

Attachment A

Small Business Grants (2009–2010) Export entry category: Supporting schedules



CITY OF MELBOURNE

Business and International
City of Melbourne
PO Box 1603
Melbourne 3001

Schedule 1A: Overseas representation

Details of representative

Name of representative

Organisation

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Relationship of representative to you

Agent / Distributor /Other (pls, specify)

Period of representation

From

To

Details of activity and itemised anticipated expenses

(For each activity, provide a brief outline of the activity, country to which expenses relate and itemised anticipated amount of expenses.)

Total amount of anticipated expenses (A\$)

Amount to be claimed (A\$)

(50% of the anticipated expenses)

Schedule 1B: Marketing consultants

Details of consultant

Name of consultant

Organisation

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Relationship of consultant to you

Period of consultancy

From

To

Details of activity and itemised anticipated expenses

(For each activity, provide a brief outline of the activity, country to which expenses relate and itemise anticipated expenses.)

Total amount of anticipated expenses (A\$)

Amount to be claimed (A\$)

(50% of the anticipated expenses)

Schedule 2: Market research

Details of market research (include purpose and export markets)

Details of consultant

Name of consultant

Organisation

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Period of consultancy

From

To

Itemised anticipated expenses (A\$)

Total amount of anticipated expenses (A\$)

Amount to be claimed (A\$)

(50% of the anticipated expenses)

Schedule 3: Marketing visits

Details of travellers	
Name	Name
Position	Position
Name	Name
Position	Position
Name	Name
Position	Position
Date(s) of travel	
From	To
From	To
From	To
From	To
Details of visit and itemised anticipated expenses	
(For each visit, provide a brief outline of the visit, country to which expenses relate and itemise anticipated expenses.)	
Total amount of anticipated expenses (A\$)	
Amount to be claimed (A\$)	
(50% of the anticipated expenses)	

Schedule 5: Free samples

Details of sample

Details of receiver

Name of receiver

Organisation

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Cost of sample

Freight costs

Anticipated expenses (A\$)

Amount to be claimed (A\$)

(50% of the anticipated expenses)

Schedule 6: Promotional literature

Details of promotional literature

Brief description of promotional literature

Purpose

Location where and events at which the promotional literature will be distributed

Target audience (export city / country)

Details of supplier

Name of supplier

Organisation

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Itemised anticipated expenses (A\$)

(Itemise the production cost of the promotional literature. If promotional literature is targeted at both domestic and export markets, include percentage that is export related.)

Total amount of anticipated expenses (A\$)

Amount to be claimed (A\$)

(50% of the anticipated expenses)

Schedule 7: Trade fairs and exhibitions

Details of trade fairs / exhibition

Name of event

Purpose

City / town

Country

Dates of event

Website

Details of supplier / organiser

Organisation

Contact person

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Itemised anticipated expenses (A\$)

(Itemise the cost of participating in the trade fair / exhibition. If the event is targeted at both domestic and export markets, include percentage that is export related.)

Total amount of anticipated expenses (A\$)

Amount to be claimed (A\$)

(50% of the anticipated expenses)

Schedule 8: Outbound missions

Details of mission

Name of mission

Mission dates

Purpose

City / town

Country

Details of organiser

Organisation

Contact person

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Itemised anticipated expenses (A\$)

(Itemise the cost of participating in the outward mission(s).)

Total anticipated expenses (A\$)

Amount to be claimed (A\$)

(50% of the anticipated expenses)

Schedule 9A: Export product development

Details of product development activity

Brief description of development activity

Purpose

Proposed dates when the activity will be undertaken

Target export city and country

Details of supplier

Organisation

Contact person

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Itemised anticipated expenses (A\$)

(Itemise the cost of development)

Total anticipated expenses (A\$)

Amount to be claimed (A\$)

(50% of the anticipated expenses)

Schedule 9B: Export product protection

Details of product protection activity

Brief description of product protection activity

Type of protection

Proposed dates when the protection activity to be undertaken

Applicable cities / countries / regions

Issuing authority

Organisation

Contact person

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Details of legal agent (if using one)

Organisation

Contact person

Business address

City / town

Country

Pcode

Telephone

Email

Fax

Website

Itemised anticipated expenses (A\$)

(Provide details of export product development and itemise cost of development.)

Total amount of anticipated expenses (A\$)

Amount to be claimed (A\$)

(50% of the anticipated expenses)