

## Trade Connect Funded Activity Report

This form is to be completed by the grantee after completion of the funded activity.

### A. Applicant Details

Company Name:

Insert Company Name here

### B. Funded Market Development Activity

Activity title:

Insert the title of the funded activity here

Dates:

Start: Insert start date here Finish: Insert finish date here

Describe details of the funded activity that has taken place (who did what, when, how and why?)

Insert details of the funded activity here

Describe the specific outcomes achieved by the activity and the planned next steps in consolidating these outcomes.

Insert details of the outcomes of the activity here

Are there any outcomes or announcements from the trip that the ACT Government could release to the media or otherwise promote?

Insert any announceables here

In what ways will the outcomes of the funded activity contribute to the long term economic benefit of the ACT?

Insert details of how the outcomes from the funded activity will contribute to the ACT here

## C. Financial Report

Step 1: Download and complete Statement of Expenditure (available at [www.business.act.gov.au/tcon](http://www.business.act.gov.au/tcon)).

Step 2: Copy the total from each expenditure type to the table below.

Step 3: Attach your completed Statement of Expenditure (available at [www.business.act.gov.au/tcon](http://www.business.act.gov.au/tcon)) to this report.

Expenditure type	Amount spent (including GST and taxes) AUD \$
1. Insert details of expenditure here	1. Insert spend amount here
2. Insert details of expenditure here	2. Insert spend amount here
3. Insert details of expenditure here	3. Insert spend amount here
4. Insert details of expenditure here	4. Insert spend amount here
<b>Total</b>	Insert total spend here

Did you receive funding from other grants programs in relation to this activity?

Yes  No

If yes, please provide details:

Name of grant program: Insert name of grant program here

Amount received: Insert amount of addition grant funding here

## D. Attachments

Copies of invoices and receipts supporting expenses (*mandatory*)

Samples of marketing/promotional material (*if applicable*)

Photos and videos relating to activity (*if applicable*)

Other (*please specify*):

Insert details of other attachments here

## E. Applicant Declaration

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### Declaration by Authorised Person:

I declare that I am authorised by the applicant organisation to submit this application and declaration on behalf of the applicant organisation.

I further declare that the information provided in this report, including attachments, is true and correct in all respects.

Name:

Insert your name here

Signature:

Insert yoursignature here (Scanned is acceptable)

Date:

Insert date here

## F. Submission

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Please send the completed and signed Funded Activity Report together with all required supporting documents to:

Chief Minister, Treasury and Economic Development Directorate  
Innovation, Trade and Investment

GPO Box 158  
Canberra ACT 2601

## G. More information

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For more information on the Trade Connect grant program contact a Trade Connect Client Manager:

Phone: 132281

Email: [business.mailbox@act.gov.au](mailto:business.mailbox@act.gov.au)