Australia or residents of Western Australia. • Local governments and State Government or Commonwealth agencies and bodies. • Sole traders. • Employees of the Department and their immediate household.
<p><input type="checkbox"/> Your business/organisation has been registered and headquartered in Western Australia for at least 24 months.</p>	
<p><input type="checkbox"/> Your business/organisation holds at least one of the following:</p> <ul style="list-style-type: none"> - a current Australian Business Number (ABN) - a current Australian Company Number (ACN) - A valid Certificate of Incorporation. 	
<p><input type="checkbox"/> Your business/organisation has had operations in Western Australia for at least 24 months.</p>	
<p><input type="checkbox"/> Your business/organisation is a legally solvent entity.</p>	
<p><input type="checkbox"/> Your business/organisation is willing, and has the financial capacity, to contribute at least 20% of the project's eligible funding costs.</p>	

<p><input type="checkbox"/> Your business/organisation confirms that it will utilise the AABG funds (if successful) only on eligible non-capital expenditure items as outlined below.</p>	
<p><input type="checkbox"/> Your business/organisation confirms that its service provider(s) is an independent third party i.e. has no financial and direct ties with your business/organisation.</p> <p><i>(For projects that include contracting a service provider(s)).</i></p>	
<p><input type="checkbox"/> Your business/organisation confirms that the proposed eligible expenditure is for services to be provided in the future.</p>	<ul style="list-style-type: none"> • Claims cannot be made for work commenced or completed before the execution of the Financial Assistance Agreement and after the project end date. • If there is a delay in executing the project as planned, recipients are required to notify the Department in writing prior to the project end date.
<p><input type="checkbox"/> Your business/organisation has NOT previously received nor is likely to receive other Western Australian State Government funding for the same project/initiative.</p>	
<p><input type="checkbox"/> Your business/organisation has NOT previously received AABG funding for the same project/initiative.</p>	<ul style="list-style-type: none"> • Previous recipients of an AABG or Priority Sector Funding Grant can apply to a new AABG round after two years following successful acquittal of their previous project. The application must be for a new project.
<p><input type="checkbox"/> The proposed project/initiative has not been previously funded under the AABG program.</p>	

<p><input type="checkbox"/> Declare any funding received or likely to be received from Commonwealth or other State/Territory Government agencies for the same project/initiative.</p>	
<p><input type="checkbox"/> Submit your application before the closing time of 12 noon AWST, Friday 15 March 2024.</p>	<ul style="list-style-type: none"> • We recommend submitting your application ahead of time to avoid unexpected delays. • Late applications are NOT accepted after the closing time. Applications can only be accepted via the grants online portal. • You can upload all supporting documentation through the grants online portal.

ELIGIBLE EXPENDITURE

Determination of eligible expenditure and non-eligible expenditure is at the absolute discretion of the Department. Grant funds can be spent only on eligible non-capital expenditure items, such as the following:

ELIGIBLE EXPENDITURE ITEMS	INELIGIBLE EXPENDITURE ITEMS
<ul style="list-style-type: none"> • Marketing expenses to: <ul style="list-style-type: none"> – Develop marketing materials to support in-market activity and target new Asian market(s). Items that will be considered include the production costs of brochures, images, videos and digital materials. Funding cannot be spent on general business marketing. – Cover translation costs of written/verbal marketing materials developed for export and trade activities/engagement in Asian markets. • Business and strategic planning, and research that supports in-market business entry into Asia. • Specialist services including: 	<ul style="list-style-type: none"> • The following are NOT eligible expenditure items: <ul style="list-style-type: none"> – Retrospective payments or expenditure incurred prior to the execution of a FAA. – Ongoing costs incurred i.e. general business/operational/planning activities that are day-to-day requirements of a business, such as: <ul style="list-style-type: none"> ▪ Staffing or salaries. ▪ Administration, reporting, auditing and/or acquittal costs of the grant. ▪ Sales activities. – Non-Asian market-related business.

