

## Regional Tourism Bushfire Recovery Grants

### Program Guidelines

<b>Opening date:</b>	17 February 2020
<b>Closing date and time:</b>	5.00pm Australian Eastern Daylight Time Stream 1: Friday 20 November 2020 Stream 2: Friday 20 March 2020 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Australian Trade and Investment Commission (Austrade)
<b>Administering entity</b>	Austrade
<b>Enquiries:</b>	If you have any questions, contact us on 1800 048 155 RTBR@austrade.gov.au
<b>Date guidelines released:</b>	17 February 2020
<b>Type of grant opportunity:</b>	Targeted

## Contents

<b>1. Regional Tourism Bushfire Recovery Grants processes</b>	<b>4</b>
<b>2. About the grant program</b>	<b>6</b>
<b>3. Grant streams, available funding and grant period</b>	<b>6</b>
3.1. Project period	7
<b>4. Eligibility criteria</b>	<b>8</b>
4.1. Who is eligible?	8
4.2. Additional eligibility requirements	8
4.3. Who is not eligible?	8
<b>5. What the grant money can be used for</b>	<b>9</b>
5.1. Eligible activities	9
5.2. Eligible locations	9
5.3. Eligible expenditure	9
5.4. What you cannot use the grant for	10
<b>6. The assessment criteria</b>	<b>11</b>
6.1. Assessment criterion 1	11
6.2. Assessment criterion 2	12
<b>7. How to apply</b>	<b>12</b>
7.1. Joint applications	12
7.2. Timing of grant opportunity	13
<b>8. The grant selection process</b>	<b>13</b>
8.1. Who will approve grants?	14
<b>9. Notification of application outcomes</b>	<b>14</b>
<b>10. Successful grant applications</b>	<b>14</b>
10.1. Grant agreement	14
10.2. Project specific legislation, policies and industry standards	15
10.2.1. Child safety requirements	15
10.3. How we pay the grant	15
10.4. Tax obligations	16
<b>11. Announcement of grants</b>	<b>16</b>
<b>12. How we monitor your grant activity</b>	<b>16</b>
12.1. Keeping us informed	16
12.2. Reporting	17
12.2.1. Progress reports	17
12.2.2. End of project report	17
12.3. Independent audits	17
12.4. Compliance visits	18
12.5. Grant agreement variations	18
12.6. Evaluation	18

12.7. Grant acknowledgement.....	18
<b>13. Probity.....</b>	<b>19</b>
13.1. Conflicts of interest .....	19
13.2. How we use your information .....	19
13.2.1. How we handle your confidential information .....	20
13.2.2. When we may disclose confidential information .....	20
13.2.3. How we use your personal information.....	20
13.2.4. Freedom of information.....	21
13.3. Enquiries and feedback .....	21
<b>14. Glossary.....</b>	<b>21</b>

# 1. Regional Tourism Bushfire Recovery Grants processes

## **The Regional Tourism Bushfire Recovery Grants Program is designed to achieve Australian Government objectives**

Under this program, \$10 million will be provided for bespoke events, concerts, festivals and/or other visitor attractions (such as art installations and tourist walks) in fire affected regions to assist the recovery effort. The aim is to support initiatives in fire affected areas that celebrate what's unique about that local community to give international and/or domestic visitors a reason to visit and return, bringing the economic benefits of tourism, but also providing the community with a positive focus in the wake of the fires. Austrade has worked with stakeholders to plan and design the grant program according to the [\*Commonwealth Grants Rules and Guidelines\*](#).



### **The grant opportunity opens**

Austrade will invite applicants to apply and provide application details.



### **You complete and submit a grant application**

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



### **We assess all grant applications**

Austrade reviews the applications against eligibility criteria and notifies you if you are not eligible.

Assisted by an expert advisory panel, Austrade may come back to applicants seeking further information regarding their proposals and provide advice to applicants to enhance their proposals.

Austrade assesses eligible applications against the assessment criteria including an overall consideration of value for money and for Stream 2, compares it to other eligible applications and considers need and impact in different areas.



