Stream 2 form
Form Preview

Introduction

Stream 2 is now open for applications, and will close at 5pm, Friday 20 March 2020 (AEDT).

Stream 2 will support larger events and/or other visitor attractions such as art installations and tourist walks. The total funding for this stream is $7.5 million.

Please refer to the program guidelines here for further information on eligibility, funding conditions and the application process available prior to submitting an application.

Please note if you are successful in receiving grant funding, you will be required to enter into a funding agreement with the Australian Government and fulfill any milestones and deliverables outlined.

Further information

For further information, please contact Tourism Programs at Austrade on 1800 048 155 or via email at RTBR@austrade.gov.au.

Preliminary details

* indicates a required field

Throughout this form, please include details for each project you are applying for in Stream 2. If you are not sure how to do this, please contact Tourism Programs at Austrade.

Project name	Funds requested
	$

Total funding sought

$

This number/amount is calculated.

Applicant details

Is your organisation a local government area (LGA) or regional tourism organisation (RTO)? *
○ LGA
○ RTO

Organisation name *

Full title as appears on ABN.

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Please provide your organisation's address *

Address

Organisation executive contact details

The executive contact should be the contact receiving official correspondence on behalf of the organisation.

If successful, this person must have authority to sign the funding agreement on the organisation's behalf (e.g. chief executive officer or general manager).

Executive contact name *

Title   First Name   Last Name

Position *

Phone number *

Email *

Project manager contact details

If successful, this person will receive automated notifications via SmartyGrants throughout the duration of the project and should be the person who manages the grant process.

Project manager contact name *
Title   First Name   Last Name

Position *

Phone number *

Email *

Joint applications

* indicates a required field

Throughout this form, please include details for each project you are applying for in Stream 2. If you are not sure how to do this, please contact Tourism Programs at Austrade.

Are you applying with another organisation? *
○ Yes
○ No

Please upload a copy of the formal arrangement between all parties to the application. *
Attach a file:

Second organisation details

Organisation name *

[ ]

Contact details *

Title   First Name   Last Name

[ ]   [ ]   [ ]

Phone number *

[ ]

Email *

[ ]

Please provide an overview of how the project partner will work with you to successfully complete the project *

[ ]

Word count:
Must be no more than 150 words.

Please provide an outline of the relevant experience and/or expertise the project partner will bring to the group *

[ ]

Word count:
Must be no more than 150 words.

Please provide an outline of the roles/responsibilities the project partner will undertake, and the resources it will contribute to the project *

[ ]

Word count:
Must be no more than 150 words.

Add another joint organisation to the application form?
○   Yes

Third organisation details

Organisation name *

[ ]

Contact details *

Title   First Name   Last Name

[ ]   [ ]   [ ]

Phone number *

Email *

Please provide an overview of how the project partner will work with you to successfully complete the project *

Word count:
Must be no more than 150 words.

Please provide an outline of the relevant experience and/or expertise the project partner will bring to the group *

Word count:
Must be no more than 150 words.

Please provide an outline of the roles/responsibilities the project partner will undertake, and the resources it will contribute to the project *

Word count:
Must be no more than 150 words.

For any other organisations who you are jointly applying with, please upload details in a Word document.
Attach a file:

Project overview

* indicates a required field

Throughout this form, please include details for each project you are applying for in Stream 2. If you are not sure how to do this, please contact Tourism Programs at Austrade.

Projects could include (but are not limited to) music concerts, arts, culture and lifestyle events, arts/handcrafts markets, food and wine festivals, special interest classes or attracting business events such as conferences or corporate meetings.

What sort of project are you seeking funding for? *

☐   Event

☐ Other:

Please note that you can include multiple events/projects in one application.

More details:

Please only use this box if you need to provide more information about your project type.

Short description of project activity

Please provide a short description of the project activity/activities.

You must include:

- What the funding will be used for
- Description of project location including nearby major towns and local features
- How and why the project came about
- If it is part of larger project, a description of the larger project

Note this section provides background information for assessment but does not contribute to assessment scores. Please ensure you answer all assessment criteria on the next page, in addition to providing this overview.

*

Event-specific questions

Project name	Has this event occurred before?	Is this a recurring or one-off event?	Are you charging for this event?
		Recurring One-off	
		Recurring One-off	
		Recurring One-off	
		Recurring One-off	
		Recurring One-off	

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Project name	How many times has the event/s been held?	What are you changing about the event/how are you expanding it?

