

# Global Trade Scheme

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# 1. Scheme Overview

## 1.1. Introduction

The Northern Territory Government recognises the importance of international trade and supporting both new and established Territory exporters, to grow and strengthen the Territory's economy. The export of Territory goods and services in key priority sectors that will drive growth is an important aspect of the Northern Territory Government's *Territory Economic Reconstruction Commission (TERC) Report*, towards achieving the ambitious goal of a \$40B economy by 2030.

The *International Engagement Strategic Plan 2022-2026* (Strategic Plan) was launched in March 2022. As a part of delivering this Strategic Plan, the 'Global Trade Scheme' has been established with the aim to assist Northern Territory businesses to grow, develop and expand their export capability and capacity and increase trade.

## 1.2. Scheme objectives

The objectives of the Scheme are to:

- Assist Northern Territory businesses to develop an export plan and increase their export capabilities to become export-ready
- Assist Northern Territory businesses to accelerate exports in current and/or new markets to deliver a significant increase in export sales for the Northern Territory
- Increase the number of Northern Territory businesses exporting their products and services
- Increase the number of Northern Territory businesses pursuing high growth through persistent and sustainable export strategies
- Increase access and utilisation of a suite of export and supply chain services by Northern Territory businesses.

## 1.3. Scheme definitions

**Activity** means an activity that the Applicant will lead to an international trade opportunity and is the subject of an application for grant assistance under the Scheme.

**Applicant** means a Territory Enterprise applying to the Scheme.

An **Approval Confirmation Letter** is the formal written approval issued to successful Eligible Recipients by the Department which will enclose the Funding Agreement.

**Audit or Spot Audit** means the Department's right to check original documents and undertake onsite inspections of property where works are completed, or verify that works were provided in line with the quotation and otherwise in accordance with the terms of the Scheme.

The **Austrade Export Ready Checklist** is located at: <https://www.austrade.gov.au/Australian/Export/Guide-to-exporting/Getting-ready-for-export>.

**Australian Charities and Not-for-profits Commission (ACNC)** is the national regulator of charities.

**Business Plan** means a detailed plan including but not limited to: Project management team and plan (including roles of partners/collaborators); Risk assessment and analysis, (including legal compliance/insurance requirements) Timeline; Resourcing; and ongoing project delivery maintenance/beyond the initial set up.

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**Department** means the Northern Territory Government, Department of Trade, Business and Asian Relations.

**Department's Website** means <https://industry.nt.gov.au/>

**Eligible Expenditure** means costs incurred by an Eligible Recipient in carrying out Eligible Works and Daily Travel Allowance.

**Eligible Recipient** means a Territory Enterprise that meets the criteria set out in Clause 2.1.

**Eligible Works** are goods or services procured by an Eligible Recipient for an Activity and which have been approved in writing by the Department. Eligible Works include the following:

**(a) Stream 1**

- Development of a detailed export plan

**(b) Streams 2 and 3**

- Product or service development
- Digital solutions for export
- Overcoming jurisdictional barriers to trade
- Intellectual Property
- Trade fairs, business matching activities and/or in-store promotions
- Promotional literature and advertising
- Works approved by the Department in the Approval Confirmation Letter

**Event** means an overseas event promoting trade and commerce between the Northern Territory and other countries and international markets.

**Excluded Recipient** means an entity listed in Clause 2.3.

**Excluded Works** means works that do not or will not result in export outcomes that meet the Scheme Objectives outlined under Clause 1.2. For further information about exclusions, refer to Clause 2.4.

**Export Capable** means that the Applicant is already exporting products and/or services.

**Export Ready** means that the Applicant has completed the Austrade Export Readiness Checklist and/or a professionally prepared export plan/strategy.

**Funding Agreement** is the document that sets out the terms and conditions of the Grant Funding which will be provided to a successful applicant with the Approval Confirmation Letter and must be executed by the Eligible Recipient before the Grant Funding is paid.

**Grant Funding** is the amount of Funding up to the Maximum Grant Amount under the terms of the Scheme and the Funding Agreement

**Industry Association** means a not-for-profit organisation working in the interests of trade and commerce in the Northern Territory.