### **We make grant recommendations**

Austrade provides advice to the decision maker (Austrade's CEO) on the merits of each application.



### **Grant decisions are made**

The decision maker decides which applications are successful based on the advice of Austrade.



### **We notify you of the outcome**

Austrade will advise you of the outcome of your application.



### **We enter into a grant agreement**

Austrade will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. Austrade manages the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the program**

Austrade evaluates the specific grant activity and grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

Regional Tourism Bushfire Recovery Grants (the program) will run over approximately 17 months from February 2020 to 30 June 2021. The program was announced as part of the Australian Government's \$76 million Rebuilding Australian Tourism Package.

The objectives of the program are to:

- Restore visitor levels 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.
- Promote the uniqueness of affected local communities.
- Assist with the recovery of regional tourism.
- Attract overseas, interstate and intrastate visitors as a direct result of the project.

The intended outcomes of the grant opportunity are:

- Revive local communities with revitalised ability to attract international and/ or domestic visitation.
- Direct visitor spend in bushfire affected areas.

This document sets out:

- the eligibility and assessment criteria
- the invitation process
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Australian Trade and Investment Commission (Austrade) is responsible for administering this grant opportunity. An Expert Panel, appointed by the Minister for Trade, Tourism and Investment, will provide advice to Austrade and to eligible applicants.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

## 3. Grant streams, available funding and grant period

The Australian Government has announced a total of \$10 million for this program, with \$7 million available in 2019-20 and \$3 million in 2020-21.

There are two Streams available within this program.

- All eligible applicants will be invited to apply for grants in Stream 1.
- Eligible applicants in the worst affected areas will be invited to apply for Stream 2.

Eligible applicants for each stream are listed at **Annexure A** (Stream 1) and **Annexure B** (Stream 2). See section 4 for more information about eligibility.

---

<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

For Stream 2, the worst affected areas will be those disaster-declared Local Government Areas activated by the State or Territory Government for DFRA assistance during the 2019-20 bushfire season and which are declared Category D.

Over the life of the program, \$2 million has been allocated to Stream 1 and \$7.5 million to Stream 2. The balance will be used to top up either stream as required. In conjunction with the Expert Panel, review of the funding allocation between Stream 1 and Stream 2 may be undertaken, subject to demand upon each stream.

Eligible applicants will receive an invitation to apply from Austrade.

### Stream 1

Stream 1 will support smaller scale events and applicants may apply for more than one grant in this stream up to a total value of \$30,000. Stream 1 applications are assessed as they are received.

Recognising potential applicants may seek to hold larger events as early as March/April 2020, by exception, applications for grants in excess of \$30,000 will be considered (see assessment criteria at 6.1 below). This recognises that Stream 2 applications, including for larger events, will not begin to be assessed until applications close on 20 March 2020.

Stream 1 applications can be made from 17 February 2020 and close on 20 November 2020. However, should the allocation for this stream be exhausted before 20 November 2020, no further applications will be accepted. Potential applicants will be advised by Austrade of any changes.

At the time of publishing these Guidelines there were 120 Local Government Areas and Regional Tourism Organisations (RTOs) eligible to apply for Stream 1.

### Stream 2

Stream 2 will support larger events and initiatives and/or other visitor attractions such as art installations and tourist walks.

The total funding for this stream is \$7.5 million. Applicants are advised to make their proposals scalable as they may not be awarded the full amount they are seeking.

Applications for Stream 2 will open on 17 February 2020 and close on 20 March 2020.

Should funding remain available after all applications have been assessed, a further round of invitations may be issued, including to eligible applicants in bushfire disaster-declared Local Government Area activated by a State or Territory Government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-20 bushfire season and which have been declared Category C.

### For both streams

- Eligible applicants are encouraged to lodge joint applications, particularly for Stream 2, and where relevant, to also partner with community groups, not for profit organisations, and/ or industry associations in the same region.
- Eligible applicants may seek funding from this program and other Commonwealth or state programs, provided the portion of the project that is funded by each is different and/or additional.
- Projects should be scalable, noting you may not receive the full amount of funding requested in your application.

