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Guidelines Tourism Recovery Assistance Grant

Grant Guidelines

25 January 2024



Australian Government



Queensland
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The Department of Tourism and Sport (the department) will provide and pay for qualified interpreting services for customers who are hearing impaired or have difficulties communicating in English. Please [contact the department](#) if you require interpreting services.

ACKNOWLEDGEMENT OF COUNTRY

The Department of Tourism and Sport respectfully acknowledges and recognises Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects to the Elders past, present and emerging for they hold the memories, the traditions and the cultures of Aboriginal and Torres Strait Islander people across the nation.

We will walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to enrich lives and strengthen community connections.

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1. Grant overview

The purpose of this assistance measure, provided under the joint Commonwealth and State Disaster Recovery Funding Arrangements, is to support tourism operators in Far North Queensland recover from the impacts of Tropical Cyclone Jasper.

The objective of the grant is to support businesses within severely impacted Local Government Areas that rely heavily on tourism.

The Department of Tourism and Sport (DTS) is responsible for administering the grant.

The \$1.6 million (excluding GST) Tourism Recovery Assistance Grant (the grant) provides financial assistance to owners of medium to large tourism operations, in the defined disaster area, which have suffered direct damage as a result of the disaster with funding to contribute towards the costs of initial clean-up, repairs and reinstatement of tourism operations.

2. Key dates

Activity	Date
Defined disaster period	13 – 28 December 2023
Applications open	25 January 2024
Applications close	31 March 2024* <i>*or earlier if funding allocation fully exhausted</i>
Notification of outcomes	By 30 June 2024
Activity completion date	On or before 28 June 2024

Note: Dates are indicative only and subject to change as required by DTS. Changes to these dates are found on the [DTS website](#).

3. Available funding

Grants of up to \$50,000 (excluding GST) are available. Grant payments will consist of two instalments:

- An initial amount up to \$10,000 (ex GST) will be paid, based on evidence of direct damage, such as photographs, quotations, tax invoices and receipts, upon approval of the Grant and acceptance of the Letter of Offer
- The second or subsequent instalment, up to the approved amount, will be paid on a reimbursement basis on evidence of invoices and remittance related to all costs being claimed (including activities claimed in the first instalment) to verify that all suppliers have been paid.

Completed applications will be assessed in order of receipt until the grant close date or earlier if available funding has been allocated.

Important information:

- Submitting an application is no guarantee of funding being approved
- Applications will be accessed in the order received
- The grant will close on the nominated date unless the funding allocation has been exhausted prior to that date
- Unsuccessful applicants will be notified in writing by the department.

4. Eligibility

To be eligible for funding, you must own a tourism operation located in the defined disaster area and have suffered direct damage as a result of the disaster. Your tourism operation must:

- have been engaged in tourism operations at the time of the disaster event which is defined as commencing on 13 December 2023
- have been located in the defined disaster area one of the Local Government Authority areas below at the time of the event:

Cairns Regional Council	Cassowary Coast Regional Council	Cook Shire Council
Douglas Shire Council	Hope Vale Aboriginal Shire Council	Mareeba Shire Council
Tablelands Regional Council	Wujal Wujal Aboriginal Shire Council	Yarrabah Aboriginal Shire Council

- employ between 20 and 200 equivalent full-time employees at the time of the disaster event which is defined as commencing on 13 December 2023
- have an Australian Business Number (ABN) and have held that ABN at the time of the disaster
- be registered for GST.

To be eligible for funding you must also:

- be primarily responsible for meeting the cost of activities requested in the application
- intend to re-establish the tourism operation in the defined disaster area.

Eligible separate tourism operation

Applicants who operate a tourism operation at separate locations, may make an application for each location. The maximum amount of assistance will apply separately to each application. In these circumstances, for the purposes of grant funding, the department may consider the separate locations as separate tourism operations.

An individual application will be required for each tourism operation. When determining an application on this basis the department may consider, but not limited to:

- the staffing arrangement of the separate tourism operation
- whether the separate tourism operation has its own plant, equipment or stock
- the accounting and insurance arrangements of the separate tourism operations
- whether the separate tourism operation operates under its own trading name
- the commercial viability and autonomy of each tourism operation.

Ineligible entities

Local Government, State, Territory and Australian Government agencies or associated agencies such as statutory bodies or government owned corporations are not eligible to apply for this grant.

If a business has applied for other government funding, for this defined disaster event, the details must be disclosed on the application.

Grant funding will not be approved if the applicant has received financial support from other government agencies/programs, for the same activities.