**Principal Contact** means the person who has the legal authority of the Eligible Recipient to contract on its behalf and is named in an application as Principal Contact. For Stream 3, a principal contact must be nominated and agreed to by all members of a cluster.

**Related** means:

- (a) in relation to a company:
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- i. a director or member of the body or of a related body corporate; or
  - ii. a Relative of a director or member; or
  - iii. a Relative of the spouse of a director or member; or
  - iv. an employee of the company or a Relative of an employee of the company.
- (b) in relation to any other kind of legal entity,
- i. a proprietor, partner or any other person exercising control (whether on their own or jointly with others) over the management of the business providing the service; or
  - ii. a Relative of any person falling within (b) above; or
  - iii. an employee of the business providing the service or a Relative of an employee of the business providing the service
- (c) in relation to a person, means a Relative of that person.

**Relative** in relation to a person, means the spouse, parent or grandparent, child or grandchild or brother or sister of the person.

**Scheme** means the Global Trade Scheme as described in these Terms and Conditions.

**Terms and Conditions** means this document, which sets out the Scheme's objectives, eligibility criteria and other relevant information.

**Territory Enterprise** is a business (or, where the context permits, an association) that satisfies all of the following:

- (a) operates in the Northern Territory - the enterprise is or would normally be engaged in production activities out of premises within the Northern Territory (i.e. production of goods or delivery of services); and
- (b) has a significant permanent presence - the enterprise maintains an office, manufacturing facilities or other permanent base within the Northern Territory; and
- (c) employs Northern Territory residents.

**Website** means [nt.gov.au/global-trade-scheme](http://nt.gov.au/global-trade-scheme).

## 1.4. Key features

The 'Global Trade Scheme' is a five-year Scheme and has three streams:

### 1.4.1. Stream 1

**Stream 1** aims to assist Territory Enterprises to become Export Ready – grants will be made under a Funding Agreement of up to AUD 3,000 on a 50:50 co-contribution basis, for Eligible Expenditure. Eligible Expenditure includes engaging a consultant to develop and or update an export plan or strategy. This stream will be open for applications all year round or until grant funding allocation is exhausted. (This stream can only be used once for export planning over the five years of the Scheme).

### 1.4.2. Stream 2

**Stream 2** aims to assist Export Ready Territory Enterprises to begin export activities; and to assist Export Capable Territory Enterprises to grow existing and enter new export markets – grants will be made under a Funding Agreement of up to AUD 10,000 on a 50:50 co-contribution basis, for Eligible Expenditure. Eligible Recipients can access this grant up to a maximum of two times per annum, up to a total amount of AUD

20,000 and a total amount of AUD 50,000 over the five years of the Scheme). This stream will be open for applications all year round or until grant funding allocation is exhausted.

Stream 2 will be open throughout years 2022, 2023, 2024, 2025 and 2026, until funding allocated per annum for this stream is exhausted.

**Daily Travel Allowance** - AUD 350 for one person per business, per day to support accommodation, meals, beverages and transport. This is paid as an allowance with a travel/flight itinerary to be provided proving the length of time in market. This allowance is only available in Stream 2 and there is an AUD 10,000 maximum funding agreement per application.

No additional costs are payable for on-ground expenditure outside of the allowance.

The maximum number of days away that can be claimed for the daily travel allowance is eight (AUD 2,800).

### 1.4.3. Stream 3

Stream 3 aims to assist Export Capable Territory Enterprises grow existing and enter new export markets through a cluster activity or Industry Association representing a cluster. Clusters should be a minimum of 3 companies dependent on the activity proposed. Clusters and Industry Associations can access this grant under the terms of a Funding Agreement up to a maximum of AUD 50,000 once per annum. This will be on a 50:50 co-contribution basis. This stream will be open for applications all year round or until grant funding allocation is exhausted.

**Stream 3** will be open throughout years 2022, 2023, 2024, 2025 and 2026, until funding allocated per annum for this stream is exhausted.

**Daily Travel Allowance** - AUD 350 for one person, for the cluster lead and one per person for each subsequent business within the cluster per day to support accommodation, meals, beverages and transport. This is paid as an allowance with no proof of expenditure required (other than a travel/flight itinerary) and is included in Stream 3 AUD 50,000 maximum funding agreement per application.