## 3.1. Project period

For Stream 1, your event must be held by 30 May 2021.

For Stream 2 and any other Stream 1 projects, you must complete your project by 30 June 2021.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

### 4.1. Who is eligible?

Eligible applicants will be selected through the following criteria:

- For Stream 1, be one of the following types of organisations:

- a Local Government Authority (LGA); or
- a Regional Tourism Organisation (RTO)

in a bushfire disaster-declared Local Government Area activated by a State or Territory Government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-20 bushfire season. Eligible applicants for Stream 1 are listed in Annexure A.

- For Stream 2, be one of the following types of organisations:

- a Local Government Authority (LGA); or
- a Regional Tourism Organisation (RTO)

in a bushfire disaster-declared Local Government Area activated by a State or Territory Government for Disaster Recovery Funding Arrangements (DFRA) assistance for the 2019-20 bushfire season and which has been declared Category D.

- An RTO must be one of the following entities:

- an entity, incorporated in Australia
- a company limited by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- an incorporated not for profit organisation.

Joint applications are acceptable and encouraged, particularly for Stream 2, provided you have a lead organisation who will act as the main driver of the project and is eligible to apply. For example, a local government authority may partner with a RTO, another LGA or a not-for-profit community group. For further information on joint applications, refer to section 7.1.

Eligible applicants will be invited to apply in the week beginning 17 February 2020 by the Austrade CEO or her delegate.

### 4.2. Additional eligibility requirements

We can only accept applications:

- Where you can provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- an unincorporated association

- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust).

Notwithstanding the above, partners who are not otherwise eligible are able to partner with eligible applicants.

## 5. What the grant money can be used for

### 5.1. Eligible activities

To be eligible your project must:

- Be aimed at assisting with recovery of regional tourism in bushfire affected regions by supporting existing impacted events, creating new tourism events or attractions like art installations or tourist walks, and promoting those events or the uniqueness of the region to bring international and/ or domestic visitors back to the region and increase visitation.

Eligible activities may include

- Funding for bespoke events, concerts, festivals and/or other permanent visitor attractions (such as art installations and tourist walks).
- Business events, such as conferences.
- Social media and/or other promotional and public relations activities including visitor guides, video, photography and other media to support the eligible activities or community or region itself.
- Applications for one-off events will need to demonstrate the benefit to the community, e.g. media exposure, promotion of local businesses and international and/ or domestic visitors from outside the region.
- Should your event be ongoing (e.g. annual), where practicable, you will demonstrate the long term benefits (as above) and clearly outline your strategy to fund the event in future years without Australian Government funding.

We may also approve other activities, including existing events. For expanding existing events, the benefits will require clear demonstration.

### 5.2. Eligible locations

Your project can include activities at different locations, as long as they are all in bushfire disaster declared Local Government Areas described in paragraph 4.1 above.

For visitor attractions like tourist walks, your attraction can span more than one Local Government Area, including those not in bushfire disaster declared Local Government Areas described in paragraph 4.1 above, provided some of the attraction is in one of those declared areas.

### 5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement

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 including accommodation 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.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a senior manager within the Australian Trade and Investment Commission (Austrade) with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

#### 5.4. What you cannot use the grant for

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.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines or in a grant agreement or otherwise by notice to you.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

## 6. The assessment criteria

You must address all assessment criteria in your application/s. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 30 points against each assessment criterion, as these represent best value for money.

### 6.1. Assessment criterion 1

#### **Project alignment with program objectives and outcomes (50 points)**

You should demonstrate how:

- your project will meet the program objectives and outcomes outlined in section 6.2, including:
  - a. Expected increase in international and/ or domestic visitor numbers as a direct result of the project.
  - b. Expected increase in accommodation bookings as a direct result of the project.

- c. Expected visitor spend generated by the project.
- d. Expected number of jobs (temporary and ongoing) generated by the project.
- e. For Stream 1 applications above \$30,000 – the timing of the event.

