Growing Indigenous Tourism in Queensland Fund

Frequently Asked Questions

APRIL 2020

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Frequently Asked Questions

THE FUND
Growing Indigenous Tourism in Queensland Fund (the Fund)

What is the Growing Indigenous Tourism in Queensland Fund?
The Queensland Government’s Growing Indigenous Tourism in Queensland Fund (the Fund) is a new initiative to develop Indigenous (Aboriginal and Torres Strait Islander) tourism in Queensland. The Queensland Government is investing $7 million (excluding GST) to support the development of new and enhanced Indigenous tourism products and experiences for visitors.
The Fund is targeting Indigenous owned tourism businesses* to:
• support the development of new, unique and innovative Indigenous tourism products and experiences in Queensland;
• empower the development and/or delivery of enhanced Indigenous tourism products and experiences;
• directly improve economic opportunities and create new jobs or career pathways for Aboriginal and Torres Strait Islander Queenslanders; and
• provide broader benefits to Queensland’s economy.
The Fund supplements other Queensland Government initiatives by specifically providing the opportunity for Indigenous owned tourism businesses to receive financial support for tourism products and experiences in Queensland.
*See the section on Applicant Eligibility for the definition of an Indigenous tourism business.

Why is the Fund important?
Indigenous tourism is a growing sector of Australia’s tourism industry with one in six employed Indigenous Australians working in the tourism industry¹.

Indigenous tourism provides an opportunity for Aboriginal and Torres Strait Islander peoples to stay on country and earn an income by maintaining and sharing their culture and traditions. The protection, presentation and interpretation of culture provides significant opportunities to deliver authentic tourism experiences while offering economic opportunities for local Indigenous communities and businesses.

The Fund is an important step in providing support to foster the growth of new and sustainable Indigenous tourism products and experiences that will enhance economic activity, provide employment opportunities and strengthen cultural connections for Indigenous Queenslanders.

**Should I consider applying under this Fund?**
The Fund is designed to provide Aboriginal and Torres Strait Islander (Indigenous) tourism businesses funding to:

1. **DEVELOP** - to progress the development of a concept for an Indigenous tourism product or experience.
   Or
2. **DELIVER** - to enhance Indigenous tourism by enhancing or delivering a product or experience, or improving/developing built infrastructure and facilities.

Businesses looking for support to maintain their current operations are not the target of the Fund and are better served by support from alternative programs or through alternative networks. Other programs, delivered by governments, corporates and philanthropists, support these activities and should be explored first. For details of other options for support, see the section “Where else can I get support”.

**Where else can I get support for my Indigenous tourism businesses?**
The Department of Innovation and Tourism Industry Development provides a range of helpful resources for tourism development, tourism investment attraction, infrastructure and access, industry engagement and innovation as well as major events. [https://www.ditid.qld.gov.au/](https://www.ditid.qld.gov.au/)

There are many government, corporate and philanthropic programs that aim to support Indigenous business development including those delivered by the Queensland Department of Aboriginal and Torres Strait Islander Partnerships. ([https://www.datsip.qld.gov.au/programs-initiatives/enterprise-development](https://www.datsip.qld.gov.au/programs-initiatives/enterprise-development))

Key programs that may be able to provide support include:


There are also many grants and services programs (not Indigenous specific) that may support the start-up, strategic development, commercialisation and growth of your business. Information on those programs can be found at:


Other helpful resources include:


**HOW TO APPLY**

**How to apply**

The Fund application process includes an:

1. Expression of Interest stage (Project Category 1 or 2);
2. Full Application stage (Project Category 2 only).

**Stage 1 – Expression of Interest**

Applicants are invited to submit applications through the SmartyGrants online grants portal.


Applicants will need to login to the SmartyGrants online grants portal, complete the Expression of Interest form and submit the completed application by following the instructions.

If you experience problems using SmartyGrants, you can download a copy of the Expression of Interest form on the Department of Innovation and Tourism Industry Development website at https://www.ditid.qld.gov.au/tourism/indigenous-tourism/growing-indigenous-tourism-in-queensland-fund and email your completed form to indigenoustourism@ditid.qld.gov.au

Applicants will be advised within approximately six weeks whether their Expression of Interest was successful or not.

Successful applicants will be offered funding (Category 1) or invited to submit a Full Application (Category 2) which must be completed and submitted within approximately eight weeks of the date the invitation is issued.

Unsuccessful applicants will be provided with brief feedback from both stages of the process.

**Why is there a two stage application process?**

Applying for funding can require significant effort. To reduce the amount of effort and time required of applicants, an Expression of Interest stage is included.