<ul style="list-style-type: none"> - Developing new partnerships, business models or export plans. - Scoping new supply or value chains, e-commerce models and/or digital platforms. - Gathering market intelligence to capture new opportunities. • Participating in a trade event or visit in-market, or hosting a business meeting/product showcase in-market (aligned to the key priority sectors outlined above), specifically: <ul style="list-style-type: none"> - Display booths at forums/events. - Delegate forum/event registration fees. - Interpreter services in market. - Flights and accommodation expenses.* - Only transport/freight costs associated with sending samples to target Asian market(s) as described in the proposed project, capped at 10% of total eligible project costs (excluding GST). • Commissioning of Asia in-market research in support of export and trade activities in Asia. 	<ul style="list-style-type: none"> - Training or professional development courses. - Hardware and software packages (for standard business purposes). - Design and production of unrelated or ongoing project marketing or promotional materials or events. - Standard Website and social media development or blogs. - Operational overheads such as maintenance and upkeep of facilities (rent, utilities, telephone, insurance). - Sponsorship payments towards conferences/forums/events. - Costs of hosting promotional breakfasts, lunches or dinners. - All costs associated with travel within Western Australia. - Import duties, insurance, consumption tax and any other forms of tax and fees associated with sending samples to Asian market(s). - Stock used as samples. - Activities that are commercially viable in their own right. - Capital expenditure or investment in real estate, property or purchase of property or equipment. - Costs associated with setting up an office in an Asian market, including legal and government fees, staffing or salaries. - Costs of registering patents or intellectual property, trademark registration costs. - Seed funding. - Transport and accommodation expenses (except items expressly listed as eligible). - Meal expenses.
<p><input type="checkbox"/> Confirm that you will pay:</p> <ul style="list-style-type: none"> - your 20% cash co-contribution to the project; 	<ul style="list-style-type: none"> • In-kind contributions are not eligible for co-contribution. It must be a cash co-contribution.

<ul style="list-style-type: none"> - any GST; and - any additional funds required. 	
<p><input type="checkbox"/> Work on the project will commence on or after the execution of the FAA.</p>	<ul style="list-style-type: none"> • Retrospective funding (i.e. reimbursing work that has already occurred and/or costs that have already been incurred prior to the execution of the FAA) is not permitted.
<p><i>*Eligible expenditure on flights and accommodation:</i></p> <ul style="list-style-type: none"> • Maximum 2x return economy airfares, limited to people specifically working on the proposed project. • Maximum 5 nights of accommodation, capped at \$250 per night, per person, for up to two people, limited to people specifically working on the proposed project. 	<p><u>Note:</u></p> <ul style="list-style-type: none"> • A quote for travel must be provided when submitting a project proposal application, with confirmation that the individual(s) undertaking the travel are working on the proposed project. • A quote for accommodation must be provided when submitting a project proposal application, with confirmation that the individual(s) using the accommodation are working on the proposed project. • Failure to provide the appropriate supporting documentation and evidence in your application will result in your application being deemed ineligible.

HOW TO APPLY

In order to be considered eligible, and to be included in the evaluation process, an application must be received via the grants online portal by 12 noon AWST, 15 March 2024. Applications received after this time will not be considered.

This is the link to the grants online portal: <https://accessasia.grantplatform.com/>

Please ensure you have received an email confirming that your application was submitted and keep this on file, for your reference.

ADDRESSING THE EVALUATION CRITERIA

The grants program is highly competitive. The Department will convene an Evaluation Panel to score all applications.

Applicants are invited to describe their project and how it aligns with the State's economic development framework *Diversify WA* and Western Australia's *Asian Engagement Strategy 2019-2030 - Our future with Asia*.

<p>DIVERSIFY WA</p>	<ul style="list-style-type: none"> • The vision of <i>Diversify WA</i> is for Western Australia to have a strong and diversified economy delivering secure, quality jobs through increased investment across a broad range of industries. • It identifies the following eight priority sectors for strategic development that match Western Australia's unique strengths with global trends to achieve growth across the economy: <ul style="list-style-type: none"> - Energy. - Tourism, events and creative industries. - International education. - Defence industries. - Mining and mining equipment, technology and services (METS). - Space industries. - Health and medical life sciences. - Primary industries.
<p>THE ASIAN ENGAGEMENT STRATEGY</p>	<ul style="list-style-type: none"> • Western Australia's <i>Asian Engagement Strategy 2019-2030 - Our future with Asia</i> provides a framework for the State's long-term engagement with key Asian markets and responds to our need to diversify the economy and create skilled jobs for Western Australians. • The vision of the <i>Asian Engagement Strategy</i> is that by 2030, Western Australia will have: <ul style="list-style-type: none"> - Increased trade and investment, delivering job creation and economic growth. - Diversified the economy through development of the priority sectors. - Developed an Asia-engaged workforce through capacity building and relationships.

