



Factsheet

Business Events Grant Program Information for Event Owners

This factsheet provides information on eligible expenses event owners may apply for under the Business Events Grant Program.

Grant funding will cover up to 50% of eligible expenditure in participating at business events listed on the Schedule of Approved Business Events on [Austrade's website](#).

What is eligible?^

Event owners can apply for grant funding to cover costs associated with participating in their own event through an event stand or designated space or as a registered delegate. The participation in the event must be for the purposes of buying or selling.

Event owners do not need to formally register for the event but need to show their intent to participate.

Refer to the [Eligible Expenditure factsheet](#) for a full list of eligible and ineligible expenditure items. Common expenditure items for event owners include:

Travel and accommodation*

- Accommodation and airfares for staff participating in the event for the purposes of buying and selling or working the designated space or event stand*

Event sponsorship

- Up to \$10,000 to sponsor your own event (e.g. if you sponsor networking drinks)

Costs associated with participating in your event through an event stand or designated space

- Design, manufacture, shipping and set up costs for displays
- Promotional material, including sales collateral and merchandise
- Digital promotion, including the design of audio visual material
- Contractor costs associated with setting up the exhibit, event stand or space
- Equipment hire costs

What evidence of expenditure do I need to provide?

Event sponsorship

The grant can cover the market value of your sponsorship, up to \$10,000, equating to \$20,000 in sponsorship expenditure. You will need to provide a copy of your sponsorship prospectus and evidence of what you sponsored, for example your logo on the products you sponsored.

Costs associated with setting up an exhibit, event stand or designated space

Where you have paid a third party to provide a good or service, the relevant tax invoice and receipt needs to be provided.

Where you are claiming in-kind costs incurred, and there is no tax invoice/receipt, for example, an exhibit space at your own event, you will need to provide alternative examples of expenditure.

This could include, but is not limited to:

- Evidence of the market rental value of the exhibit space
- Any other relevant internal ledgers which demonstrate eligible in-kind expenditure

What is ineligible?

You cannot apply for general costs associated with running your event (operational event expenses). These costs need to be met by your organisation, or through your normal means of funding.

Any applications applying for operational event expenses will be deemed ineligible as these expenses are not eligible under the Grant Opportunity Guidelines.

Operational event expenses include, but is not limited to: venue hire, catering for delegates, advertising, cleaning, security, staff costs, team building or other activities that are part of the general running of the event.

Event owners cannot claim travel and accommodation expenses for staff involved with the general running of the event.

The grant also cannot be used to purchase assets for exhibits. For example, you cannot use grant funds to purchase monitors, televisions, or furniture that you intend to use at the event stand or designated space.

Need more information?

For more information, visit business.gov.au or call 13 28 46. More in depth face-to-face assistance is also available from AusIndustry's national network.

[^] Austrade's CEO, or their delegate, makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

^{*} Domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia. The reimbursement will be in line with the [Australian Government accommodation and domestic air travel rates](#) for economy travel (see A3).