The Expression of Interest stage allows applicants to submit a short summary of their proposed project. It also enables the Queensland Government to identify, at an early stage, the projects that meet the intent of the program and demonstrate the highest level of merit.

For Category 1 applications, the Expression of Interest proposals that meet the intent of the targeted program and demonstrate the highest level of merit will be offered funding.

For Category 2 applications, the Expression of Interest proposals that meet the intent of the targeted program and demonstrate the highest level of merit will be invited to submit a more comprehensive and evidenced Full Application.

Applicants who are unsuccessful at Expression of Interest stage will receive notification quickly, enabling them to pursue other options; address feedback; and/or work towards an improved application for future funding opportunities.
What is the closing date for applications?

The closing date for the Expression of Interest round, as advertised on the Department of Innovation and Tourism Industry Development website is 5.00 pm (AEST) on Friday 1 May 2020. The closing date for submission of a Full Application will be provided to you at the time of invitation.

In either stage, late applications are not accepted and will only be considered if funding is not fully allocated.

Can I amend my application after submission?

No, though please advise the Queensland Government of any changes that are likely to affect your eligibility.

Can I submit more than one Expression of Interest?

No. Multiple Expressions of Interest will not be accepted from one applicant organisation. Where two or more businesses have a significant number of directors and/or shareholders in common, only one Expression of Interest will be accepted.

When will I find out if my application is successful?

All applicants will be advised of the outcome of their Expression of Interest and the Full Application at the earliest possible time. Please note that the Full Application stage involves a more detailed assessment and due diligence process. All funding offers require government approval before making a written offer to successful applicants.
APPLICANT ELIGIBILITY

Who can apply?

The Fund is limited to organisations that are:

- an eligible applicant (see eligibility criteria and Indigenous tourism business definition for more information);
- a legal entity, have an Australian Business Number (ABN) and be registered for GST; and
- adhere to any relevant requirements under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

If the applicant is a consortium, evidence demonstrating structure and governance (actual or proposed) of the consortium is required e.g., legal partnership, joint venture/ participation/ project agreement, other agreement or Memorandum of Understanding between the participating entities.

What is the definition of an “Indigenous tourism business”?

For the purpose of the Fund, an Indigenous tourism business is defined as being at least 50 per cent owned by an Aboriginal person/s and/or Torres Strait Islander person/s that is focused on providing tourism related outcomes. The Queensland Indigenous (Aboriginal and Torres Strait Islander) Procurement Policy provides more information on Indigenous business.

Business structures include:

- Indigenous Councils (governments) - local governments under the Local Government Act 2009;
- Sole traders (such as self-employed individuals);
- Partnership/joint venture (unincorporated);
- Corporation registered on ORIC under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI);
- Corporation registered on ASIC under the Corporations Act 2001;
- Co-operatives (incorporated under the Co-operatives National Law Application Act 2013 and various State-based legislation);
- Trusts may include trusts established under state and territory land rights legislation (usually not registered or incorporated) and native title trusts (incorporated under CATSI);
- Prescribed Body Corporates including commercial subsidiaries - prescribed characteristics under the Native Title Act 1993, including incorporation under the CATSI Act 2006; and
- Subsidiaries and Special Purpose Vehicles of Indigenous Councils (operating as a commercial entity) - unlisted private companies, based on the Australian Securities Exchange (ASX) Corporate Governance Council Principles of Corporate Governance and Recommendations (referred hereafter as the ASX Principles).

What if I am not sure if our business or Project is eligible?

Contact the Growing Indigenous Tourism in Queensland Fund team on 07 3333 5337 or indigenoustourism@ditid.qld.gov.au.

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**FUNDING**

**How many Projects are likely to be funded?**

The number of recipients will depend on the quantity and quality of the applications submitted, though the total amount of funding granted is unable to exceed $7 million.

**Do I have to spend all the grant funding in Queensland?**

It is expected that, wherever possible, the grant funding will be spent within Queensland. If you are purchasing goods or services that are available in Queensland, it is expected that you would buy them from within Queensland.

**Can I apply for this funding if I am already receiving other Queensland or Australian Government funding for the proposed Project?**

No. If the Project is currently receiving Queensland Government support you cannot apply for further funding.

Funding from the Australian Government is welcome and should be noted in your application and contribute towards the matched funding component.

**Where can I source matched funding from?**

Applicants can source contributions internally or from investors, customers, business partners or local and/or Australian Government funding partners. You are required to provide evidence of all contributions with your full application.

Potential opportunities for funding contributions may include:

- Community Grants [https://www.qld.gov.au/community/community-organisations-volunteering/funding-grants-resources/other-grants]
- Australian Government's GrantConnect [https://www.grants.gov.au/]

See the section on ‘Where else can I get support for my Indigenous tourism businesses’ for more information.