Applicants are required to submit a detailed Project Proposal via the grants online portal. If your application is found eligible (meets all the eligibility criteria), it will be evaluated against its value for money as an investment when compared to other submitted applications and the applicant's capability to deliver the proposed project.

Your application will be assessed and weighted equally against the following four specific criteria:

- Viability of the project.
- The project's alignment with *Diversify WA* and the *Asian Engagement Strategy*, particularly its potential to contribute to the diversification of the Western Australian economy and deliver job creation and economic growth for the State.
- The project's potential to deliver sustainable business growth into Asia.
- Value for money.

PROJECT PROPOSAL

Project Proposals must include:

- A clear project plan that includes the proposed activities, the expected outcome of each activity and milestone timelines, ensuring that the proposed project activities will take place on or after the date the FAA is executed and will be expended according to the project completion timeframes.
- A Project Budget Plan
 - All applicants must complete and upload a Project Budget Plan. A template for the Project Budget Plan (that also includes an example) can be downloaded from the Department's website (<https://www.wa.gov.au/organisation/department-of-jobs-tourism-science-and-innovation/access-asia-business-grants>).
 - The Project Budget Plan must include eligible expenses and show the direct, attributable costs of your project over its timeline, including for consultant(s)/supplier(s), if used.
- Sufficient evidence of business capability, financial responsibility and accountability.
- Evidence to support the project (this may include key statistics; business plans; research reports; photos or flyers relating to project/event; itineraries of business meetings or events).
- Required supporting documentation:
 - A list of required supporting documentation is provided at **Appendix 3** of this document.
 - Applications are more competitive when supported by all the required supporting documentation. Failure to provide documentation and evidence to support the project may result in the application being deemed ineligible.
 - The grants online portal allows for multiple attachments and details the required documentation.

Late applications or changes to applications will not be accepted after the closing time.

Final approval of shortlisted applications is subject to available budget and endorsement by the Department's Executive Director, their equivalent or delegate.

For a competitive application, please address the criteria outlined above **as clearly as possible** and **use concrete evidence where possible**.

EVALUATION AND DECISION-MAKING PROCESS

Applications are assessed against the Eligibility Criteria, Eligible Expenditure and Evaluation Criteria as outlined above.

The Department will convene an Evaluation Panel to score and assess shortlisted applications based on the criteria outlined above, and to make recommendations for funding. To assist with their decision-making, the Panel may seek advice from individuals with expertise in the area(s) under consideration. They may also request further information from applicants if needed, to support claims against the evaluation criteria.

Evaluation Panel deliberations and all related information and material are strictly confidential, subject to the requirements of the *Freedom of Information Act 1992* (see **Conditions and Obligations 1.8**).

The final approval for applicant funding lies with the Department's Executive Director, their equivalent or delegate.

The Department's decision is final and no further correspondence will be entered into.

OUTCOME COMMUNICATIONS AND FEEDBACK

Applicants will be notified of the outcome of their application via the email address provided by the applicant in the application form.

The Premier, the Hon Roger Cook MLA, will announce the successful applicants in a media statement. As part of this, the Department may disclose select details such as business and project aims and expected outcomes. Recipients agree to disclosure of this information as part of the FAA with the State Government.

Due to confidentiality, feedback cannot be provided on the Evaluation Panel's deliberations. However, queries regarding an application can be obtained by contacting accessasia@jtsi.wa.gov.au.

OVERVIEW OF KEY CONDITIONS AND OBLIGATIONS

1.1. Conditions and obligations for funding

- The grant will be on a co-investment basis at a ratio no less than 20% (applicant) to 80% (State Government) funding. All co-investment items cannot be in-kind. The use of the grant and co-investment items may be subject to an independent audit.
- Successful applicants will be required to enter into a legally binding FAA with the State of Western Australia, acting by and through its Department of Jobs, Tourism, Science and Innovation.
- The terms and conditions of the FAA will not be negotiable at the time a funding offer is made.
- The funded project must be completed within six months of a duly executed FAA.
- In the event that a grant recipient is unable to complete its project within the specified project end date in the FAA, the Department may consider one project end date extension request from the grant recipient.

