

Building Bush Tourism Fund

This information sheet contains key information relating to the Building Bush Tourism Fund however it should be read in conjunction with the program guidelines and terms and conditions before completing an application.

Frequently Asked Questions

General

Why has the Queensland Government launched this grant program?

The Building Bush Tourism Fund forms part of the \$30 million Building Bush Communities Fund which aims to support projects that will improve amenity and accessibility of social, community and tourism infrastructure to support regional communities and grow visitation, or that support the delivery of community and cultural experiences (new and continuing) that will attract both regional participation and visitors to the region.

The grant program aims to support eligible organisations developing new and enhanced tourism products or supporting infrastructure that will increase visitation to Queensland's regions outside South-East Queensland, generating economic and employment opportunities.

Will there be multiple application rounds for funding?

No, funding under the Building Bush Tourism Fund will be offered as a single round of grant funding. All interested eligible entities are encouraged to submit an application by the published closing date.

Eligibility

What does “have an established tourism-related operating base in Queensland” mean?

Established tourism-related operating base means that you are an existing business or organisation in Queensland operating in one of the eligible areas that is related to or provides tourism services to visitors in your region.

Your application should convey how long your business has been operating, its relationship to tourism and the benefits your project will provide for your region.

Do I need to be registered for GST?

Yes. The business or organisation must be registered for GST at the time of application to be eligible for funding under this program.

If your business is not registered for GST visit www.ato.gov.au/Business/GST/Registering-for-GST to find out more. The Department of Tourism, Innovation and Sport recommends you seek independent professional advice before registering for GST.

To apply, do I have to be located in one of the eligible areas?

Yes. The Applicant Organisation must be located in one of the eligible areas at the time of application to be eligible for funding under this program. This is confirmed by checking your organisation ABN details recorded on the Australian Business Register.

If my tourism-related business is located within one of the listed areas but my registered business address for the Holding Company (Applicant Organisation) is within Southeast Queensland or interstate, can I still apply for the grants?

No. The Applicant Organisation must have a Queensland headquarters address registered in one of the eligible areas.

Please note this will be confirmed against your company records with the ABR against your provided ABN.

We are a local government entity who manage caravan parks, campgrounds and/or museums. Are we eligible for this funding?

Yes, Local Government with responsibility for operating established tourism-related operations that include but are not limited to the above can apply.

Can a consortium apply?

If a consortium applies, the lead partner must be an eligible organisation and be responsible for executing and carrying out the terms and condition of the Funding Agreement, including managing project delivery, and submitting progress and financial acquittal reports to DTIS, if successful.

Documented evidence of involvement and support of consortium partners should be provided as part of the application.

Applications

Do I need to provide matched funding or co-contribution to be considered for the grant?

The grant opportunity does not require co-funding for **up to the maximum grant value** however, ineligible costs and costs over and above the approved grant value will need to be covered by the applicant. You will be required to demonstrate your ability to co-fund those amounts and should provide evidence of this as part of your application.

If the organisation applying is a Council, then a copy of the Council resolution committing budget to the project or a letter from an authorised Council officer should be provided.

Do I need to submit quote/s for proposed grant funding activities?

Yes, current/valid quotes must be sourced and submitted in the application. Project activities must be supported by a valid quote, otherwise the activity may not be considered for funding. Dependent on the size of the project, they may be submitted as part of your project plan or as individual quotations. This evidence assists the Assessment Panel in understanding how project ready you are or how much planning you have already undertaken. It is assumed that more complex projects include more detailed information in the project plan however, for all applicants, the more information you provide will assist us in assessing your application.

Can I submit more than one application?

Applicants can submit more than one application; however, one application is allowed per project address and multiple projects cannot be linked. That is, application/s submitted for either one or multiple stages of the same project would not be considered.

Applicants are encouraged to prioritise and submit the project they consider is best aligned with the Building Bush Tourism Fund objective of increasing visitation and generating economic and employment opportunities.

Can I still apply if I have already received a different grant or funding support for my project?

Yes, but there are limitations to this. For example, funding events under this grant is limited to permanent infrastructure, for example, a grandstand whereas other non-permanent items (temporary stages, lighting, fencing and portaloos) may be funded by another organisation and not included in your application costing or total project costs.

If approved, funding must be used for different and distinct elements of the project.

It is important that the proponent reads the guidelines as it applies to eligible and ineligible costs to ensure the project is eligible.

My Business / Organisation is a Trust, can I apply?

Yes, if you fulfill all other eligible criteria. A copy of your Trust Deed nominating beneficiaries and related parties should be provided as part of your application.

Can I amend or add to my application after submission?

No. It is important that you only submit your application when all the required supporting documentation is available and prior to the grant closing date.

What documents would help support my application?

All applicants must provide a Project Plan as part of their response to Criterion 4.

