TOURISM INDUSTRY DEVELOPMENT FUND EXAMPLE ONLINE APPLICATION FORM

An example of the online application form, including response size and attachments, is provided below.

For further information please refer to the Program Guidelines and Frequently Asked Questions (FAQ), or speak to one of the SATC Business Support Managers via TIDF@sa.gov.au.

APPLICATION PROCESS

All applications must be submitted by the online application form located on the Tourism Industry Development Fund page via tourism.sa.gov.au.

EXAMPLE APPLICATION FORM

Fields marked with an asterisk (*) are required fields.

BUSINESS DETAILS	
Business name / legal entity name *	**Text:** no limit
Do you have an Australian Business Number (ABN)? *	**Drop down list (2 choices)** • Yes • No
ABN *	**Numbers:** 11 or 14 characters limit
Do you have an Australian Company Number (ACN)?	**Drop down list (2 choices)** • Yes • No
ACN	**Numbers:** 9 or 11 characters limit
Please select your eligible business type *	**Drop down list (4 choices)** • Sole trader • Partnership • Company • Trust
Briefly describe your business *	**Text:** 500 character limit
Are you registered for GST?	**Drop down list (2 choices)** • Yes • No

South Australia

Government of South Australia

South Australian Tourism Commission

Please outline your corporate structure including your ownership and governance structure. *	**Text:** 1000 characters limit
Are you submitting as a lead business for a business cluster? *	**Drop down list (2 options)** • Yes • No *If yes, please list the businesses within the cluster.* **Text:** 500 characters limit
Preferred phone number *	**Number**
Alternative phone number	**Number**
Website address	**Characters**

<div style="background:red;color:white">BUSINESS ADDRESS</div>

Business Address *	Address 1, Address 2, State, Suburb, Postcode

<div style="background:red;color:white">CONTACT PERSON</div>

Given name *	**Text:** No limit
Family name *	**Text:** No limit
Position title *	**Text:** No limit
Email *	**Text:** No limit
Is the person authorised to enter binding arrangements on behalf of the legal entity different to the contact person? *	**Drop down list (2 options)** • Yes • No
Is your postal address same as above? *	**Drop down list (2 options)** • Yes • No *If no, postal fields for Address 1, Address 2, State, Suburb, Postcode.*

<div style="background:red;color:white">PROJECT LOCATION</div>

Project address *	Address 1 Address 2 State Suburb Postcode

Tourism region *	**Check boxes with 11 regions:**
	• Adelaide Hills
	• Barossa
	• Clare Valley
	• Eyre Peninsula
	• Fleurieu Peninsula
	• Flinders Ranges and Outback
	• Kangaroo Island
	• Limestone Coast
	• Murray River, Lakes and Coorong
	• Riverland
	• Yorke Peninsula
	Able to check multiple regions.
Main council area *	**Text:** 200 characters limit
Certificate of Title reference if applicable	**Text:** 500 characters limit
Is the property leased? *	**Drop down list (3 options)**
	• Yes
	• No
	• Not applicable

PROJECT DETAILS

What stream are you applying for? *

Your project may be eligible for Stream 1 or Stream 2 or a combination of both.

Three choices select boxes with the following information:

CHECK BOX #1
Stream 1: Regional Infrastructure Projects

• To develop or enhance tourism infrastructure, facilitate new private sector investment in building new accommodation or refurbish existing properties within regional South Australia.

• To support private projects that require infrastructure build or upgrades to better provide a tourism experience, such as new attractions.

CHECK BOX #2
Stream 2: Regional Product and Experience Development Projects

• To develop new products and/or enhance existing products and experiences within regional South Australia.

• To support products and experiences that align with SATC's marketing focus such as food and beverage, nature and wildlife, cultural, coastal and outback, and soft adventure.

CHECK BOX #3
A combination of both Stream 1 and 2.