No additional costs are payable for on-ground expenditure outside of the allowance.

The maximum number of days away that can be claimed per each recipient within the cluster for the daily travel allowance is eight (AUD 2,800)

## 2. Eligibility criteria

### 2.1. Eligible Recipient

An **Eligible Recipient** is a Territory Enterprise (including where applicable an Industry Association) that:

- Is a legal entity with a current ABN, that is duly incorporated under the laws of an Australian State or Territory;
- is currently operating in the Northern Territory (that is, the enterprise is currently engaged in productive activities (for example production of goods or delivery of services) within the Northern Territory, meaning the business's products and/or services must be produced, transformed or value-added in the Northern Territory and must be dispatched from the Northern Territory (in an instance where an Applicant's products are not dispatched from the Northern Territory, the Department will consider applications on a case by case basis, acknowledging in some instances the Northern Territory does not have all commercial freight options departing from the Northern Territory); and

- has been established and generating revenue in the Northern Territory for at least the 12 months prior to the date of the application; and
- in each of the two financial years immediately preceding the date of the application, had a turnover of no more than AUD 10,000,000 (as evidenced by audited income statement). If the Applicant has only been trading for one full financial year then its income must be below the threshold in that year; and
- in the financial year immediately preceding the date of the application, had a minimum annual turnover of AUD 75,000; and
- is not an Excluded Recipient.

If at any time during its participation in the Scheme, an entity ceases to be an Eligible Recipient then its participation will be terminated and it may be required to repay any grant of assistance or part thereof at the discretion of the Department.

To be an Eligible Recipient, a not-for-profit organisation must be validly incorporated under the Commonwealth legislation: The [ACNC legislation](#) and must be compliant with all its statutory obligations.

## 2.2. Clusters

The Stream 3 Cluster Grants encourage Export Capable Territory Enterprises to grow existing and enter new export markets through a cluster or Industry Association activity.

The Department recognises that some Territory Enterprises may want to join together as a group (or "cluster") to deliver an Activity. In these circumstances, the applicants working as a group must appoint a lead organisation. Only the lead organisation can submit the application, sign the declaration and enter into the Funding Agreement. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner;
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the activity;
- an outline of the relevant experience and/or expertise the project partner will bring to the group;
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any);
- details of a nominated management level contact officer;
- A copy of the formal arrangement in place between all project partners (or details of the intended arrangement, which must be entered into prior to execution of the Funding Agreement).

## 2.3. Excluded Recipients

- Individuals
- Government and Local Government departments, agencies or bodies, statutory corporations, and government owned or controlled bodies, whether Commonwealth, State or Territory.
- Unincorporated associations
- Public educational institutions
- Applicants that have applied for or received a State, Territory or Australian government grant for purposes similar to the objectives under this Scheme
- Applicants with outstanding obligations in relation to previous support approved under this Scheme or other Northern Territory Government Schemes or obtained pursuant to a contract (for example, reporting obligations). Applicants will be required to remedy any non-compliance with these terms

and conditions before being eligible to apply for a further grant of assistance

## 2.4. Excluded services/ works/ activities

Services/ works/ activities are excluded if they relate to any of the following:

- participation in study tours, regardless of the organiser
- migration to Australia, including proceedings or actions to enter or remain in Australia
- adoption, custody or welfare of a child
- proceedings about the maintenance of a person
- proceedings under the Family Law Act 1975
- identification, procurement, lease, sale or purchase of assets in Australia (whether tangible or intangible), including cash, real estate, stocks, options or shares
- protection, operation or maintenance of assets held in Australia
- compliance with the laws of Australia
- sex work
- pornographic material, including pornographic material in publications, films, computer games, or accessible on the internet
- provision of a gambling service by a person not licensed under an Australian law to provide the service
- any service supplied in Australia to foreign tourists that is not a tourism service
- selection or recruitment of students to work in Australia
- Services that are not direct export support services (for example IT support)
- Academic research and technological innovation that do not have direct commercially driven outcomes
- Data purchase or database access
- Sale or export of products that contravene Australian law
- Expenditure covered by other financial assistance schemes (Commonwealth and/ or State/ Territory governments)

## 3. Process

### 3.1. Application Process

Applications must be submitted in full through the Website. Applicants should note there will be a Guideline to completing an application available to assist them in the process.