Matched funding contributions need to be confirmed at the Full Application stage. At the Expression of Interest stage, applicants will need to demonstrate that they either have matched funding secured or have applied for matched funding from another source.

**Can two or more businesses submit a combined application?**

Yes, although one business is required to identify as the lead applicant.

**Can the Project occur across multiple locations?**

Yes, as long as eligibility is met and the locations are within Queensland.
How much can I apply for?

Details of the funding available across the two categories are:

<table>
<thead>
<tr>
<th>PROJECT CATEGORY FUNDING</th>
<th>1. DEVELOP</th>
<th>2. DELIVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Funding</td>
<td>Nil</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>Maximum Funding</td>
<td>$25,000.00</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Matched Funding Requirement</td>
<td>Nil</td>
<td>At least 30%</td>
</tr>
</tbody>
</table>

What is a matched funding requirement?

Matched funding is the amount which organisations give towards the total costs of a project.

Matched funding can be a mixture of in-kind and cash contributions.

All applications requiring matched funding contributions must provide evidence of the applicant’s ability to meet the matched funding requirement, including a declaration from the organisation’s accountant or chief financial officer as part of the Full Application process.

What is an in-kind contribution?

An in-kind contribution is a contribution of a good or service other than money.

Some examples include:

- Existing plant, equipment or vehicles that will be used to deliver the new experience;
- Existing building and infrastructure (for example, re-purposing buildings and parts of buildings such as a kitchen);
- voluntary labour (for example, painting work);
- donated goods (for example, kitchen equipment); and
- donated services (for example, professional advice from an architect).

How do you calculate your in-kind contribution?

The calculation of your in-kind contribution is based on your best estimates.

The following figures may help guide you:

- calculate previous work completed on or the purchase using receipts and other current market value tools (for example bank evaluations or insurance documents);
- calculate volunteer general labour at $20 per hour;
- calculate volunteer specialist labour (for example, engineer or architect) at $45 per hour; and
- calculate donated goods at the price you would pay for them if they were not donated.
How is the funding paid?

Funding is paid through reimbursement of expenses throughout the lifetime of the project, based on agreed milestones. Reimbursement of expenses are made following the submission of satisfactory reports detailing the progress, outcomes and expenditure of the project, including evidence of any matched funding requirements.

What information do I need to include in a progress report?

A progress report template will be provided for completion by recipients. Recipients will be required to complete the template to outline the progress of the project against the planned milestone activities and outcomes; the number of jobs created; details of expenditure of funds and applicant funds; evidence of matched funding contributions; and any potential media opportunities.

What evidence do I need to provide to receive grant payments?

Recipients must demonstrate the project has been executed in accordance with the contract that will be concluded with the Department of Innovation and Tourism Industry Development called a Financial Incentive Agreement, and provide evidence that the outcomes have been achieved to the satisfaction of the department.

Recipients must provide details of all expenditure on the project in the form of a categorised transaction listing. In addition, recipients will be required to provide evidence in the form of invoices, payslips, receipts and bank statements, as appropriate.

Once the department is satisfied with the information provided, recipients are required to submit a valid tax invoice for the instalment amount (plus GST), addressed to the Department of Innovation and Tourism Industry Development.

Are grant payments subject to GST?

Yes. All applicants must be registered for GST and all grant amounts will be paid plus GST.

Can I use funding to cover the costs of protecting IP?

Yes. You can use the funding to cover the reasonable costs of protecting IP within the new target market(s). However, the funding cannot be used to cover costs relating to the ongoing maintenance/renewal of existing IP protection.
PROCESS

What is the closing date and time for applications?

Expression of Interest applications for the Fund close at 5.00 pm (AEST) on Friday 1 May 2020. Late applications are not accepted and will only be considered if funding is not fully allocated.

I’m having difficulties using SmartyGrants. Is there another way I can apply?

Applicants are encouraged to submit applications through the SmartyGrants online grants portal.

If you already have a SmartyGrants account, you can login using your existing details. New users will need to set up a free account.

If you are having difficulties using SmartyGrants, you can download a copy of the Expression of Interest form on the Department of Innovation and Tourism Industry Development website at https://www.ditid.qld.gov.au/tourism/indigenous-tourism/growing-indigenous-tourism-in-queensland-fund and email the completed form to indigenoustourism@ditid.qld.gov.au

For information about the process, contact the Fund team on 07 3333 5337 or indigenoustourism@ditid.qld.gov.au

For technical difficulties (creating an account or completing an online form), contact SmartyGrants on 03 9320 6888 or service@smartygrants.com.au

What documents can you include with your application?