## 6.2. Assessment criterion 2

### **Capacity, capability and resources to deliver the project (50 points)**

You should demonstrate:

- a. Your track record, or the track record of organisations you will partner with or contract to, in managing similar projects.
- b. Your access to personnel with the right skills and experience to execute the project.
- c. Your plan to manage the project including any risks.
- d. Your strategy to maintain momentum for the project beyond the term of grant funding.

## 7. How to apply

Before applying, you should read and understand these guidelines, review the material included in your invitation to apply and follow the instructions included in the invitation.

You should retain a copy of your application for your own records. You can view and print a copy of your submitted application on the portal for your own records. The portal details will be supplied with your invitation.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 1800 048 155.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, contact Austrade by phone 1800 048 155 or by email [RTBR@austrade.gov.au](mailto:RTBR@austrade.gov.au)

### 7.1. Attachments to the application

You must provide the following documents with your application:

- Evidence of support from the board, CEO or equivalent. Where the CEO or equivalent submits the application, we will accept this as evidence of support.
- Trust deed (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### 7.2. Joint applications

We encourage eligible organisations to join together as a group to deliver a project. In these circumstances, you must appoint a lead eligible organisation. You may also partner with non-eligible organisations but they cannot be the lead organisation.

Only the lead eligible organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- Details of the project partner.
- An overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project.
- An outline of the relevant experience and/or expertise the project partner will bring to the group.
- The roles/responsibilities the project partner will undertake, and the resources it will contribute (if any).
- Details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

### 7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates for the relevant stream (Stream 1 or Stream 2). We cannot accept late applications.

If you are successful we expect you will be able to commence your project in accordance with the Grant Agreement.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications (Stream 1)	1-2 weeks
Assessment of applications (Stream 2)	4-6 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	As agreed with Austrade
End date of grant commitment	20 June 2021

## 8. The grant selection process

Austrade first reviews your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

The Minister for Trade, Tourism and Investment has appointed an Expert Panel. Panel members are:

- Ms Sandra Chipchase – former Chief Executive Officer of Destination NSW, and Executive Producer, Vivid Sydney Festival. Ms Chipchase will chair the panel.
- Mr Michael Luchich – South Australian State Director, Optus, and Chairman of Country Arts South Australia
- Ms Sarah Quon – Chief Executive Officer of Sovereign Hill Museums Association, Board Member of Visit Victoria and the Committee for Ballarat.

Austrade may also refer your application to the Expert Panel. The Expert Panel may also seek additional advice from independent technical experts.

Austrade will consider your application against the assessment criteria, including taking advice from the Expert Panel and other relevant sources.

The Expert Panel (through Austrade) may come back to you seeking further information regarding your proposal and provide advice to enhance your proposal.

Austrade will consider your application on its merits, based on:

- How well it meets the criteria.
- For Stream 2 how it compares to other applications, including those in the same area. The comparison will take place after lodgements close for Stream 2.
- Stream 1 applications are not subject to a comparative assessment. They will be assessed as they are received.
- Whether it provides value for money.

When assessing whether the application represents value for money, Austrade will have regard to:

- The overall objectives of the grant program.
- The evidence provided to demonstrate how your project contributes to meeting those objectives.
- The relative value of the grant sought.

### 8.1. Who will approve grants?

Austrade's CEO/delegate, decides which grants to approve taking into account the advice of Austrade, the Expert Panel and the availability of grant funds.

The Austrade CEO/ delegate's decision is final in all matters, including:

- The grant approval.
- The grant funding to be awarded.
- Any conditions attached to the offer of grant funding.

Austrade's CEO, or her delegate, will not approve funding if there is insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Austrade CEO or her delegate. We will identify these in the offer of grant funding.

Projects may seek funding from this program and other commonwealth or state or programs as long as the portion of the project that is funded by each is different and additional.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

We will use a standard grant agreement for Stream 2. Stream 1 will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by Austrade's CEO/ delegate.

