



Agricultural Trade and Market Access Cooperation Grant Guidelines

Commonwealth policy entity:	Department of Agriculture, Water and the Environment
Administering entity	Department of Agriculture, Water and the Environment
Enquiries:	If you have any questions, please contact the ATMAC Program Manager at atmac@agriculture.gov.au
Type of grant opportunity	Non-competitive

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1. About the grant

The Agricultural Trade and Market Access Cooperation program (the program) is a component of Portfolio Budget Statement program 3.13: International Market Access.

The program is consistent with the Government's support for enabling Australian agriculture to become a \$100 billion sector by 2030 by providing a mechanism for the government to enter into strategic partnerships, developed jointly with industry, that support trade expansion and provide direct benefits for the sector.

The **objective** of the program is to open, improve and/or maintain access to overseas markets for Australian agricultural products by building stronger relationships with trading partners, neighbouring countries and international organisations.

The intended **outcome** for grants is to expand trade for the Australian agricultural, forestry and fisheries sectors into emerging export markets and/or export markets with a high-growth potential. This will be achieved through support for diversification efforts that align with industry priorities.

Proposals are required to demonstrate broad support across relevant industry stakeholders and include a co-contribution, financial and/or in-kind. Co-contributions must complement government contributions to increase the impact and sustainability of the activity.

Grants will be administered by the Community Grants Hub on behalf of the Department of Agriculture, Water and the Environment (the department).

Grants are to be undertaken in accordance with the *Commonwealth Grants Rules and Guidelines (CGRGs)*¹

2. The grant selection process

This grant opportunity will provide rapid, cost-effective support for market diversification and resilience efforts by Australian agricultural, forestry and fishery export industries.

Projects should be developed and prioritised by industry and have industry support. Preference will be given to initiatives that are part of an industry strategy.

2.1 Eligibility criteria

To be eligible to receive a grant the potential grantee must:

- be a legal entity, able to enter into a legally binding agreement
- represent a range of relevant industry beneficiaries
- have an Australian Business Number and an Australian bank account
- be registered for the purposes of GST
- provide a significant co-contribution, financial and/or in-kind, proportionate to the size of the grant.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

Persons², unincorporated associations and non-corporate Commonwealth entities are not eligible for grants.

2.2 Eligible grant activities

To be eligible for funding, grant activity must address the intended outcome for the program and be undertaken between the agreed start and end dates.

Eligible activities will be set out in the relevant grant agreement and may include:

- research and development
- training and education
- information exchange
- feasibility studies
- competitor analyses or sector or market analyses
- export strategy development
- targeted relationship development
- influencing the evolution or adoption of international standards and protocols
- capital works that support improved market diversification.

2.3 Ineligible grant activities

The grant cannot be used for the following:

- activities that support or promote the benefit of a single commercial or governmental enterprise
- activities that may distort trade or disadvantage Australian agricultural, forestry or fishery industries
- costs associated with projects of a solely commercial nature
- costs not directly incurred in carrying out the project (including overhead costs)
- purchase of land
- wages
- legal expenses
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

2.4 Grant assessment

Proposals will be assessed systematically by an advisory panel of independent non-government and government experts that is carefully managed to avoid conflicts of interest.

² A person is a natural person, an individual, a human being.

Appropriate mechanisms for identifying and managing potential conflicts of interests for grant opportunities will be implemented. These will include establishing procedures for advisory panel members to declare their interests, and for managing potential conflicts of interest in all phases of grants administration.

Assessment of proposals will consider:

- how the grant will contribute to the objective of the grant program
- how the proposed grant addresses a specific need
- the capability and capacity of the grantee to undertake the grant
- the value with relevant money represented by the proposal
- whether the proposal has been appropriately costed
- whether the co-contribution adds to the impact and sustainability of the activity and is proportionate to the grant
- that the level of risk associated with the proposal and its implementation is manageable and/or acceptable
- that the beneficiaries are relevant and representative, and are engaged with the proposal.

The advisory panel will recommend to the decision maker whether to approve proposals for a grant.

3. Who will approve the grant?

The Minister for Agriculture, Drought and Emergency Management will make the final decision to approve a grant.

The delegate's decision is final in all matters, including:

- the approval of the grant
- the grant amount to be awarded
- the terms and conditions of the grant.

4. Notification of the grant

Grantees will be advised of funding decisions in writing, following a decision by the Minister.

4.1 The grant agreement/Payment of the grant

Grantees are required to enter into a legally binding grant agreement with the Commonwealth. A letter of agreement grant agreement will be used.

Grant agreements will be fit for purpose and proportionate to the size of the grant. At a minimum it will state:

- maximum grant amount to be paid
- contributions (financial and in-kind) made by the grantee or a third party
- planned outcomes, timeframes and reporting requirements.

Each agreement has general terms and conditions that cannot be changed. Grant agreements may also have specific conditions determined by the assessment process or other considerations made by the decision-maker. A schedule, attached to the grant agreement will be used to outline specific grant conditions.

A grant agreement must be executed before any payments can be made. Any grant activity undertaken before a grant agreement has been executed is not an eligible cost.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

4.2 Grant acquittal and reporting

Grantees must submit reports in line with the timeframes in the grant agreement. Sample templates are provided for these reports in the grant agreement. Reports will include:

- progress against agreed project milestones
- contributions of participants directly related to the grant activity
- eligible expenditure of grant monies.

Grantees will be responsible for:

- meeting the terms and conditions of the grant agreement and managing the grant activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement.

5. Announcement of the grant

Grants will be listed on the GrantConnect website, 21 days after the date of effect as required by Section 5.3 of the CGRGs.

6. Grant evaluation

The department will evaluate grants to measure how well the outcomes and objectives have been achieved.