

# TSS - COVID-19 Quick Response Application Form

## Form Preview

### Business Details

\* indicates a required field

The Program is open to Territory businesses that have been impacted as a result of global supply chain disruptions and travel restrictions in place as a result of the COVID-19 pandemic. The Program is a temporary measure to allow Eligible Recipients to access funding under the Trade Support Scheme while international travel is restricted. The Program follows on from the Northern Territory Government's Trade Support Scheme Quick Response Grants, Round One delivered which closed on 30 June 2020.

The Program will provide approved matched funding for applicants to carry out Eligible Works that will drive increased revenue and export activity for their businesses through the delivery of export plans or digital solutions to reach international customers.

#### **Important notes before you start**

An **Eligible Recipient** is a business that:

- is a legal entity that held and continues to hold a valid Australian Business Number (ABN) as at 29 July 2020; and
- is a Territory Enterprise; and
- is financially viable and has not had a liquidator appointed; and
- has a business plan; and
- is either open for business at the time of application, or has a plan to re-open for business within 3 months of the date of application; and
- can provide evidence the business is Export Ready and any other information required on the application form; and
- (if applicable) has successfully acquitted funding previously received under the Trade Support Scheme
- is not an Excluded Recipient.

**Excluded Recipient** means individuals, government agencies, government owned bodies and local government bodies.

The Department will in its absolute discretion ascertain and decide whether a recipient is eligible under this program.

### Eligibility

**I am an Eligible Recipient as defined under the Program Terms and Conditions \***

- Yes  No - ineligible - do not continue

**This application is not submitted by anyone other than myself as the Eligible Recipient \***

- Yes  No - ineligible - do not continue

**I consent to my personal information being shared between/ with relevant NT Government and external agencies/ advisers/ bodies for the purposes of ascertaining and validating my eligibility under this program \***

- Yes  No - ineligible - do not continue

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### Monitoring and Evaluation

These questions are for research and evaluation purposes only. Your answers are not used as part of your registration and will remain confidential.

#### How did you hear about the Program? \*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Newspaper              | <input type="checkbox"/> TV                          | <input type="checkbox"/> Friend/ family/ acquaintance |
| <input type="checkbox"/> Social media           | <input type="checkbox"/> Radio                       | <input type="checkbox"/> Other: <input type="text"/>  |
| <input type="checkbox"/> Internet search engine | <input type="checkbox"/> Press Release/ Announcement |   |

### Applicant Details

#### Legal Entity Name/ Trustee Name/ Organisation Name \*

Organisation Name

Legal entity name (not trading name). If a Trust, you must give the name of the Trustee of the Trust and attach a copy of the entire trust deed further below in this application form

#### Trading Name \*

Can be the same as legal entity name

#### Legal Entity Type \*

- Company       Partnership       Sole Trader       Trust

#### Australian Business Number (ABN) \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

#### Business Physical Address \*

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Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Phone Number \***

Please provide a phone number you can be contacted on if required. Include area code if a landline. Must contain 10 characters eg 0889995511.

**Email \***

Please enter your preferred email address for all written correspondence.

**Website**

Must be a URL.

## Contact person

The Department will use the below details to make contact with you, should we require anything further. This is also the person responsible for this application.

**Applicant Contact \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Phone Number \***

Include area code if a landline

**Email \***

Must be an email address.

## Trust Deed

If your Legal Entity is a **Trust**, you will need to upload a copy of the Trust Deed to provide confirmation of who your Trustee is.

**Legal Entity** name in the Business details section should be written as;

ABC Pty Ltd the trustee for ABC Family Trust

or

John Smith the trustee for ABC Family Trust

**Please contact your accountant if you are unsure.**

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### Upload copy of Trust Deed \*

Attach a file:

## Export Assessment

\* indicates a required field

### Upload your business plan \*

Attach a file:

### Upload professionally prepared financial statements for the last two years of trading \*

Attach a file:

### Business turnover (last financial year) \*

Must be a dollar amount.

### Number of NT based employees (FTE) \*

Must be a number.

### Are you currently exporting a product or service offshore (or were you prior to COVID-19)? \*

Yes  No

### What product or service are you exporting?

### What countries are you currently exporting to?

### Is your product or service selling in the domestic market? \*

Yes  No

### Can you identify your selling proposition and also align this with particular target markets? \*

Yes  No

### Is your business positioned to increase capacity to meet new/additional export orders for your product or service? \*

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Yes

No

**Do you have the financial resources to support ongoing marketing of your product or service overseas? \***

Yes

No

**Has your company undertaken initial research into overseas markets such as whether you require licenses, or what regulations or labelling requirements may be? \***

Yes

No

**Do you have promotional materials suitable for overseas customers such as website and brochures? \***

Yes

No

N/A

**Do you have an understanding of payment mechanisms for international transactions (e.g. Letter of Credit) and managing foreign currency transactions? \***

Yes

No

**Company profile \***

Word count:

Must be no more than 300 words.

