Transcript Example

**GC**: Good morning! Thanks for joining the meeting. How are you today?

**Executive**: Good morning! I’m doing well, thanks. I’m eager to discuss the EMDG Tier 1 grant.

**GC**: Great! Let's start by confirming some basic details about Company ABC. Could you please provide your Australian Business Number (ABN)?

**Executive**: Certainly. Our ABN is 12 345 678 901.

**GC**: Thank you. Now, could you tell me about your business's turnover for the last financial year?

**Executive**: Our turnover for the last financial year was $1.2 million.

**GC**: That fits within the requirement of under $20 million. Next, can you describe the products or services you plan to export and confirm they are of substantially Australian origin?

**Executive**: We develop eco-friendly packaging solutions. Our products are designed and manufactured in Australia using locally sourced materials.

**GC**: Excellent. To qualify, your products must be goods, services, events, intellectual property, or software of Australian origin, which yours are. Now, let's discuss your export readiness. Have you undertaken any training or developed a marketing strategy for exporting?

**Executive**: Yes, we completed an export readiness training program offered by our local chamber of commerce. Additionally, we’ve developed a comprehensive marketing strategy for international markets.

**GC**: That’s perfect. Tier 1 grants support activities like training and initial market research, so your training program aligns well. Can you outline your planned promotional activities? This might include trade fairs, creating promotional materials, or hiring consultants.

**Executive**: We plan to participate in two major international trade fairs over the next year. We also intend to develop multilingual promotional materials and hire a consultant to help us with market research in Asia.

**GC**: Those activities are all eligible under the Tier 1 grant. Do you have a budget estimate for these activities?

**Executive**: Yes, we estimate the total cost to be around $50,000. This includes travel, accommodation, trade fair fees, and consultant fees.

**GC**: That’s a reasonable estimate. Remember, the grant will cover up to 50% of eligible expenses, so you’ll need to match the grant amount dollar-for-dollar. Have you gathered all the necessary documents and information for the application?

**Executive**: We have most of the documents ready, including our financial statements, training certificates, and marketing strategy. We’re just finalizing our budget details.

**GC**: Excellent preparation. To complete the application, you'll need to submit these documents along with a detailed plan of your promotional activities. We can help review everything before submission to ensure it meets the EMDG guidelines.

**Executive**: That would be very helpful. What are the next steps?

**GC**: I’ll help you fill out the Tier 1 Grant Application Form. After that, we’ll submit it through the EMDG portal. Once submitted, Austrade will assess your application, and if successful, they’ll offer you a grant agreement to sign electronically.

**Executive**: That sounds good. How long does the process usually take?

**GC**: Typically, it takes a few months from submission to approval, depending on the volume of applications. It’s essential to ensure everything is complete and accurate to avoid delays.

**Executive**: Understood. We’ll make sure to provide all necessary information. Thank you for your guidance.

**GC**: You’re welcome. Let’s get started on the application. Please have your documents and details ready, and we’ll go through each section together.

**Executive**: Perfect, let’s do it.