Applicants are encouraged to provide attachments that support the independent expert understanding of their product or experience which may include:

- Letter/s of support
- Products/Services brochure
- Feasibility Study
- Business environment/competitors
- Budget/ Financial Plan
- Operational Plan
- Capital expenditure
- Marketing Strategy
- Other relevant documents.

What is the due diligence process for the Fund?

As part of the Full Application process, all applicants/organisations and projects will be subject to appropriate due diligence proportionate to the nature of the project and level of funding sought, including financial and economic assessments.

As part of the due diligence process, checks will be undertaken to ensure the applicant/organisation is not in breach of their agreements and financial requirements and has no outstanding payments to the Queensland Government, such as lease or permit fees.

The checks and searches may include:

- the history of the applicant and/or organisation in delivering projects;
- the viability of the project and applicant/organisation;
- the extent to which the project aligns with or delivers Queensland Government priorities; confirmation of funding contributions;
- impact of the project on the region;

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• applicant/organisation bona fide checks (status, corporate structure, ownership, directors review etc.);
• background and probity searches (Australian Competition and Consumer Commission, Banned and Disqualified, Bankruptcy);
• financial capability (historical financials) and viability (funding capacity and sources); and
• business and project risks, and planned mitigations.

The outcome of the department’s due diligence review may impact on the department’s application of the assessment criteria.

**What is a Financial Incentive Agreement?**

The Financial Incentive Agreement is the legally binding document that outlines the terms and conditions of the Fund, including the payment schedule and reporting requirements.

**Are the Terms and Conditions of the Financial Incentive Agreement negotiable?**

No. Recipients will be bound by the terms and conditions, as set out in the Fund Financial Incentive Agreement. A copy of the draft Agreement can be found on the Department of Innovation and Tourism Industry Development website at https://www.ditid.qld.gov.au/tourism/indigenous-tourism/growing-indigenous-tourism-in-queensland-fund.

Ensure you have read the terms and conditions prior to applying for funding, as they will not be negotiable at the time a funding offer is made. Successful applicants will be required to execute the Financial Incentive Agreement within 30 business days of receipt, or the offer of funding will lapse.

**Can I apply for funding support for an activity that has already commenced prior to this application?**

No. Only activities which commence after the execution of the Financial Incentive Agreement will be funded. Activities which commence after approval of funding may be considered, but only if agreed with the Queensland Government prior to incurring such costs.

**How do I provide information on how well my Project has been costed?**

Attach a project budget to your application that explains where you intend to allocate funding. You should include information on how assumptions on the required funding have been made.

**Where can I get help to complete my application?**


You may also contact the Growing Indigenous Tourism in Queensland Fund team on 07 3333 5337 or indigenoustourism@ditid.qld.gov.au
When will the successful Projects be announced?

Funded projects will be announced for Category 1 applications in early 2020 and for Category 2 applications in mid-2020.

Prior to announcements being made, successful applicants will receive a written offer to participate in the Fund.

If the applicant accepts the offer, the applicant will be required to enter into a legally binding Financial Incentive Agreement with the Department of Innovation and Tourism Industry Development (acting on behalf of the State of Queensland). The Financial Incentive Agreement will provide details on general and specific conditions associated with the delivery of the approved project.

When do I need to commence my Project?

Projects that receive funding need to plan to have commenced in early 2020 (Category 1) or mid 2020 (Category 2). Projects will be expected to have a targeted completion date before 30 June 2021.

If I am successful, do I need to acknowledge the Queensland Government's support?

Yes. You will initially be asked to keep the details of your grant confidential until it is announced officially by the Queensland Government. Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government. Some information may be used to promote funded projects and applicants may be requested to contribute to case studies and/or other promotional material on success.

Can I change my Project plan after the Project commences, if circumstances change?

Yes. The department has a project variation procedure, whereby recipients can request variations to their Financial Incentive Agreements. Decisions are made to approve variation requests on a case-by-case basis. Recipients will be provided more information about the variation process after execution of the Financial Incentive Agreement.

Can I obtain feedback on my application, if it is unsuccessful?

Feedback is available to unsuccessful applicants. If you are unsuccessful, feedback provided will be brief and focused on key areas that could be strengthened. Unsuccessful applicants will also be provided with information on any other programs or assistance available.

Can I appeal against the decision?

There is no appeals process for the Fund. Funding is awarded at the discretion of the Queensland Government and all decisions are final.

If an applicant has any dispute in relation to the application or assessment process, a formal complaint may be submitted to the department via the Department of Innovation and Tourism Industry Development website at www.ditid.qld.gov.au.