## Export Planning or Digital Solutions

There are two categories of works available under the program:

**Export Planning:** Projects which engage specialised export consultants to develop or update export strategies and plans that support Eligible Recipients to enter, re-engage or expand into international markets; or

**Digital Solutions:** Projects to support Eligible Recipients to adapt to the digital trade environment and projects to undertake international market engagement activities, including:

- develop or modify e-commerce platforms and websites, including related foreign language translations
- innovative use of digital platforms to reach international customers and the development of targeted social media strategies
- participation in virtual/online events and tradeshow
- promotional resources to reach identified international customers

To be eligible for the Digital Solutions category, a copy of the Eligible Recipient's current export strategy or plan is required to be lodged with the application.

**Are you applying for Export Planning or Digital Solutions? \***

Export Planning

Digital Solutions

## Export Planning

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- Export Planning:
  - Only one application per Eligible Recipient can be made for this category
  - Maximum Grant Amount for this category is \$5000 with a 50:50 co-contribution

### What category of Export Planning are you applying for? \*

- Develop an export strategy or plan
- Refresh an export strategy

## Digital Solutions

- Digital Solutions:
  - No limit to the number of applications made to this category
  - A separate application needs to be submitted for every digital solutions project the Eligible Recipient wants to undertake
  - A copy of the Eligible Recipient's current export strategy or plan is required to be lodged with the application
  - Maximum Grant Amount for this category is \$5000 per application, with a 50:50 co-contribution

To ensure fairness and equity, an Eligible Recipient's first Digital Solutions application will be assessed in the order received. Any subsequent applications will only be assessed:

- after all other first applications have been assessed; and
- subject to grant funding availability.

### Select the Digital Solutions category you are applying for (may select more than one) \*

- Develop or modify e-commerce platforms and websites, including related foreign language translations
- Innovative use of digital platforms to reach international customers and the development of targeted social media strategies
- Participation in online event or tradeshow
- Promotional resources to reach identified international customers

### Upload your current export strategy or plan \*

Attach a file:

## Project Details

\* indicates a required field

### Project overview - detail what you will use the funding for \*

Word count:

Must be no more than 300 words.

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**Explain how the proposed project will support business continuity or support your business to rebound after COVID-19? \***

Word count:  
Must be no more than 300 words.

**How you will deliver the project, include consultants you will use, timeframes and deliverables? \***

Word count:  
Must be no more than 300 words.

**Which export countries will this project target? \***

Word count:  
Must be no more than 300 words.

## Anticipated Trade Results

**What outcomes do you aim to achieve? \***

Word count:  
Must be no more than 300 words.

**How will the proposed project increase international trade for your business and / or the Northern Territory? \***

Word count:  
Must be no more than 300 words.

**Have you previously received support under the Trade Support Scheme Quick Response Grants? If yes, provide date of application and amount received. \***

**Have you previously received or are receiving assistance or funding to deliver the activity which is the subject of this application, under similar programs offered by the Australian Government or other state or territory governments? \***

Yes  No

**If yes to the above, please provide details of the program and funding received \***

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### Works

An Eligible Recipient must first seek quote(s) from Territory Enterprises to carry out the Eligible Works. If a Territory Enterprise is unable to provide the required services, an Eligible Recipient may then seek quotations from businesses outside of the Territory. Eligible Recipients 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 outside <https://www.icn.org.au/regions/northern-territory/northern-territory-submit-enquiry/>.

If the Eligible Recipient is unable to obtain a quote for the Eligible Works, for example because they are intending to participate in a virtual trade show, they must submit alternative proof of cost with their application.

The quote (or alternative information) must clearly outline the project the Eligible Recipient wishes to carry out and the associated costs.

Recipients cannot obtain Grant Funding in respect of quotes for Works from service provider businesses which are Related to (or a Relative of) the Recipient.

Eligible Works must only commence after an application has been approved by the Department. Any works commenced or completed prior to approval will be ineligible for reimbursement.

**How many quotes (or alternative) are you submitting? \***

- 1       2       3       4       5

**Have any works subject to this application commenced? \***

- Yes       No

### Quote 1

**Upload Quote 1 \***

Attach a file:

**Total cost of works 1 (excl GST) \***

\$

Must be a dollar amount.

**Has the quote been provided by a Territory Enterprise? \***

- Yes - Territory Enterprise  
 Not applicable - Quote for an online event or tradeshow  
 No - Non-Territory Enterprise but an Australian business  
 No - Quote from an international service provider

**Provide evidence of engagement with ICN NT to confirm the services provided are not available in the NT \***



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## Form Preview

Attach a file:

### Service Provider 1 Details

**Name of service provider for Quote 1 \***

Organisation Name

**Address of service provider for Quote 1 \***

Address

  

**Email of service provider for Quote 1 \***

Must be an email address.

**Phone number of service provider for Quote 1 \***

**ABN of service provider for Quote 1 \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Quote 2

**Upload Quote 2 \***

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## Form Preview

Attach a file:

**Total cost of works 2 (excl GST) \***

\$

Must be a dollar amount.

