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Building Resilient Tourism Infrastructure Fund: Tropical Cyclone Jasper

Grant Guidelines

February 2024



Australian Government



Queensland
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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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Contents

- 1. Background..... 4
- 2. Fund overview 4
- 3. Available funding 4
- 4. Eligibility..... 4
 - 4.1 Eligible applicants 4
 - 4.2 Eligible projects 5
 - 4.3 Eligible costs 6
 - 4.4 Ineligible activities/costs 6
- 5. Application process..... 6
- 6. Assessment and approval..... 7
 - 6.1 Criterion 1 - Improved resilience (weighting 60%) 7
 - 6.2 Criterion 2 - Financial value for money and return on investment (weighting 20%) 7
 - 6.3 Criterion 3 - Organisational Capacity (weighting 20%) 8
- 7. Funding agreement..... 8
- 8. Grant funding payments..... 8
- 9. Reporting requirements 9
- 10. Key dates 9
- 11. Privacy 9
- 12. Complaints..... 9
- 13. Further information 10

1. Background

Queensland's tourism industry is highly vulnerable to disasters due to a dependence on natural assets and attractions. Impacts extend beyond immediate, direct or physical impacts and include the cancellation of forward bookings and future loss of trade, often as a result of incorrect assumptions.

The Australian and Queensland Governments have jointly funded the \$24.15 million Tourism Recovery and Resilience package to provide targeted support to the tourism industry in affected areas, assisting them to recover from the impacts of the Tropical Cyclone Jasper disaster event in December 2023 and build the long-term sustainability of tourism in this region.

2. Fund overview

The \$10 million Building Resilient Tourism Infrastructure (BRTI) Fund: Tropical Cyclone Jasper is a key component of the Tourism Recovery and Resilience Package.

The key objective of the Fund is to develop a more sustainable resilient tourism industry, through the implementation of measures and actions to lessen the impacts in the event of a natural disaster, and support business continuity.

The BRTI Fund will provide grants for impacted tourism businesses to build resilience and aid their response to flooding and natural disasters through innovative solutions and bespoke engineering solutions.

3. Available funding

Total funding of \$10 million is available, with individual grants of a minimum of \$30,000 up to a maximum of \$250,000 (excluding GST) offered for eligible project costs. All projects must be completed by 30 November 2025.

Funding can be used for solutions, such as flood prevention infrastructure and purchasing plant and equipment, such as alternative power or other relevant resources, e.g. solar power with battery storage, small flood mitigation levees.

Projects may be of a much greater value than the funding amount, however all costs above the approved grant allocation will need to be covered by the applicant.

4. Eligibility

4.1 Eligible applicants

The Fund is designed to support increased resilience for established tourism businesses in Queensland that were impacted by the Tropical Cyclone Jasper disaster event occurring in December 2023.

The tourism business must be located and operate within the following declared affected local government areas:

Local Government Area
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

To be eligible to apply for funding an organisation must:

- have an established operating base in Queensland with a primary tourism-related focus
- have an Australian Business Number (ABN)
- be registered for GST.

In addition, an organisation must be one of the following:

- a private sector business (e.g. a for-profit)
- a not-for-profit organisation (e.g. community organisation)

4.2 Eligible projects

The Fund will support eligible infrastructure projects that improve resilience and functionality of at-risk infrastructure, and also support initiatives to improve organisational resilience:

- With regard to local disaster risk
- In accordance with current knowledge and practices for mitigating disaster impact
- In accordance with changing recovery needs.

The types of projects that may be considered under the BRTI Fund include:

- Flood prevention measures or improvements to existing infrastructure that would mitigate or lessen the impact of future flood events, e.g. small flood mitigation levees

- Infrastructure or equipment that could prepare a business to quickly respond to an impending flood event, e.g. pump/water extraction system, hoist system to raise equipment above known flood levels
- Alternative power sources to provide opportunity to continue business in situations where mains power has been disconnected
- Safety upgrades
- Development of early warning systems.

The above are examples and should not be considered as an exhaustive list. Applicants are encouraged to tailor bespoke solutions to address their specific circumstances.

Eligible applicants may submit multiple applications, however, can only submit one application per business location.

4.3 Eligible costs

Eligible project costs are those costs directly associated with the delivery of the project including:

- All site works required as part of the construction, including external Project Management costs
- Construction-related labour, materials and equipment hire

4.4 Ineligible activities/costs

Applications will not be accepted for:

- Activities that have commenced before the grant has been approved
- Works considered as maintenance for existing infrastructure, e.g. repairing flood affected equipment or infrastructure
- Purchase of land or buildings
- Purchase of an asset or works to an asset that will not be owned and/or controlled by an eligible applicant
- Wages and salaries for an applicant's employees or consultants
- Feasibility studies, business cases or similar activities
- Marketing activities such as websites, traditional and digital marketing, subscriptions or contract fees to third party marketing distributors
- General business administration or operating costs
- Projects that do not align to the intent of the Fund
- Costs that are reimbursable under other funding sources (e.g. insurance, alternative disaster relief measures, and costs recouped through sale of salvaged assets).

5. Application process

Applications under the Fund must be submitted through the [Department's SmartyGrants portal](#).

The application data and evidence requirements are to meet the Fund's objectives and eligibility criteria.

