

## Tips to apply for the Wine Export Grants

Have you previously submitted a grant application to Wine Australia? Please contact the Grants Team on 08 8228 2000 to ensure your login credentials are linked to your business.

Check the [Grant guidelines](#) to ensure:

- you are **eligible to apply**
- your expenses meet the **eligibility criteria**
- your activities are completed and you have included all **eligible expenses** – this is a reimbursement grant, you will not be able to include new expenses once your application is submitted

### Eligible expenses

Check the [Eligible expenses table](#) for evidence for each expense.

Consider the following:

- if you are claiming travel expenses, ensure you have an **itinerary for the travel** conducted by you or your representative, together with invoices and receipts for any expenses and boarding passes
- daily allowance can be claimed up to 14 days for a single promotional trip, either to or in multiple export markets, but must be a continuous journey
- if the evidence supporting your expense is in a language other than English, ensure you provide a **translation in support** so your claim can be assessed

Ensure you have all your evidence ready to upload (it can be scanned together and uploaded as one document – just keep your Statutory Declaration separate)

### Completing the Statutory Declaration

Please refer to the sample: [Statutory Declaration example](#).

Ensure the [Statutory Declaration](#) is completed by a suitable representative from your business. The representative must be one of the following:

- Managing Director
- Chief Executive Officer
- Registered Company Secretary
- the Company's Director
- Chief Financial Officer
- or the Sole trader or Partner

### Witnessing the Statutory Declaration

The Statutory Declaration must be signed and witnessed in person. It cannot be witnessed electronically.

Ensure your witness includes their job title/qualification to witness the declaration e.g.:

- Accountant – member CPA Australia
- Agent – Australian Postal Corporation
- Bank officer with 5 or more years continuous service
- Justice of the Peace
- Registered Dentist
- Registered Medical Practitioner
- Registered Pharmacist
- School Teacher – Permanent
- Police Officer

Please note this list is not exhaustive. The Statutory Declaration form includes an attachment which lists all of the possible witnesses.