## 10.2. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with State/Territory legislation in relation to working with children.

### 10.2.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations<sup>2</sup> endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

## 10.3. How we pay the grant

The grant agreement will state the:

- Maximum grant amount we will pay.
- Proportion of eligible expenditure covered by the grant (grant percentage).

---

<sup>2</sup> <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

For both Stream 1 and 2, we will pay a minimum of 50 per cent of the value of the grant up front on signing of the grant agreement.

#### 10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>3</sup>.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

## 11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- Name of your organisation
- Title of the project
- Description of the project and its aims
- Amount of grant funding awarded
- Australian Business Number
- Business location
- Your organisation's industry sector.

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- Name
- Addresses
- Nominated contact details
- Bank account details.

---

<sup>3</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

## 12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- Progress against agreed project milestones
- Project expenditure, including expenditure of grant funds
- Contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 12.2.1. Progress reports

Progress reports must:

- Include details of your progress towards completion of agreed project activities.
- Show the total eligible expenditure incurred to date.
- Photos and videos are encouraged.
- Include evidence of expenditure.
- Be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

### 12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- Include the agreed evidence as specified in the grant agreement.
- Identify the total eligible expenditure incurred for the project.
- Include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.
- Be submitted by the report due date.

## 12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure.

## 12.4. Compliance visits

We may visit you during the project period, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- Changing project milestones.
- Extending the timeframe for completing the project but within the time period allowed in these program guidelines.
- Changing project activities.
- Increasing grant funds.

The program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- How it affects the project outcome.
- Consistency with the program policy objective, grant opportunity guidelines and any relevant policies of Austrade.
- Changes to the timing of grant payments.
- Availability of program funds.

## 12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

## 12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure, publication or social media, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

Appropriate Commonwealth representatives must be invited to participate in opening ceremonies, product launches or similar events.

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## 13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- Has a professional, commercial or prior personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer, or member of the Expert Panel.
- Has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- Has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7))<sup>4</sup> of the Public Service Act 1999 (Cth)<sup>5</sup>. Committee members and other officials including the decision maker must also declare any conflicts of interest.

### 13.2. How we use your information

Unless the information you provide to us is:

- Confidential information as per 13.2.1, or
- Personal information as per 13.2.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- To improve the effective administration, monitoring and evaluation of Australian Government programs
- For research
- To announce the awarding of grants.

---

<sup>4</sup> [https://www.legislation.gov.au/Details/C2017C00270/Html/Text#\\_Toc491767030](https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030)

<sup>5</sup> <https://www.legislation.gov.au/Details/C2017C00270>

### 13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- You clearly identify the information as confidential and explain why we should treat it as confidential
- The information is commercially sensitive
- Disclosing the information would cause unreasonable harm to you or someone else
- You provide the information with an understanding that it will stay confidential.

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- To the Expert Panel and our employees and contractors, to help us manage the program effectively
- To the Auditor-General, Ombudsman or Privacy Commissioner
- To the responsible Minister or Assistant Minister
- To a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- We are required or authorised by law to disclose it
- You agree to the information being disclosed, or
- Someone other than us has made the confidential information public.

### 13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- What personal information we collect
- Why we collect your personal information
- To whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Expert Panel, and other Commonwealth employees and contractors, so we can:

- Manage the program
- Research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- Announce the names of successful applicants to the public
- Publish personal information on the Austrade websites.

Austrade will collect, use, disclose and store your personal information in accordance with the Austrade Privacy Policy. Please read [Austrade's privacy policy](#)<sup>6</sup> for more information on:

- What is personal information
- How we collect, use, disclose and store your personal information

---

<sup>6</sup> <https://www.austrade.gov.au/about-austrade/site-information/privacy-disclaimer/austrades-australian-privacy-principles-policy>

- How you can access and correct your personal information.

#### 13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

### 13.3. Enquiries and feedback

For further information or complaint, you can contact us by phone on 1800 048 155 or by email at [RTBR@austrade.gov.au](mailto:RTBR@austrade.gov.au)

We may publish answers to your questions on our website as Frequently Asked Questions.