Project name	Please describe long-term benefits to the community, as well as your strategy to fund the event in future years without Australian Government funding

Project name	Ticket pricing
	$

Dates

Project name	Proposed project start date	Proposed project completion date

Project locations

Please provide any bushfire-affected locations the project(s) is proposed for:

Project name	Address	Local government area

Project name	Please describe how your project/s will benefit the community

Promotion

Project name	How project will be promoted to the general public	Costs for promotional activities

Assessment of application

* indicates a required field

Throughout this form, please include details for each project you are applying for in Stream 2. If you are not sure how to do this, please contact Tourism Programs at Austrade.

Assessment criterion 1

You should demonstrate:

- How your project/s will meet the program objectives and outcome outlined in sections 2 and 3 of the guidelines
- The expected increase in international/domestic/visitor numbers as a direct result of the project including overseas, interstate and intrastate numbers
- The expected increase in accommodation bookings

Estimated number of visitors

What is the estimated number of visitation for the project/s?

Project name	Estimated number of visitors

Total estimated number of visitors

This number/amount is calculated.

Breakdown of visitor estimation

Please provide a breakdown of the above figure:

Project name	Overseas visitation	Interstate visitation	Intrastate visitation	Local visitation

Total visitation

This number/amount is calculated.
It should match the first number of estimated visitors you provided.

Should your application be successful, are you conducting any form of research to measure how many ex-region visitors your project/s will attract? *

Please provide:
- the estimated increase in accommodation bookings as a direct result of the project/s
- the expected visitor spend to be generated by the project/s
- expected number of jobs (temporary and ongoing) generated by the project/s

Project name	Accommodation bookings	Visitor spend	Number of jobs (temporary)	Number of jobs (permanent)

Please provide commentary on how you came up with the above metrics in regards to visitation, accommodation, visitor spend and job creation. *

Assessment criterion 2

This criteria aims to determine your capacity, capability and resources to deliver the project/s.

In this criteria you should demonstrate:

- Your track record managing similar events
- Your access to personnel with the right skills and experience to execute the event
- Your strategy to maintain momentum for the event beyond the term of grant funding (if applicable)
- Your plan to manage the event, including any risks

Please provide answers to assessment criterion 2: *

How will you attract visitors back to areas impacted by bushfires by supporting events, concerts, festivals and/or other visitor attractions (such as art installations and tourist walks) and other tourism initiatives in those areas? *

How does your project/s promote the uniqueness of affected local communities? *

How does your project/s assist with the recovery of regional tourism? *

Budget

* indicates a required field

Throughout this form, please include details for each project you are applying for in Stream 2. If you are not sure how to do this, please contact Tourism Programs at Austrade.

Please include the total budget expenditure for the project/s (GST exclusive).

What is considered eligible and ineligible expenditure for the purposes of this grant program is detailed below.

Project name	Expenditure	$
		$

Budget Totals

Total Expenditure Amount

$

This number/amount is calculated.

Are you using funds from another source? *
○ Yes
○ No

What is the value of these funds? *

Where are the other funds coming from? *

Other funds

Project name	Expenditure	$
		$

Other funds total

Total Expenditure Amount

$
This number/amount is calculated.

Eligible expenditure

Eligible expenditure items are:

■ Direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

■ Up to 30 per cent labour on costs to cover employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers for staff directly working on the project.

■ Contract expenditure is the cost of any agreed project activities that you contract to others.

■ Domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project activities in Australia.

■ Staff training that directly supports the achievement of project outcomes.

■ The cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

■ Reasonable insurance costs directly related to the project - (participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities).

■ Reasonable marketing and promotion costs directly related to the project.

■ Leasing of equipment directly related to the project (for example, temporary equipment needed to hold an event).

■ Other eligible expenditure as approved by the program delegate.

Ineligible expenditure

Examples of ineligible expenditure include:

■ Activities, equipment or supplies that are already being supported through other sources.

■ Costs incurred prior to us notifying you that your application has been successful.

■ Any in-kind contributions.

■ Financing costs, including interest.

■ Capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories.

■ Costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project).

■ Non-project-related staff training and development costs.

■ Debt financing.

■ Costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations.

■ Maintenance costs.

■ Costs of purchasing, leasing, depreciation of, or development of land.

■ Infrastructure development costs, including development of road, rail, port or fuel delivery networks beyond the project site(s).

■ Site preparation activities which are not directly related to, or for, the main purpose of the project.

■ Routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges.

■ Costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests.

■ Travel costs that exceed 10 per cent of total project costs except where otherwise approved by the Program Delegate.