**Has the quote been provided by a Territory Enterprise? \***

- Yes - Territory Enterprise
- Not applicable - Quote for an online event or tradeshow
- No - Non-Territory Enterprise but an Australian business
- No - Quote from an international service provider

**Provide evidence of engagement with ICN NT to confirm the services provided are not available in the NT \***

Attach a file:

### Service Provider 2 Details

**Name of service provider for Quote 2 \***

Organisation Name

**Address of service provider for Quote 2 \***

Address

  

**Email of service provider for Quote 2 \***

Must be an email address.

**Phone number of service provider for Quote 2 \***

**ABN of service provider for Quote 2 \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN

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Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Quote 3

#### Upload Quote 3 \*

Attach a file:

#### Total cost of works 3 (excl GST) \*

\$

Must be a dollar amount.

#### Has the quote been provided by a Territory Enterprise? \*

- Yes - Territory Enterprise
- Not applicable - Quote for an online event or tradeshow
- No - Non-Territory Enterprise but an Australian business
- No - Quote from an international service provider

#### Provide evidence of engagement with ICN NT to confirm the services provided are not available in the NT \*

Attach a file:

### Service Provider 3 Details

#### Name of service provider for Quote 3 \*

Organisation Name

#### Address of service provider for Quote 3 \*

Address

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### Email of service provider for Quote 3 \*

Must be an email address.

### Phone number of service provider for Quote 3 \*

### ABN of service provider for Quote 3 \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Quote 4

### Upload Quote 4 \*

Attach a file:

### Total cost of works 4 (excl GST) \*

Must be a dollar amount.

### Has the quote been provided by a Territory Enterprise? \*

- Yes - Territory Enterprise
- Not applicable - Quote for an online event or tradeshow
- No - Non-Territory Enterprise but an Australian business
- No - Quote from an international service provider

**Provide evidence of engagement with ICN NT to confirm the services provided are not available in the NT \***

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## Form Preview

Attach a file:

### Service Provider 4 Details

**Name of service provider for Quote 4 \***

Organisation Name

**Address of service provider for Quote 4 \***

Address

  

**Email of service provider for Quote 4 \***

Must be an email address.

**Phone number of service provider for Quote 4 \***

**ABN of service provider for Quote 4 \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Quote 5

**Upload Quote 5 \***

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## Form Preview

Attach a file:

**Total cost of works 5 (excl GST) \***

\$

Must be a dollar amount.

**Has the quote been provided by a Territory Enterprise? \***

- Yes - Territory Enterprise
- Not applicable - Quote for an online event or tradeshow
- No - Non-Territory Enterprise but an Australian business
- No - Quote from an international service provider

**Provide evidence of engagement with ICN NT to confirm the services provided are not available in the NT \***

Attach a file:

### Service Provider 5 Details

**Name of service provider for Quote 5 \***

Organisation Name

**Address of service provider for Quote 5 \***

Address

  

**Email of service provider for Quote 5 \***

Must be an email address.

**Phone number of service provider for Quote 5 \***

**ABN of service provider for Quote 5 \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN

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Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Additional Information

**Provide any additional information that may assist us in assessing this application**

Attach a file:

### Declaration

\* indicates a required field

#### Unattested Declaration under the Oaths, Affidavits and Declarations Act

**I (insert full name) \***

#### solemnly and sincerely declare

- All information contained in the application for grant funding together with any attachments is complete, true and correct to the best of my knowledge;
- I am duly authorised to submit this application on behalf of the organisation named in the application;
- I understand that providing false or incorrect information to obtain a benefit may be a criminal offence;
- My organisation has read, understood and agrees to comply with any requirements and conditions set out in the grant information and application form for grant funding;
- I have read, understood and agree to the Privacy Statement below;
- To my knowledge, the organisation I represent:
  - 1.is solvent;
  - 2.does not have any conflict of interest to declare in relation to the application or the grant or funding program being applied for;
  - 3.is in compliance with its incorporating legislation;
  - 4.is in compliance with all laws including work health and safety and workplace relations laws;

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- I or another representative of my organisation will advise the Department immediately if any of the information provided in the application changes;
- I understand that the organisation I represent may be requested to provide further information in support of the application;
- If and where details of an organisation other than my organisation are included in the application, I confirm that the other organisation has been made aware of and has given permission for those details to appear in the application;
- The organisation I represent gives consent to the Northern Territory Government making public its details and details of the funding or grant received should the application be successful;
- Where my organisation has an ABN, I acknowledge that, if the application is successful, the Northern Territory Government has a legislative obligation to report details of grant funding paid to my organisation to the Australian Taxation Office.

**This declaration is true and I know that it is an offence to make a declaration that is false in any material particular. \***

Confirm

**This declaration is made at \***

Location or town the declaration is made at, eg. Darwin, Alice Springs, etc.

**Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Date of birth \***

Must be at least 18 years of age.

**Position title \***

Must be a principal of the business

**Date of declaration \***

Must be a date.