As part of the application, the Applicant must include:

1. Professionally prepared financial statements for the last two years of trading
2. A copy of their Business Plan
3. Proposed budget for the Activity, and itemised quotes for Eligible Works from a Territory Enterprise(s) or itemised quote from a non-Territory Enterprise together with supporting evidence that demonstrates the unavailability and/or unsuitability of a Territory Enterprise to carry out the Eligible Works (see Clause 3.2 below).

4. (if not applying for a Stream 1 grant for the purpose of preparing one) a copy of the applicant's current export plan or strategy
5. Any additional information that will assist in assessing the application

The Applicant will be required to sign a statutory declaration in relation to a number of matters as part of the application process. This declaration must be carefully read and understood by the person making the declaration.

## 3.2. Quotation process

An Applicant must first seek quote(s) from Territory Enterprises to carry out the Eligible Works.

**Important Note: Business from which quotes are sought by an Applicant must not be related entity to the Applicant.**

If no Territory Enterprise is willing and able to provide the required services, an Applicant may then seek quotations from businesses located outside of the Territory. Applicants are required to provide evidence that they have checked with the NT Industry Capability Network (ICN NT) that the required services are not available in the Northern Territory prior to seeking quotations from non-Territory Enterprises. Please refer to the following website: <https://www.icn.org.au/regions/northern-territory/northern-territory-submit-enquiry/>.

The Department may approve or deny approval of the use of non-Territory Enterprises in its unfettered discretion.

If the Applicant is unable to obtain a quote for the Eligible Works, (for example because it intends to participate in a virtual trade show), it must submit alternative proof of the projected costs to be incurred with their application.

All quote/s (or alternative information) must state all relevant legal information about the quoting business and clearly outline the Activity the Applicant wishes to carry out and the associated costs (stating GST inclusive and exclusive).

## 3.3. Grant approval process

Eligible Works must only commence after an application has been approved by the Department by way of the issue of an Approval Confirmation Letter.

**Any works commenced, in progress or completed prior to an Eligible Recipient executing a Funding Agreement will be ineligible for approval.**

## 4. Assessment of applications

- Applications that successfully pass the eligibility testing will undergo a substantive assessment by delegates against the assessment criteria;
- Stream 3 applications will be reviewed by a suitably experienced and qualified Senior Officers from the Department of Trade, Business and Asian Relations. An assessment tool employing the eligibility criteria for the Scheme will be used by the Assessor.
- The Assessor will make recommendations and final decisions will be made by the Department and Approval Confirmation Letters issued to successful applicants.

## 4.1. Assessment criteria for Streams 1 and 2

The applicant's application will be assessed to ensure it meets the eligibility criteria.

Stream 3 applicants must address all assessment criteria in the applicant's application. We will assess the applicant's application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence the applicant provided in its application should be relative to the project size, complexity and grant amount requested. The applicant should provide evidence to support its answers.

The Department will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

## 4.2. Assessment criteria for Stream 3

### 4.2.1. Reach and impact of the project (50 points)

The applicant should demonstrate this through identifying:

- The size and composition of the applicant's intended audience, including geographical reach and whether the project targets underrepresented products and or services in that market/s
- The quality of the applicant's project, including the likely impact and benefit of the applicant's activities to the applicant's intended audience

### 4.2.2. Assessment criterion 2 (Stream 3 only)

**The applicant's capacity, capability and resources to carry out the project (20 points)**

The applicant should demonstrate this through identifying:

- The applicant's access to personnel with the right skills and experience
- The applicant's capacity to continue the funded activity beyond the life of the grant.

### 4.2.3. Assessment criterion 3 (Stream 3 only)

**Impact of funding on your project (30 points)**

You should demonstrate this through identifying:

- How the grant will impact the quality, size, value and reach of your project
- The nature of the partnerships within the 'cluster' in delivering the project and expected benefits to your businesses and industry

## 4.3. Notification

A successful applicant will receive an Approval Confirmation Letter from the Department including the proposed Funding Agreement for execution.