Whilst we understand that projects will be varied under this program, the project plan may be as simple as quotations, a simple timeline and risk assessment however, to support your project, as much information as you can provide the assessors that provides surety of cost and time will be beneficial. The more complex a project, the more information should be provided. Examples of what should be included in a project plan as per Criteria 4 of the guidelines includes:

- feasibility study/ies
- business plan (including project plan and risk/management plan)
- extensive plans (including for infrastructure projects, any sections and elevations of each element of the proposal in the context of a functional layout of the overall facility)
- architectural sketches and/or detailed design
- engineer design
- development and / or permit approvals and other relevant approvals
- environmental approvals
- compliance with cultural heritage duty of care
- owner's consent.

Evidence of Land Ownership or Owners Consent is mandatory. Land Ownership can be provided with copy of a Title Deed (need to match name of applicants). Evidence of Owners Consent can be on a formal letterhead from Owner and copy of lease arrangements.

Although not mandatory, provided audited financial records for a minimum of two years would assist in supporting evidence of being an established tourism related business/organisation.

Projects that can demonstrate evidence-based research of the benefits the project will bring to the region including the creation of new jobs during construction and operational stages, the ability to drive tourism growth, increase visitation, overnight visitor expenditure and flow-on benefits for supply chains and surrounding business will be highly beneficial,

Please note, you may also be required to provide further documentation when completing your responses to the Assessment Criteria.

What should be included in the Project Plan?

A project plan should detail the key activities to achieve outcomes, including:

- Resourcing allocations (Staff and Budget)
- Itemised budget (including supplier quotes)
- Project cashflow
- Risk Management Plan including risk assessment.
- Timelines / Gantt chart of activities to deliver the project.
- Evidence of approvals including Development approvals
- Ability to commence and complete the project within the designated dates.
- Evidence of all required approvals and permits, including development approvals, where required.

Can I submit my application before I have all my supporting documentation?

No. You must submit a completed application, which includes all supporting evidence as requested in the application form, in order to be considered for the grant.

What is considered support by a Local Government, Traditional Owner/s or industry body?

Support for the project can be provided in the form of a formal letter on letterhead from the supporting organisation.

How are applications assessed?

Pages 9 and 10 of the program guidelines outline how your application will be assessed.

Applications that do not meet the eligibility criteria will not progress to being assessed.

Approvals

What do I need to do if I am approved funding?

Successful applicants will receive a written offer of financial assistance and will be required to enter into a legally binding funding agreement with the Department of Tourism, Innovation and Sport (acting on behalf of the State of Queensland) that outlines project deliverables and all reporting requirements.

An example of a standard DTIS contract is available on the Building Bush Tourism Fund website.

Can I alter my application after funding has been approved?

If you are unable to complete the approved project, you must immediately notify the Department of Tourism, Innovation and Sport in writing.

Any change to your application will need to be reassessed and may not be approved. If you change your project without approval, the Department of Tourism, Innovation and Sport can withdraw the funding.

What are my tax obligations?

Grants are treated as assessable income for tax purposes, unless exempted by law. The Queensland Government is unable to provide any taxation advice and we recommend consulting your own professional adviser to understand any taxation implications.

When will funding be available and how will payments be made?

If your application is successful, the funding will be provided directly to the applicant. Approved grant payments will generally be made in upfront instalments and negotiated on a case-by-case basis.

Grant payments will be increased to include GST. For example, if an organisation is approved for \$100,000 GST exclusive. The Department of Tourism, Innovation and Sport will process a (split) payment/s totalling \$110,000 (\$100,000 GST exclusive funding + \$10,000 GST).

Approved applicants will be required to provide progress and milestone reports that provide evidence of grant funding expenditure and progress towards project completion including a final report demonstrating full grant and co-funding expenditure in accordance with the Funding Agreement.

Do I need to spend all of the grant money before the end of the Program?

As per the standard Terms and Conditions of the funding agreement, the approved applicant must acquit the full amount of any grant payments and any recipient contribution (if relevant) by providing evidence of expenditure.

The total grant amount and final grant payment may be reduced based on acquittal. Where a proponent does not provide evidence of eligible costs being paid or does not acquit the full project value, there may be grounds for partial grant recovery.

Program Reporting Requirements

Will details of funding recipients and grant amounts be made public?

Yes, approved applicants and the approved grant funding amounts may be published on the Department of Tourism, Innovation and Sport's website.

Do I need to retain documentation?

Yes, approved applicants will need to retain documentation for audit purposes. The administration of the fund allows the Queensland Government to validate and check the authenticity of applications and the applicant's details at any time.

Applicants who are awarded grant funding must refund that funding to the Queensland Government if the funding is subsequently found to have been based on an ineligible application.

Further information

Who can I contact if I have a question about the Program?

Queries can be directed to the Department of Tourism, Innovation and Sport via email at GrowingTI@dtis.qld.gov.au.