- Only eligible expenditure incurred on or after both the project's start date and execution of the FAA can be claimed by successful applicants.
- Applicants are responsible for any/all additional costs incurred by them as a result of fulfilling their obligations under the grant and FAA.
- The State will not accept liability for any damages, losses, liabilities, costs and expenses claimed or incurred by the successful applicant in connection with this grant.
- Grant recipients may subcontract other independent third parties to deliver a project, subject to agreement with the Department.
- Grant payments to successful applicants are via electronic funds transfer (EFT), in two amounts:
 - 75% of the funds will be remitted immediately on execution of a FAA, on provision of an invoice to the Department and provision of required documentation outlined in the FAA. Payment will be based on relevant invoices and/or quotations itemised in the proposed project's budget.
 - The remaining balance can be invoiced to the Department at the end of the project, upon successful acquittal of the project in accordance with the FAA. On conclusion of the project, grant recipients must ensure that project costs estimated in the Project Budget Plan correspond with the final invoices and proof of payments.
- Payments to successful applicants will be made via electronic funds transfer upon assessment of claims and evidence, to the satisfaction of the Department. This includes evidence such as quotations for specialist services.
- The Department's view is that the grant is not regarded as payment for a supply and, therefore, does not incur GST. Furthermore, the Department will not reimburse a grant recipient for GST paid or payable to a third party.
- Failure to provide all necessary information may result in forfeiture of all or part of the grant.
- Grant recipients are advised to liaise with the relevant Government of Western Australia overseas office in carrying out the project. See **Appendix 2**.

1.2. Acquittal report

- Following project end date, successful applicants must provide within 30 calendar days:
 - A Final Acquittal Report and supporting documents (including invoices, proof of payment of all expenditure items and proof of project completion such as acknowledgment of the grant, reports, marketing material and market intelligence), which must be submitted via the grants online portal.
 - All such other information required by the Department to evidence eligible expenditure and completion of the project.
- Failure to provide the above information may result in forfeiture of all or part of the grant.
- Project expenditure is acquitted based on deliverables as outlined in the grant recipient's proposed Project Budget Plan and as approved by the Department.
- Instructions for project acquittal will be provided by the Department.

1.3. Applicant-service provider relationship

- An applicant and service provider(s) must be entirely separate entities, with no financial or other ties. That is, the company and the service provider(s) cannot be owned by the same parent company, share governance or have common directors.
- Applicants are required to include a declaration from their chosen service provider(s) that the latter is an independent third party.

1.4. Availability of funding

The provision of financial support under this program is at the absolute discretion of the State of Western Australia and is subject to the availability of funds.

1.5. Audit, compliance and risk management

As a Western Australian Government agency, the Department is required to ensure the most prudent and effective use of its financial assistance schemes. Grant recipients will, therefore, be required to:

- Liaise closely with the Department to assess whether expected outcomes are being achieved.
- Provide, if requested, additional information that may assist the Department's internal audit, evaluation and review processes.
- Respond, if requested, to a client survey. The survey is used to obtain general feedback from clients on the effectiveness and efficiency of the Department's services.

1.6. Conflict of interest

Applicants are required to disclose any information that may be relevant to an actual, likely or perceivable conflict of interest.

1.7. Review of program

This program is subject to an internal review at the end of each financial year. The guidelines may be updated periodically to reflect any changes in the program, priority sectors or markets.

1.8. Participation in review of project and surveys

All financial support provided by the Department under this program is subject to a post-funding review.

Grant recipients must make themselves available to participate in surveys conducted by the Department up to 2 years after the funding ceases. Surveys are generally 5 to 10 minutes long and seek feedback on inputs, activities, results, usage and impacts related to the funding.

1.9. Release of confidential information

The content of all applications will remain strictly confidential. The Department will store personal information collected in this process, supporting documentation and any payment administration, monitoring and evaluation activities in compliance with its obligations in the *Privacy Act 1988*.

Successful projects may be promoted in a way that retains the commercial integrity of the project in the public domain.

Government records are subject to the *Freedom of Information Act 1992 (WA)*, which provides a general right of access to records held by WA state and local government agencies. Exemptions do apply in certain circumstances. Further information on the *Freedom of Information Act 1992 (WA)* can be obtained from the Department's website.

By submitting an application to this grants program, the applicant consents to information provided by the applicant or collected by the Department relating to the applicant or their application being used by the Department to assess their application, administer funding under the AABG, and administer FAAs relevant to this grants program.

1.10. Media and promotion

Grant recipients are required to formally acknowledge the grant throughout the life of the project across any social, digital and/or onsite promotional opportunities once the Premier has formally announced the recipients.

Grant recipients will be provided with a Media Tool Kit to assist in promotional work and will be asked to consent to provide contact details, including a name, phone number and email address, to be shared for media and promotional purposes.