4.1 Eligible activities

Grant funding is available for damage incurred as a direct result of the disaster to contribute to the costs of clean-up, repairs and reinstatement of tourism operations for the following activities:

- engaging a tradesperson to conduct safety inspections of the damage to a property, premises or equipment
- hiring or leasing equipment or materials to clean a property, premises or equipment
- purchase of equipment or materials to clean a property, premises or equipment if:
 - the equipment or materials are not ordinarily available for hire or lease
 - the equipment is, or the materials are reasonably necessary for cleaning the property, premises or equipment are not readily available for hire or lease (in this instance assistance towards purchase is available to the assessed hire or leased cost of the item being purchased)
- employing a person to clean a property, premises or equipment if:
 - the cost would not ordinarily have been incurred in the absence of the disaster
 - the cost exceeds the cost of employing a person to clean a property, premises or equipment that would ordinarily have been incurred in the absence of the disaster
- removing and disposing of debris and /or damaged goods and material
- repairing a building or replacing fittings in a building, if the repair or replacement is essential for resuming operation of the tourism operation. (Repairs to a building do not include a building that is used as a dwelling, unless it is used for carrying on the tourism operation)
- purchasing, hiring or leasing equipment or materials that are essential for immediately resuming operations
- any of the following:
 - replacing lost or damaged stock if the replacement is essential for immediately resuming operations
 - leasing temporary premises for the purpose of resuming operations.

Costs can be incurred from the date of the commencement of the declared disaster, defined as 13 December 2023.

Note: A tourism operation is not eligible for assistance if the business is entitled to claim an amount, under an insurance policy, for specific costs of activities requested in the application.

4.2 Ineligible activities

The following costs are **NOT eligible** for grant funding:

- costs of preparing funding applications, reports or associated supporting material
- legal costs
- costs incurred prior to the defined disaster event

Costs over and above the available grant amount remains the responsibility of the applicant.

5. Application and assessment process

Applications are required to be submitted through the [Enquire Portal](#) by the specified closing date of 31 March 2024 (or until funding allocation has been exhausted). All applications must be submitted by 11.59pm on the closing date.

Lodging an application does not guarantee funding will be approved. Applications will be assessed and decisions made in order of receipt, as soon as practicable and usually within 2-3 weeks of submission. Incomplete applications will be deemed ineligible if insufficient information and supporting documentation has been provided at the time of application.

Grants will be assessed, and successful applicants notified in writing with a Letter of Offer outlining the amount of funding approved and the terms of the offer.

Successful applicants will be required to provide the department with a financial acquittal of grant funds including copies of invoices and evidence of payment to suppliers (remittance advice) and other evidence to verify the costs supported.

To apply for a grant, applicants must:

- Complete the online application form on the [Enquire Portal](#) and complete a *Grant Budget Tool* (provided as part of the application process) which outlines the details of expenditure of each item (or estimates) and total of the funding request.

You will also need to provide:

- all necessary supporting information and evidence related to direct damage for clean-up, repairs and reinstatement this includes:
 - a) Photographs or other evidence of damage and issues
 - b) Quotations or estimates, invoices and receipts
 - c) Details of any insurance policy and the status of any claims
 - d) Lease or ownership documents related to damaged premises.

6. Funding offer

Successful applicants will receive a written Letter of Offer outlining the details of the financial assistance being offered and the terms of the grant. The Letter of Offer will provide details on the general and specific conditions associated with the delivery of activities funded including:

- key dates for activities and payments
- funding amount
- payment terms
- any ineligible items or costs deemed not applicable to this funding arrangement
- applicant's obligation to acknowledge Queensland Government support
- recordkeeping and reporting requirements.

7. Reporting outcomes

Successful applicants will be required to provide a financial acquittal of the funds received for all eligible activities including evidence of all expenditure.

Some grants are considered assessable income for taxation purposes, unless exempted by a taxation law. It is recommended that grant recipients seek independent professional advice on their taxation obligations or seek assistance from the Australian Taxation Office as DTS does not provide advice on taxation.

8. Definitions

Disaster means Disaster Recovery Funding Arrangements event - Tropical Cyclone Jasper, associated rainfall and flooding, 13-28 December 2023 (reference #AGRN 1088).

Defined disaster area

The defined disaster area includes the following Queensland local government authority areas:

- Cairns Regional Council
- Cassowary Coast Regional Council
- Cook Shire Council
- Douglas Shire Council
- Hope Vale Aboriginal Shire Council
- Mareeba Shire Council
- Tablelands Regional Council
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council.

Eligible Business is a business that:

- holds an Australian Business Number (ABN)
- is registered for GST
- is not a public company or a body corporate under the *Body Corporate and Community Management Act 1997(Qld)*
- operates with between 20 and 200 full-time equivalent employees (FTEs).

Full time employees mean an individual who ordinarily works at least 35 hours per week for the business. Full time equivalent employees are calculated as follows:

Number of full-time **equivalent** employees = *number of full-time employees + the total hours worked each week by non-full-time employees divided by 35 (hours).*

Eligible non-profit organisation is a non-profit organisation that:

- is a charity or other not-for-profit entity that is incorporated under a law of the Commonwealth or a State
- holds an Australian Business Number for the organisation
- is registered for GST
- Operates with between 20 and 200 full-time equivalent employees (FTEs).