Project Title *	**Text:** 200 characters limit
Project Description *	**Text:** 2000 characters limit

If your application for funding is successful, will your project be ready to commence within three months of being notified? *	**Drop down list (2 options)** • Yes • No
Project commencement date *	**Calendar pick date**
Project completion date *	**Calendar pick date** *Restriction in system to 18 months from commencement date selected.*
Please provide a detailed project plan, including a timeline of the project. * *You may wish to include project scope, budget, outline of the major project milestones and opening/launch dates.*	**Text:** 2000 characters limit AND 1 optional attachment
Please attach your detailed business plan for this project *	**1 Mandatory attachment**
Does the project require development approval? * *If so, please attach evidence of the development approval.*	**Drop down list (2 options)** • Yes • No *If yes, 1 mandatory attachment required.*
Does the project require landlord approval? * *If so, please attach evidence of landlord approval.*	**Drop down list (2 options)** • Yes • No *If yes, 1 mandatory attachment required.*
Do you require any other licences/approvals to operate or deliver the project?	**Drop down list (2 options)** • Yes • No *If yes, optional attachment*
Please provide evidence or a copy of current business insurance/ certificates *	**Text:** 500 characters limit *AND up to 1 optional attachment*
Please provide information on the licences or approvals to operate which have been attached, if applicable	**Text:** 1000 characters
Have you sought any quotes for works, services and equipment relating to the project? * *If yes, please provide details.*	**Drop down list (2 options)** • Yes • No *If yes, text – 1000 characters limit AND 1 optional attachment*

PROJECT ALIGNMENT	
How does the project align with the *South Australia Visitor Economy Sector Plan 2030* and the *South Australian Regional Visitor Strategy?* *	**Text:** 2000 characters limit
How does the project align with current regional tourism plans or strategies (e.g. Regional Development Australia and Local Government plans)? *	**Text:** 1000 characters limit

Have you consulted with your local Regional Tourism Manager? *	**Drop down list (2 options)** · Yes · No
Please attach letter(s) of support * *You will require a minimum of one letter of support from either a Regional Tourism Organisation, Regional Development Australia or Local Government.*	1 mandatory attachment
Can you demonstrate how you will implement best practice, environmentally sustainable initiatives through the delivery of the project? * *You may wish to consider solar energy, recycling, and efficient water management.*	**Text:** 2000 characters limit
How will the project complement other tourism offerings in your region? * *You may wish to consider partnerships, cross promotions, packaging.*	**Text:** 2000 characters limit

<table>
<tr><td colspan="2" style="background:red;color:white">MARKETING</td></tr>
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What are your target markets for this project by visitor origin? *	*Use the sliders to select each market by percentage.* *Please ensure the total equals 100%*
Please provide any additional information regarding your target markets	**Text:** 2000 characters limit
Are you registered with the Australian Tourism Data Warehouse (ATDW)? *	**Drop down list (2 options)** · Yes · No *If no, 'If successful, it is a requirement that your project will be registered on ATDW before complete. For more information, please visit tourism.sa.gov.au/ support/atdw*
How do plan to promote and market the project? * *You may wish to provide a marketing plan that includes traditional or digital marketing mediums, the use of an online booking system and free promotional tools such as the ATDW.*	**Text:** 2000 characters limit AND 1 optional attachment
Can you commit to and/or demonstrate that the (project) property, product or experience will be available for visitor bookings for at least 50 weeks per year? *	**Text:** 1000 characters limit

<table>
<tr><td colspan="2" style="background:red;color:white">PROJECT VALUE / COST (ALL AMOUNTS EXCLUDING GST)</td></tr>
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Total project value.	**$ figure:** Enter your total project value (capital investment)
Total TIDF grant amount sought	**$ figure:** the amount can only be between $20K - $500k
Total other State Government funding for this project. **Note:** *Applicants are eligible for up to 30% from any singular or combined State Government fund/s toward the project's total value.*	**$ figure**

CO-CONTRIBUTION BREAKDOWN (ALL AMOUNTS EXCLUDING GST)	
Total applicant cash contribution (funds readily available)	**$ figure**
Total applicant borrowed funds (bank/financial/investor), if applicable.	**$ figure**
Total applicant new equity, if applicable.	**$ figure**
Total other Commonwealth Government funding for this project, if applicable.	**$ figure**
Total other Local Government funding for this project, if applicable.	**$ figure**
Other financial contribution for this project	**$ figure**
Total Project Value (Calculated) *No input required. Check the calculated total against your total project value, they should match.*	**$ figure**
Percentage Co-contribution (Calculated) *No input required. Calculator automatically works out your co-contribution percentage and should equal at least 70% of the total project value.*	**$ figure**