1.11. Disclaimer

The provision of financial assistance by the State Government is at its absolute discretion. Nothing in the application process or the selection process shall give rise to any legal relationship or any other obligations between the applicant and the State.

The State will not be under any obligations to a successful applicant until the parties execute a FAA. The obligations and responsibilities of the parties will be subject to the FAA.

APPENDIX 1: GLOSSARY

Reference	Definition
AABG	Access Asia Business Grants
Applicant	An organisation applying for a grant
FAA	Financial Assistance Agreement
GST	Goods and services tax
Grant recipient	An organisation that applied for and was awarded a grant
Media Toolkit	Logos and assets for grant recipients to formally acknowledge grant support from the Department
Priority sector(s)	Sectors identified by the State Government's economic development framework, <i>Diversify WA</i>
SME	Small and medium enterprise. A business with fewer than 200 employees

APPENDIX 2: GOVERNMENT OF WESTERN AUSTRALIA OVERSEAS OFFICES

The Government of Western Australia operates international investment and trade offices in the State's key trading regions, with headquarters in Perth.

You may wish to contact the relevant WA State Government overseas office in Asia to discuss your project plans prior to submitting your project proposal.

Asian markets	Office location in Asia	Contact	Email
ASEAN	Singapore, Jakarta, Ho Chi Minh City, Hanoi	Mr Bryce Green, Acting Investment and Trade Commissioner for ASEAN	bryce.green@jtsi.wa.gov.au
South Asia	Chennai, Mumbai	Ms Nashid Chowdhury, Investment and Trade Commissioner for India-Gulf	nashid.chowdhury@jtsi.wa.gov.au
North East Asia	Seoul, Tokyo	Ms Amanda Rickman, Director, Strategic Engagement, Invest and Trade Western Australia	amanda.rickman@jtsi.wa.gov.au
Greater China (incl. Hong Kong and Taiwan)	Shanghai	Ms Juan Lu, Investment and Trade Commissioner for Greater China	juan.lu@jtsi.wa.gov.au

APPENDIX 3: CHECKLIST AND TIPS

Read the guidelines carefully before applying and consider the Eligible expenditure, Eligibility criteria and Evaluation criteria to understand what is being asked of you.

Supporting documentation and detail checklist (attachments)

Applicants must ensure that they have attached all the supporting documentation and detail.

- ABN document or ACN document or Certificate of Incorporation.
- Evidence that your business² has been operating in Western Australia for at least 24 months.
- Business financial or annual report.
- Overview of business and team structure.
- Overview of group structure and funding arrangements with group members (*Applicable if applicant is a subsidiary*).
- Supporting document to reflect your business type if not evident in any of the documents that you have attached.
- Project Budget Plan (as per the template provided).
- Written quotations or estimate of costs for all proposed expenditure items.
- For projects that involve third party contracting service provider(s):* Written quotations and a declaration from the service provider(s) that it is an independent third party and has no financial ties and direct relationship with the applicant. The quotation must include the service provider's name, contact person, contact details, ABN/ACN if applicable, a 'valid until or valid before' date, and detailed description of the service to be provided, including key activities and milestone dates.
- For projects that involve overseas travel/accommodation:* Quotations and details must be provided, in line with the eligible expenditure requirements for travel/accommodation as described above.
- Other relevant documents in support of the proposed project.

How to make your application competitive

- Application is clear and concise.
- Clear project plans must address targets, actions, outcomes, and objectives.
- Project approach makes it likely to succeed, e.g., it is targeted, thoughtful and well-structured (effectiveness).
- Project will be achieved within the set time frame.
- Explain and demonstrate that the project will help generate strategic net economic benefit for Western Australia; contribute to the diversification of the Western Australian economy and increase in jobs for Western Australians; and support business growth into Asia.

² Business in this section of the document refers to eligible SMEs and organisations as indicated in the Access Asia Business Grants 2023-2024 Round 6 Application Guidelines.

Other tips

- Study the application form questions before you start your application and check your application thoroughly before submitting the application.
- Ensure you input dates, figures, contact phone numbers and emails correctly.
- The Funding Centre has guides and help for writing grant applications:
<https://www.fundingcentre.com.au/grant/help> .

FOR FURTHER INFORMATION:

Department of Jobs, Tourism, Science and Innovation

Level 11, 1 William Street, Perth WA 6000

Email: accessasia@jtsi.wa.gov.au

Phone: +61 (0)8 6277 2974

[Access Asia Business Grants](#)