

Financials

This Fact Sheet for the International Access Pass program 2018 helps you consider what you can include in your budget, and how it can be funded. Your budget is an important part of your application. A good budget will show that you have researched your proposal and costed out what is achievable.

The budget template has pre-populated formulas that should add up the totals correctly. However, you should always common sense check your budget and the totals. It is also good practice to have someone check/proof-read your budget before submitting to make sure there are no mistakes.

Eligible expenditure

You can use grant funding for any of the following:

- Event registration/access cost;
- Event exhibitor space/booth;
- Associated business events;
- Economy airfares;
- Transport;
- Visas; and/or
- Travel insurance

Your co-investment can be counted towards:

- Any of the above items;
- Accommodation;
- Meals and incidental expenses; and/or
- Marketing and event collateral

Any expenses not covered in the lists are the responsibility of the applicant and are not included in the budget template.

Using funds from multiple sources

You cannot apply for grant funding for items that are being funded by another program. You also cannot use funding from other Government sources to cover your co-investment.

You can split a single expense (e.g. airfares or exhibitor booth) so that part of the cost is covered by the grant and the other part by your co-investment. You can show this in your budget by having two rows for the same item and indicating a different funding source in each row (and the dollar amount you'd like to allocate to each).

Tax implications

You should consider how a grant would affect your income tax. If you are successful in gaining a grant, you can nominate to receive the grant funds directly, or for a business to receive them on your behalf.

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Information to help you calculate costs

You want your budget to be accurate because if your costs are higher than expected, you will need meet any shortfall yourself. JTSI also has some requirements on how you calculate items such as airfares, accommodation, meals and incidental expenses – please see Table 1 below.

Table 1: Calculating the costs for your budget

Eligible expenditure	Ways you can calculate the costs (All amounts should be in Australian dollars)
Event registration/access cost	Ask for quotes or use prices listed on websites.
Event exhibitor space/booth	Ask for quotes or use prices listed on websites.
Associated business events	Ask for quotes or use prices listed on websites.
Airfares	Travel booking/airline websites or quotes from travel agents. JTSI requirements: Economy rates only.
Transport	Travel booking/transport/car hire websites or quotes from travel agents. JTSI requirements: Economy rates only.
Visas	Relevant country immigration websites.
Travel insurance	Provider quotes.
Accommodation	Travel booking/venue websites or quotes from travel agents. JTSI requirements: Limited to hotel rooms rated up to three stars, or the equivalent average cost of a three star rated hotel room for alternative accommodation such as a bed and breakfast.
Meals and incidental expenses	This cost is usually calculated per day, using a set maximum rate. JTSI requirements: JTSI uses the 2018/19 rates set by the Australian Tax Office (ATO) as the basis for calculating the daily amounts. The maximum allowance for meals and incidentals is that set by the ATO for your travel destination and at the lowest salary band. The ATO website provides more information. We will accept this cost for the duration of an event and the travel time on either side of the event. The total combined value for meals and incidental expenses that can be counted towards you co-investment is capped at 50%.
Marketing and event collateral	Provider quotes.

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