Evidence of expenditure means:

The goods or services described in each invoice must be clearly identifiable as having already been paid and being related to damage related to the defined disaster event and can include:

- tax invoices showing full details of the goods or services received
- evidence of payment for tax invoices including bank transfers, bank statements or receipts from suppliers/contractors.

Tourism Operator/Operations is either an eligible business or eligible non-profit organisation which operates in the tourism and events industry (per the ANZSIC definition).

Tourism and events industry means an industry classified under ANZSIC within the following class codes:

- a) souvenir shops, duty free stores and travel good retailers (ANZSIC code 4279)
- b) accommodation providers (ANZSIC code 4400)
- c) food and beverage services including cafes, restaurants, taverns and clubs (ANZSIC codes 4511, 4513, 4520, 4530)
- d) interurban and rural bus transport – tour bus, scenic and sightseeing operation, shopping tours, long distance (ANZSIC code 4621)
- e) other road transport – hire car service with driver only (ANZSIC code 4623)
- f) water passenger transport - boat charter, lease or rental (without crew), ferry, water taxi, water launch, cruise (ANZSIC code 4820)
- g) road and water transport, including sightseeing (ANZSIC codes 4623, 4820, 5010)

- h) aviation - airport operations and other air transport support services (ANZSIC code 5220)
- i) rental and hiring services (ANZSIC code 6611)
- j) transport rental and hiring – aviation, boats, buses, caravans, houseboats, motorcycles, motorhomes without crew (ANZSIC code 6619)
- k) travel agencies (ANZSIC code 7220)
- l) event management (ANZSIC code 7299)
- m) heritage activities including museums, parks and gardens (ANZSIC codes 8910, 8921, 8922)
- n) performing arts venues (ANZSIC code 9003)
- o) amusement and other recreational services (ANZSIC codes 9131, 9139)
- p) management advice and related consulting services (ANZSIC code 6962)
- q) performing arts operation (ANZSIC code 9001)
- r) creative artists, musicians, writers and performers (ANZSIC code 9002).

ANZSIC means the document called 'Australian and New Zealand Standard Industrial Classification (ANZSIC)' published by the Australian Bureau of Statistics.

Visit: [Australian and New Zealand Standard Industrial Classification \(ANZSIC\), 2006 \(Revision 2.0\) | Australian Bureau of Statistics \(abs.gov.au\)](#)

9. Privacy

Privacy Notice

The Department of Tourism and Sport (the department) manages personal information in accordance with the Information Privacy Act 2009 (Qld).

The department is collecting personal information in the grant application form and during the application process to assess applications for funding under the Tourism Recovery Assistance Grant.

Personal information collected may be:

- a) used by the department or its contractor/s to contact the applicant organisation for the purposes of gathering feedback or participating in a survey on the program; and/or
- b) used by the department in undertaking regular audits; and/or
- c) used by the department for monitoring and evaluating the department's programs (including the program) and resources; and/or
- d) disclosed to the department's contractor/s engaged for the purpose of monitoring and/or evaluating the program.

The department will disclose details contained in funding applications and/or details of approved funding, and details of accountable and contact officers (such as name, position in the organisation, and telephone number) to the Queensland Reconstruction Authority (QRA) for the purpose of verifying and checking information relating to the program as well as reporting on program outcomes.

The department will disclose details of approved funding, approved projects, organisations and contact officers (such as name, position in the organisation, and telephone number) to the Minister for Tourism and Sport for the purpose of publicising the funding arrangement and programs of the department and communicating with approved organisations.

Information on approved organisations and details of approved projects, such as funding approved and location of the project may also be made available on the department's website and may be provided to local governments and relevant sport and recreation organisations for the purpose of advice on approved project information. Organisation information will not be disclosed to any other parties unless authorised or required by law, subject to the above.

Organisations may also be requested to provide information to be used in a case study with the potential for publication on the department's website and social media.

Further information on how DTS manages personal information can be found at www.dtis.qld.gov.au/site-information/privacy.

Personal information will not be disclosed to any other third parties without the consent of the person/s to whom the personal information unless authorised or required to do so by law. Further information on how the department manages personal information can be found at <https://www.dtis.qld.gov.au/site-information/privacy>

The email address you provide as part of the application process will be used by the department and/or the department's contracted service providers, in relation to the grant application, to communicate with you. Dependent on your email service provider this may involve the transfer of your personal information overseas.

10. Complaints

All decisions made in relation to applications are final. Under the department's Complaints Management Policy, DTS has established processes for dealing with complaints and is committed to effectively managing concerns in a fair, transparent, and timely manner.

If an applicant has any concerns in relation to the application or assessment process, a formal complaint may be submitted to DTS by emailing tourismgrants@dtis.qld.gov.au.

11. Further information

If you require further information or clarification of these guidelines, please email the inbox referencing **Tourism Recovery Assistance Grant** in the subject line and include your full business name, location and daytime contact number: tourismgrants@dtis.qld.gov.au.