You can also contact the [Commonwealth Ombudsman](http://www.ombudsman.gov.au/)<sup>7</sup> with a complaint (call 1300 362 072).

There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for [services or grant funding] under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.

---

<sup>7</sup> <http://www.ombudsman.gov.au/>

Term	Definition
Expert Panel	The panel appointed by the Minister to advise on program design and delivery, promote the program, assist applicants with application development and encourage partnerships both between eligible applicants, and with eligible applicants and other organisations. The Expert Panel will also provide expert advice to Austrade's CEO/ delegate regarding eligible applications.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<u>GrantConnect</u>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to Austrade to provide the framework for the administration of the program, as in force from time to time.
Local Government Authority (LGA)	Means a Local Government Authority whose substantial purpose is providing local government over a specific area, and that is recognised by the community as a Local Government Authority.
Minister	The Commonwealth Minister for Trade, Tourism and Investment
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:  Information or an opinion about an identified individual, or an individual who is reasonably identifiable:  a. whether the information or opinion is true or not; and  b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A senior manager within Austrade with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.

Term	Definition
Regional Tourism Organisation (RTO)	<p>Means</p> <ul style="list-style-type: none"> <li>▪ an entity, incorporated in Australia; or</li> <li>▪ a company limited by guarantee; or</li> <li>▪ an incorporated trustee on behalf of a trust; or</li> <li>▪ an incorporated association; or</li> <li>▪ an incorporated not for profit organisation; and</li> </ul> <p>whose substantial purpose is the co-ordination or promotion of tourism, including international and domestic, to a specific region, and that is recognised by the community as an RTO.</p>

## Eligible applicants for Stream 1 grants

### Regional Tourism Organisations

1. Adelaide Hills Tourism
2. Brisbane Marketing
3. Bundaberg Tourism
4. Capricorn Enterprise
5. Destination Country and Outback NSW
6. Destination Gippsland
7. Destination Gold Coast
8. Destination North Coast NSW
9. Destination Riverina Murray
10. Destination Southern NSW
11. Destination Southern Tasmania
12. East Coast Tourism
13. Grampians Tourism
14. Great Ocean Road Regional Tourism Ltd
15. Kangaroo Island Tourism Food Wine and Beverage Association
16. Limestone Coast Local Government Association
17. Murray Regional Tourism
18. Murray River, Lakes and Coorong Tourism Alliance
19. Southern Queensland Country Tourism
20. Sydney Surrounds North
21. Sydney Surrounds South
22. Tourism North East
23. Visit Sunshine Coast
24. Yorke Peninsula Tourism
37. Eurobodalla Shire Council
38. Glen Innes Severn Council
39. Greater Hume Council
40. Goulburn Mulwaree Council
41. Gwydir Shire Council
42. Hawkesbury City Council
43. Inverell Shire Council
44. Kempsey Shire Council
45. Ku-ring-gai Council
46. Kyogle Council
47. Lake Macquarie City Council
48. Lismore City Council
49. Lithgow City Council
50. Mid Coast Council
51. Mid-Western Regional Council
52. Muswellbrook Shire Council
53. Nambucca Shire Council
54. Narrabri Shire Council
55. Oberon Council
56. Penrith City Council
57. Port Macquarie-Hastings Council
58. Queanbeyan-Palerang Regional Council
59. Richmond Valley Council
60. Shoalhaven City Council
61. Singleton Council
62. Snowy Monaro Regional Council
63. Snowy Valleys Council
64. Sutherland Shire Council
65. Tamworth Regional Council
66. Tenterfield Shire Council
67. Tweed Shire Council
68. Upper Hunter Shire Council
69. Upper Lachlan Shire Council
70. Uralla Shire Council
71. Walcha Council
72. Wingecarribee Shire Council
73. Wollondilly Shire Council