CO-CONTRIBUTION INFORMATION AND EVIDENCE	
Please provide details of all State, Commonwealth and local funding received towards the project and provide evidence.	**Text:** 2000 character limit
Please attach copies of all State, Commonwealth and local funding evidence.	Optional attachment
If your project requires borrowed funds, please provide evidence of approval.	**Text:** 2000 characters limit AND optional attachment
Other in-kind contribution or donations.	**Text:** 500 characters limit
How can the project be sustained without further intervention by the State Government after the funding is provided?	**Text:** 1000 characters limit
Please provide a financial model for the project and any financial projections.	**Text:** 2000 characters limit AND 1 mandatory attachment
Please provide financial statements for the last three financial years, independently prepared. ***Note:*** *if your business is less than three years old please provide statements covering the duration of trading period.*	**Text:** 1000 characters limit AND 1 mandatory attachment
How has COVID-19 impacted your business?	**Text:** 1000 characters limit

How does the project drive economic activity that would not otherwise occur? *

You may wish to explain how the project generates new investment, creates new long-term jobs, fills a gap identified in the South Australian Regional Visitor Strategy and how the new economic activity will be measured. Outline how this project delivers something different from your existing business, how it adds value and if the project forms part of your forward plan (i.e. would the grant accelerate a project that you will undertake anyway?).

Text: 2000 characters limit

Is the TIDF grant amount being sought over $50,000? *

Drop down list (2 options)

- Yes
- No

If yes, 'Can you provide details of economic modelling for your project? See guidelines for further details.'

Text: 1000 character limit
AND optional 3 attachments

If no, continue to next question.

Does the project have a connection to a specific regional community? *

You may wish to explain what direct benefits flow to the community / region where the project would be located (i.e. commitment to local employment/suppliers/services, knowledge sharing, training opportunities, etc.)

Text: 2000 characters limit

Does the project build the resilience of the local economy to deal with crises and take advantage of emerging opportunities?

If so, please provide details about how it will diversify the region's economy, drive change or innovation, and/or allow new economic opportunities.

Drop down list (2 options)

- Yes
- No

If yes, **Text:** 1000 character limit

JOB OUTCOMES

What are the ongoing job outcomes? *
Demonstrate any commitment to local employment.

Text: 500 characters limit

Number of construction jobs. *
Please specify local and other (if applicable).

Text: 200 characters limit

Number of ongoing new Full Time Equivalent (FTE) employees on completion of the project. *
Please specify local and other (if applicable).

Text: 200 characters limit

Number of retained FTEs.
Please specify local and other (if applicable).

Text: 200 characters limit

You will be able to review all information provided in your application before submitting. You can edit any of your responses on this page. Take note of the evidence checklist in the <u>TIDF Guidelines</u> and ensure you have covered all of these details and provided evidence.

When you are satisfied with the details in your application, press the submit button on the bottom right hand side of the page.

A confirmation page will appear with your application number.

If you do not receive an application number please contact the TIDF team on <u>TIDF@sa.gov.au</u> or 8463 4598.

Have you discussed the project with a SATC Business Support Manager? *	**Drop down list (2 options)** • Yes • No
Do you have any other supporting documentation relating to the project and assessment criteria? *Please attach if applicable.*	Optional attachments

DECLARATION

• I declare that the information supplied is true and correct in every particular.

• I consent to the collection, use and sharing of my information as specified in the Data Collection Consent and the Privacy Policy Statement.

ALL ENQUIRIES

South Australian Tourism Commission
Attention: TIDF Project Team
T: 08 8463 4598
E: <u>TIDF@sa.gov.au</u>

SOUTH AUSTRALIA

Government of South Australia
South Australian Tourism Commission

TOURISM.SA.GOV.AU