

## Wine Export Grants Round 2: eligible expenses (amended)

(See section 5.1 of the grant guidelines)

The following indicates the supporting documentation required to claim eligible costs. Please refer to sections 5.1 and 5.2 of the amended grant guidelines for further information about eligible and ineligible costs as well as limitations on how much can be claimed for certain types of expenditure.

**Table 1: supporting documentation for eligible expenses**

Cost Item	Explanation	Supporting Documentation
A	i. Airfares	Tax Invoice and receipt, boarding passes for all flights
	ii. Taxi fares to and from airports	Tax Invoice or receipt
	iii. Departure taxes	Receipt
	iv. Visas	Receipt
	v. Daily allowance	Flight itinerary showing name of traveller(s), times and days of travel and destination
B	i. Product samples	None required, noting the inclusions of the Statutory Declaration which is required to be submitted with the application
	ii. Freight or shipping of product samples	Tax Invoice or receipt
C	i. Costs directly related to participating and promoting your product in an international trade fair, seminar, international forum, private exhibition or online or virtual promotion in an international market	Tax Invoice/Invoice or receipt
	ii. including the cost of having an individual represent the applicant in market.	Tax Invoice/Invoice and receipt or remittance for the expense, accompanied by supporting information which includes the following: <ul style="list-style-type: none"> <li>• date of the activity</li> <li>• location(s) of the activity</li> <li>• brief description of the activity as it relates to an export promotion activity</li> </ul>
D	i. Promotional material tailored for an international audience, such as brochures, videos, advertising, website development and live streaming, where the cost is incurred on or after 1 July 2020	Tax Invoice or receipt
	ii. Logistics costs associated with dissemination of material identified in d) i. where the cost is incurred on or after 1 July 2020	Tax Invoice or receipt

E	i. The cost of obtaining market intelligence i.e., the cost of engaging a consultant to undertake export market research and deliver market insights	Tax Invoice/Invoice and receipt or remittance for the expense, accompanied by: <ul style="list-style-type: none"> <li>• an Agreement or Letter of Appointment, showing the role, duties, function, and reporting requirements of the consultant.</li> <li>• Evidence of activities carried out (e.g. correspondence, email, reports)</li> </ul>
	ii. The cost of engaging a marketing or brand consultant to develop a marketing or channel strategy for an export market	Tax Invoice/Invoice and receipt or remittance for the expense, accompanied by: <ul style="list-style-type: none"> <li>• an Agreement or Letter of Appointment, showing the role, duties, function, and reporting requirements of the consultant.</li> <li>• Evidence of activities carried out (e.g. correspondence, email, reports)</li> </ul>