Other funding

* indicates a required field

Throughout this form, please include details for each project you are applying for in Stream 2. If you are not sure how to do this, please contact Tourism Programs at Austrade.

Have you received, or will you receive, funding from any other Commonwealth, state/territory or local government entity for this project/s? *
○ Yes
○ No

What was the program/s? *

How much was the funding? *

What will this funding cover and why is this different to this application? *

Attachments

* indicates a required field

Throughout this form, please include details for each project you are applying for in Stream 2. If you are not sure how to do this, please contact Tourism Programs at Austrade.

Please upload evidence of support from your organisation's board, CEO or equivalent
Attach a file:

If the CEO or equivalent has submitted this application, we will accept this as evidence of support.

Do you wish to declare a perceived or existing conflict of interest? *
○ Yes   ○ No

Please provide details *

Please upload any other supporting documentation for your application here.
Attach a file:

Milestones

Throughout this form, please include details for each project you are applying for in Stream 2. If you are not sure how to do this, please contact Tourism Programs at Austrade.

The purpose of detailing project milestones is to demonstrate the planning and timing of the proposed project. The milestones will be finalised during funding agreement negotiations.

Progress payments are conditional upon the completion of the milestone activities and reporting of each milestone.

These reports will require evidence of works undertaken, such as invoices or photographs. Note projects may not commence until a funding agreement is signed and all projects must be completed by 30 May 2021.

Please note that for stream 1 a minimum of 50% will be paid on signing of the funding agreement and the remainder on completion of the acceptance of the final report 14 days after the project has been held.

You can add more milestones as needed in the table below.

Project name	Description of activities	Time period	Requested RTBR grant
			$

Total grant requested

$

This number/amount is calculated.

Declaration

* indicates a required field

This declaration should be completed by the organisation's executive contact identified on page 2. The applicant is the local government entity or regional tourism organisation seeking funding. For consortia, the applicant is defined as the 'lead applicant' that will enter into a contract with the Commonwealth for the grant funds and manage the grant funding on behalf of all consortium partners. The definition of 'applicant' does not include the authorised employee, officer or agent who may be completing the application on the applicant's behalf.

A copy of Austrade's privacy policy is available here.

Declaration by authorised person *
☐   I declare that I am authorised by the applicant organisation to sign and submit this declaration and I make all statements on the applicant's behalf.
☐   I declare that I have read and understood the program guide lines.
☐   I have declared any perceived or existing conflicts of interest on page 7.
☐   I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Commonwealth may during the application process consult with other agencies about the applicant's claims and may also enlist external technical or financial advisers to advise on information provided in the application.
☐   I provide consent for Austrade to share the details of this application with other Commonwealth, state and local government bodies for the purposes of assessment.

☐   I understand and accept that if the application is approved for funding the project title, the name of the recipient, project location, a project summary, the total funding offered and the project period will be published on public record on Austrade's website.

☐   I understand a due diligence process may be undertaken involving background checks.

☐   I understand that any personal information collected during the application process or grant program will be handled in accordance with Austrade's Privacy Policy, may be transferred overseas and that Austrade's privacy team can be contacted at privacy@austrade.gov.au.

☐   I understand and accept the applicant must enter into a funding agreement with the Commonwealth before financial assistance is provided.

☐   I understand the Commonwealth will act decisively on any instance of fraud or deliberate non-compliance with the funding agreement.

☐   I declare that the information contained in this application together with any oral statement provided is, to the best of my knowledge, true, accurate and complete in all material particulars.

☐   I understand that the provision of false or misleading information or the making of a false or misleading statement to the Commonwealth in an application is a serious offence and that inaccurate or missing information may impact Austrade's ability to assess the application.

At least 12 choices must be selected.

Name *

Title   First Name   Last Name

Position *

Organisation *

Date *

Submitting the application

- You will not be able to submit your application until all of the compulsory questions (marked *) are completed.
- Pressing the **submit** button lodges your application. Please ensure you **review** your application before submitting. Changes cannot be made to your application following lodgement.
- When the application has been successfully submitted a **return email receipt will be sent.**
- An application is not considered to have been received by Austrade until the submitter has received an **email receipt.**
- If you do not receive an **email receipt** and you have submitted your application, please contact Austrade on the contact details below within three business days.
- The email receipt does not provide any assurance of funding.

Contact details

Please contact the Tourism Programs section at Austrade if you have any questions or technical issues with the application form.

Phone: 1800 048 155

Email: RTBR@austrade.gov.au