### Local Government NSW

25. Armidale Regional Council
26. Ballina Shire Council
27. Bega Valley Shire Council
28. Bellingen Shire Council
29. Blue Mountains City Council
30. Byron Shire Council
31. Central Coast Council
32. Cessnock City Council
33. City of Wagga Wagga
34. Clarence Valley Council
35. Coffs Harbour City Council
36. Cootamundra-Gundagai Regional Council

### Local Government SA

74. Adelaide Hills Council
75. City of Playford
76. Coorong District Council
77. District Council of Lower Eyre Peninsula

78. Kangaroo Island Council
79. Kingston District Council
80. Mid Murray Council
81. Mount Barker District Council
82. Southern Mallee District Council
83. The Rural City of Murray Bridge
84. Yorke Peninsula Council

119. Southern Midlands Council

#### **Local Government VIC**

85. Alpine Shire Council
86. Ararat Rural City Council
87. City of Ballarat
88. East Gippsland Shire Council
89. Glenelg Shire Council
90. Golden Plains Shire Council
91. City of Greater Bendigo
92. Indigo Shire Council
93. Mansfield Shire Council
94. Moyne Shire Council
95. Northern Grampians Shire Council
96. Pyrenees Shire Council
97. Southern Grampians Shire Council
98. Shire of Strathbogie
99. Towong Shire Council
100. Wangaratta Rural City Council
101. Wellington Shire Council
102. Wodonga City Council

#### **Local Government QLD**

103. Bundaberg Regional Council
104. City of Gold Coast
105. Gladstone Regional Council
106. Gympie Regional Council
107. Ipswich City Council
108. Livingstone Shire Council
109. Lockyer Valley Regional Council
110. Noosa Council
111. Redland City Council
112. Scenic Rim Regional Council
113. Somerset Regional Council
114. Southern Downs Regional Council
115. Sunshine Coast Regional Council
116. Toowoomba Regional Council

#### **Local Government TAS**

117. Break O'Day Council
118. Central Highlands Council



## **Annexure B**

### **Eligible applicants for Stream 2 grants**

#### **Regional Tourism Organisations**

1. Adelaide Hills Tourism
2. Brisbane Marketing
3. Capricorn Enterprise
4. Destination Country and Outback NSW
5. Destination Gippsland
6. Destination North Coast NSW
7. Destination Riverina Murray
8. Destination Southern NSW
9. Kangaroo Island Tourism Food Wine and Beverage Association
10. Southern Queensland Country Tourism
11. Sydney Surrounds North
12. Sydney Surrounds South
13. Tourism North East
14. Visit Sunshine Coast

#### **Local Government NSW**

15. Armidale Regional Council
16. Ballina Shire Council
17. Bega Valley Shire Council
18. Bellingen Shire Council
19. Blue Mountains City Council
20. Byron Shire Council
21. Central Coast Council
22. Cessnock City Council
23. Clarence Valley Council
24. Coffs Harbour City Council
25. Eurobodalla Shire Council
26. Glen Innes Severn Council
27. Hawkesbury City Council
28. Inverell Shire Council
29. Kempsey Shire Council
30. Kyogle Council
31. Lismore City Council
32. Lithgow City Council
33. Mid Coast Council
34. Mid-Western Regional Council
35. Nambucca Shire Council
36. Port Macquarie-Hastings Council
37. Queanbeyan-Palerang Regional Council
38. Richmond Valley Council
39. Shoalhaven City Council
40. Singleton Council
41. Snowy Monaro Regional Council

42. Snowy Valleys Council
43. Tenterfield Shire Council
44. Tweed Shire Council
45. Walcha Council
46. Wingecarribee Shire Council
47. Wollondilly Shire Council

#### **Local Government SA**

48. Adelaide Hills Council
49. Kangaroo Island Council

#### **Local Government VIC**

50. Alpine Shire Council
51. East Gippsland Shire Council
52. Towong Shire Council

#### **Local Government QLD**

53. Livingstone Shire Council
54. Noosa Council
55. Scenic Rim Regional Council
56. Southern Downs Regional Council
57. Sunshine Coast Regional Council