Applicants will be required to provide:

- Evidence of the organisation's eligibility to be considered for funding
- Evidence the tourism business was directly impacted by the disaster event (Tropical Cyclone Jasper)
- Justification the project would result in improved resilience for future natural disaster events
- A detailed project plan which includes:
 - the project's objectives and benefits
 - a Gantt chart or detailed delivery/works schedule, showing timeframes of all project stages up to and including project completion
 - cash flow forecast
 - implementation methodology
 - procurement plans and evidence of project costings
 - evidence of capacity and capability to deliver the project
- Details and evidence of the level of any funding contribution towards the delivery of the project, including evidence confirming financial contributions from other parties
- Evidence the project is ready and able to commence within three months of approval and be fully completed by 30 November 2025
- The location/s of eligible activities.

The lodgement of an application does not guarantee that funding will be approved.

6. Assessment and approval

The Department of Tourism and Sport (DTS) will assess projects and evidence against the Fund's objectives and eligibility and assessment criteria.

To be considered under this Fund, tourism businesses must meet all the following key criteria.

6.1 Criterion 1 - Improved resilience (weighting 60%)

Applicants must demonstrate:

- that the tourism business was directly impacted by Tropical Cyclone Jasper extraordinary disaster event occurring in December 2023.
- that the outcome of the project will improve resilience against future natural disaster events.

The project must be evidence based and detail the investigation, research to identify and address the issue, and inform the effectiveness of the project. Evidence may include risk assessments, flood risk management studies, research, community consultation, visual evidence supporting the need, and designs/drawings.

6.2 Criterion 2 - Financial value for money and return on investment (weighting 20%)

Applicants must include evidence that the project costs and benefits support value for money. This may include whole of life costs, return on investment in mitigation and resilience, avoided costs and any qualitative considerations.

6.3 Criterion 3 - Organisational capacity (weighting 20%)

Applicants must be ready to implement/commence the project within three months of approval and be fully completed by 30 November 2025, and demonstrate that the introduction of new infrastructure will not have adverse effects or unintended consequences on surrounding businesses.

Applicants must demonstrate their organisational capacity to deliver the project and that the project is ready for commencement. If the cost of the project is more than the grant maximum, evidence of the applicant's financial contribution to the project must be demonstrated. Evidence of all necessary approvals required for the project, such as owners' consent, council approval, must be provided.

7. Funding agreement

Successful applicants will receive a written offer of financial assistance. If the applicant accepts the offer, they will be required to enter into a legally binding contract with DTS.

The agreement will provide details on general and specific conditions associated with delivery of the approved project.

Key inclusions of the agreement are:

- scope of the approved activity
- milestone deliverables and dates
- funding amount and payment terms
- reporting requirements
- record-keeping requirements
- applicant's obligation to acknowledge Queensland Government support.

An example of the terms and conditions of a standard DTS contract is available at the website <https://www.publications.qld.gov.au/dataset>.

8. Grant funding payments

Successful recipients will receive funding in two instalments:

- The first payment of 50% of the approved grant funding will be paid upon the recipient entering into a legally binding agreement with DTS
- The second payment of up to 50% will be paid on successful acquittal of the first payment.

A non-payment final acquittal, after the project is complete, will also be required.

Grants are subject to the Goods and Services Tax (GST). DTS will increase grant recipients' grant payments to pay for GST.

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

9. Reporting requirements

Projects are monitored through progress and financial reporting in line with the funding agreement.

Templates are provided for these reports and when due, will be generated through the SmartyGrants online portal for grant recipients to complete and submit.

Grant recipients will be notified by email of reporting requirements one month prior to the agreed milestone date. Grant recipients will be expected to report on:

- progress against agreed project milestones
- contributions directly related to the project
- expenditure of grant funds and the grant recipient's agreed financial contribution.

10. Key dates

Activity	Date
Applications open	20 February 2024
Applications close	11.59pm, 19 April 2024
Applicants advised of outcome	By 28 June 2024
Project completion	By 30 November 2025
Reporting finalised	By 27 February 2026

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

11. Privacy

The Queensland Government, via its online application portal (SmartyGrants), collects and collates information from the application form to assess applications for the Fund. DTS recognises that some of this information may be personal information as defined in the *Information Privacy Act 2009*. Only authorised departmental officers and approved grant assessors will have immediate access to this information. Information may be shared on a commercial-in-confidence basis with partner Queensland government departments and agencies and the Minister(s) responsible for the Fund.

DTS may also consult with key industry stakeholders as part of assessment of the application, which may require DTS disclosing some or all of the information obtained to the key industry stakeholders. Where possible, DTS will discuss this information with key industry stakeholders without disclosing personal information. Personal information will not be disclosed to any other third party without consent, unless required by law or for the purposes of *Information Privacy Act 2009*.

Applicants should note that broad details of successful projects, agreed outcomes, project progress and the level of funding awarded may be published by the Queensland Government. Some information may be used to promote funded projects or other funding programs administered by DTS.

For audit purposes, the Queensland Government is required to retain the applications and other supplied supporting material.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Queensland Government.

Information regarding the department's privacy policy can be found at <https://www.dtis.qld.gov.au/site-information/privacy>

12. Complaints

All funding 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 concern in relation to the application or assessment process, a formal complaint may be submitted to the department via tourismgrants@dtis.qld.gov.au.

13. Further information

If you require further information or clarification of these guidelines, please email: tourismgrants@dtis.qld.gov.au