Applicants deemed to be ineligible or unsuccessful will be notified by the Department in writing.

## 4.4. Enquiries and feedback

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If an Applicant is dissatisfied with the way an application has been handled by the Department, they can contact the Department in writing and lodge a complaint. The complaint will be reviewed by one or more independent areas of the Department.

If no resolution is achieved, the Applicant can contact the Northern Territory Ombudsman.

## 4.5. Due diligence, audit and compliance with the law

All participants in the Scheme (including all Territory Enterprises that carry out Eligible Works) acknowledge:

- (a) that the Department will conduct such due diligence enquiries as it sees fit in order to ensure the integrity of the Scheme and that the allocated funding is used strictly in accordance with the intent of the relevant government policy. Where required, an Applicant must give the Department a privacy release in order for the Department to obtain information about it that does not form part of a public register. Such enquiries may include (but are not necessarily limited to) company and business name searches, checks on Eligible Works, searches of the courts and/or the trustee in bankruptcy; and
- (b) that without limitation to the terms and conditions of any Funding Agreement, it is a condition of participation in the Scheme that, Eligible Recipients comply with all relevant laws, including:
  - a. the Payroll Tax Act 2009;
  - b. the Taxation Administration Act 2007;
  - c. their obligations under the Independent Commissioner Against Corruption Act 2017 (and that none of their officers, employees, and/or members engage in improper conduct as that term is defined in that Act); and
- (c) The Department reserves the right to conduct an Audit at any time during the Scheme and including before the issue of an Approval Confirmation Letter, or within 12 months after the Scheme ends, in addition to any audit rights it may have under the Funding Agreement.

By applying to participate in the Scheme, Applicants declare that they agree to the Department having access to any private register of information in relation to the Applicant, and to the Department using, storing and releasing for lawful purposes, their information, including personal information.

Participants must provide a statutory declaration in the form and as to the matters as required by the Department from time to time and published on the Website. An Applicant that cannot make the declaration will not be admitted to participate in the Scheme.

## 4.6. Absolute discretion

All decisions made under these terms and conditions and pertaining to the award of grant funding under this Scheme are at the Department's absolute and unfettered discretion.

The Department reserves the right to request the Applicant to provide further information should it be deemed necessary.

The Department reserves the right to amend these Terms and Conditions and the application terms at any time as it deems appropriate in its absolute discretion.

The Department makes no representation that a grant of funds will be made to any applicant and reserves the right to make no funds available under the Scheme.

All costs incurred by an Applicant in connection with an application are the sole responsibility of the Applicant.

The Department may at any time, remove an Applicant from the application and assessment process, if in

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the Department's opinion association with the Applicant may bring the Department, Chief Minister, another Minister or the Northern Territory into disrepute.

## 5. Other grant implications and considerations

### 5.1. Incentives and financial benefits

A service provider business must not offer to an Eligible Recipient, and an Eligible Recipient must not ask for or accept from the service provider business (or anyone acting on behalf of the business), any offer of a benefit (whether monetary or otherwise) to the Eligible Recipient or any third party, as inducement to the Recipient to accept a quotation, other than the completion of the Eligible Works set out and described in the quotation.

Should any proposed services include works and/ or goods/ materials that already entitle the Eligible Recipient to a rebate, discount or other financial benefit whether from the Northern Territory Government or not ('Benefit'), the Grant Funding amount or amounts will be reduced by the amount of such Benefit to avoid double-dipping.

### 5.2. GST

The approved Grant Funding is exclusive of GST. If the service provider carrying out the Eligible Works is registered for GST and this is reflected in the invoice(s) submitted by the Eligible Recipient, the Department will pay the GST amount on the value of the approved Grant Funding.

### 5.3. All works at risk of recipient

The Department takes no responsibility for any damage or loss of any kind accruing to the Eligible Recipient in the event that the quoting business fails to complete the Eligible Works by the cut off dates (or at all), including loss of benefit and use of Grant Funding. Additionally, the Department takes no responsibility and will not be liable for any loss, damage, liability or claim whatsoever suffered or incurred by any person or business arising directly or indirectly out of the use or reliance on advice provided by a consultant or specialist procured with funding under the Scheme.

