



Department of
Jobs, Tourism, Science
and Innovation

Access Asia Business Grants



Frequently Asked Questions

ELIGIBILITY

Which business or industry sectors are eligible to be considered?

Western Australian businesses¹ from all sectors are eligible to apply. However, proposed projects must align with the following State Government priority sectors:

- 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.

My business has over 200 employees can I apply?

No. Only businesses with up to 200 employees are eligible to apply.

My business is located in Australia, but outside Western Australia – can I apply?

No. Only SMEs and organisations that are registered and operating in Western Australia for at least 24 months are eligible to apply.

I don't have an ABN or ACN – can I apply?

Applicants must possess either an Australian Business Number (ABN) or an Australian Company Number (ACN) to be eligible for this grant.

SUBMITTING AN APPLICATION

Can I send a hard copy application?

No. All applicants are required to apply via the Access Asia Business Grants (AABG) online portal: <https://accessasia.grantplatform.com>. If you are experiencing difficulties in accessing the online portal, contact the Asian Engagement team at accessasia@jtsi.wa.gov.au.

How do I know if my application has been received?

You will receive a confirmation email, if your application has been submitted successfully through the AABG online portal.

Can I submit more than one application?

Yes. You may submit up to three applications but they must be for different projects. However, the applicant (entity applying) is only eligible for one AABG. Also please note that the same collaborative project cannot receive multiple AABG funding through applications by different companies.

Can my application be considered if I miss the application closing deadline by a few hours or minutes?

No. The closing time and date for applications is strictly **Friday 15 March 2024, 12 noon AWST**. No late applications will be accepted.

Can I revise my application, once submitted via the grant portal?

Applicants have the flexibility to revise their applications via the online grant platform even after submission. However, edits cannot be made once the deadline for application has passed.

¹ Business(es) in this document refers to eligible SMEs and organisations as indicated in the Access Asia Business Grants 2023-2024 Round 6 Application Guidelines.

FUNDING

What is the value of each grant?

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. Applicants must be willing, and have the financial capacity, to contribute at least 20 per cent of the requested funding costs.

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.

Are grant payments subject to GST?

No. The Department² does not regard grants under the AABG as payment for a supply provided. Thus, the Department will not increase the grant to include GST, nor will it reimburse a grant recipient for GST paid or payable to a third party.

Can I apply for funding for an activity that has already commenced prior to this application?

No. Only activities that commence after the project start date as indicated in a duly executed Financial Assistance Agreement will be funded.

APPLICATION OUTCOME

When will I know the outcome of my application?

The Department intends to notify all applicants, who have submitted their application, regarding the outcome of their application via email by the end of May 2024.

Will I need to enter into a Financial Assistance Agreement?

Successful applicants will be required to enter into a Financial Assistance Agreement with the Western Australian Government prior to funding being released.

When will funding be available if I am successful?

The Department intends for funding to be available to successful applicants by the first week of June 2024ⁱ. A Financial Assistance Agreement is required to be executed prior to project work commencing.

Will I be asked to provide further information to support my application at any future stage?

Yes. If needed, recommended applicants may be contacted to provide more details about their proposed project.

PROJECT EXECUTION AND COMPLETION

What happens when a project is completed?

Grant recipients will have 6 months to complete their project as per the timelines indicated in the executed Financial Assistance Agreement. Following project completion, recipients are required to acquit their projects. The acquittal process requires grant recipients to complete and submit an online Final Acquittal Report including invoices and proof of payments of eligible project expenditure and evidence of project

² The Department of Jobs, Tourism, Science and Innovation

activities within 30 days after the project end date. Instructions for project acquittal will be provided by the Department.

What happens if there is a change in project plans during the course of project execution?

The recipient must notify the Department of any potential changes to the project plan as soon as possible, before the project end date by emailing accessasia@jtsi.wa.gov.au.

Who can I speak to about my project plans before applying for the grant?

You may wish to contact the Western Australian Government [global offices](#) to discuss your project plans.

If you have any further queries on the AABG, please feel free to contact the Asian Engagement team:

Email: accessasia@jtsi.wa.gov.au or Phone: +61 (0)8 6277 2974

Website: [Access Asia Business Grants \(www.wa.gov.au\)](http://www.wa.gov.au)

ⁱ Please note: key dates mentioned in this document are indicative and subject to change.