By making an application under the Scheme, the Applicant declares and warrants to the Department that it has read, understood and fully accepts these Terms and Conditions and fully releases and indemnifies the Department against any loss or damage he/she/they may suffer of any nature whatsoever (including without limitation personal injury or death) whether in relation to the goods and materials supplied and/or conduct of the works (or lack thereof). The Applicant further confirms that all required permits, certificates and licenses required to carry out the Eligible Works have been obtained.

### 5.4. Taxation implications

Funding may have taxation implications for the applicant organisation. Applicants are advised to seek independent taxation and financial advice from suitably qualified professionals (including in respect of any proposed cluster arrangements) before submitting an application. The GST component of incurred expenditure for approved action plans can be claimed under the Scheme provided that the applicant is registered for GST.

### 5.5. Scheme Changes

The Department reserves the right to:

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- vary these Terms and Conditions, the eligibility criteria or any other documented rule or procedure relating to the Scheme at any time
- accept or reject any application for participation in the Scheme in its complete and unfettered discretion
- decide in its discretion whether an Applicant or a proposed Activity does or does not meet the intent of the eligibility criteria for participation (notwithstanding that it may meet the requirements of the relevant definition), or
- cease the Scheme at any time should Northern Territory Government policy change or the budgetary allocation be exhausted in which case no further grants will be issued.

## 5.6. Cancellation of grant funding

Should an Eligible Recipient require the cancellation or amendment of their approved Grant Funding, they must contact us<sup>1</sup> **within one month** of receiving their Approval Confirmation Letter and before the Funding Agreement is executed.

## 5.7. Privacy statement

The Department is bound by the *Information Act 2002 (NT)* and will only ever use information in accordance with the Northern Territory Government's Information Privacy Principles. These principles are available at [www.infocomm.nt.gov.au/privacy/information-privacy-principles](http://www.infocomm.nt.gov.au/privacy/information-privacy-principles) or by contacting the Information Commissioner Northern Territory on 1800 005 610.

Participants should read the Department's [Privacy Policy](#)<sup>2</sup> and by providing information to the Department under the Scheme, Businesses and Organisations agree to the following Privacy Statement:

Information collected as part of the Scheme application process is collected in accordance with the Scheme's terms and conditions and for the purposes of assessing participant eligibility, audit; monitoring; evaluation; and reporting.

By applying to participate in the Scheme, Applicants consent to the Northern Territory Government:

- a) publishing their details in the Department's Annual Report, and the Department ~~has~~ the right to publicise outputs of the Scheme as it sees fit (but redacted of any personal information).
- b) storing information, including personal information (such as names and personal contact details);
- c) using the information, including personal information for the purposes mentioned in the paragraph above;
- d) disclosing the information to Services Australia for the purposes mentioned in the paragraph above; and
- e) transferring some of this information, including personal information, outside of the Northern Territory (but not outside Australia) for the purposes mentioned in the paragraph above.

By applying to participate in the Scheme, Applicants also consent to a tax officer of the Territory Revenue Office disclosing to the Department confidential information obtained in the administration of a taxation law relating to their identity and personal or financial affairs, including any tax defaults or overdue returns.

If personal information of another individual is provided to the Northern Territory Government, the Applicant warrants that they have informed the person to whom the personal information relates that the personal information will be provided to the Northern Territory Government, and of the Northern Territory Government's intended use of this personal information, and that they have obtained consent from all such

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<sup>1</sup> [trade@nt.gov.au](mailto:trade@nt.gov.au)

<sup>2</sup> <https://industry.nt.gov.au/privacy>

persons to allow the Northern Territory Government to use and disclose their personal information in this manner.

## 5.8. Release and indemnity

By applying to participate and as a continuing obligation throughout any period of participation in the Scheme, the Principal Contact declares and warrants to the Department for and on behalf of the Applicant that they have read, understood and fully accept these Terms and Conditions and fully release and indemnify the Department against any loss or damage he/ she/ it/ they may suffer of any nature whatsoever (including without limitation personal injury or death) caused or contributed to by participation in the Scheme.