EXAMPLE ONLINE APPLICATION FORM

EXPERIENCE NATURE TOURISM FUND

ROUND THREE | 2024-2025 FINANCIAL YEAR

SOUTH
AUSTRALIA

Government
of South Australia

South Australian
Tourism Commission

TOURISM.SA.GOV.AU

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EXPERIENCE NATURE TOURISM FUND

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This document outlines each of the fields in the Experience Nature Tourism Fund (ENTF) online application form, including attachments required and the answer options for each question. Please note that character limits also include spaces. For further information please refer to the Program Guidelines and Frequently Asked Questions (FAQ), or email **satc.entf@sa.gov.au**

APPLICATION PROCESS

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

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

BUSINESS DETAILS	
Do you have an Australian Business Number (ABN)?*	**Drop down list (2 choices)** • Yes • No
If yes, what is your ABN?*	**Number:**
ABN Status	**Updates automatically based on the ABN provided**
ABN status effective from *If your ABN is less than 12 months old, you will not be able to proceed any further in the application process (see Program Guidelines for full details).*	**Updates automatically based on the ABN provided**
Do you have an Australian Company Number (ACN)?	**Drop down list (2 choices)** • Yes • No
If yes, what is your ACN?*	**Number:**
Business name/legal entity name	**Updates automatically based on the ABN provided**
What is your 'trading as' name*	**Text:** no limit
Please select your business type*	**Drop down list (6 choices)** • Company • Trust • Not-for profit organisation • Community or progress association • Sole trader • Partnership
Are you registered for GST?	**Drop down list (2 choices)** • Yes • No
Business phone number*	**Number:**

Website address	**Text:** no limit
BUSINESS ADDRESS	
Address line 1*	**Text:** no limit
Address line 2	**Text:** no limit
Suburb*	**Text:** no limit
State*	**Text:** no limit
Postcode*	**Whole number:**
CONTACT PERSON	
Please provide details for the person who will be responsible for entering the grant agreement on behalf of the business or legal entity.	
First name*	**Text:** no limit
Last name*	**Text:** no limit
Position title*	**Text:** no limit
Email address*	**Text:** no limit
Phone number*	**Number:**
REPRESENTATIVE COMPLETING THE FORM	
Name of person completing this application	**Pre-fills with log in details**
Representative's email address	**Pre-fills with log in details**
Representative's phone number	**Add phone number if different from contact person above**
BUSINESS PLAN	
Briefly describe your business*	**Text:** 500 character limit
Do you have an existing business plan?* *If 'Yes', ensure you attach a copy of your business plan on the attachments page.*	**Drop down list (2 choices)** • Yes • No
If you have answered 'No' to the above question regarding a business plan, describe the key points of your business including your vision, mission, key people in your business and business goals.*	**Text:** 2000 character limit
If you do not have a business plan, describe how the project aligns with the overall goals of your business and how the project will help you reach these goals?*	**Text:** 1000 character limit

PROJECT LOCATION	
Address 1*	**Text:** no limit
Address 2	**Text:** no limit
Suburb*	**Text:** no limit
State*	**Text:** no limit
Postcode*	**Whole number:**
Tourism region* *Can select multiple.*	**Drop down list (12 choices)** • Adelaide • Adelaide Hills • Barossa • Clare Valley • Eyre Peninsula • Fleurieu Peninsula • Flinders Ranges & Outback • Kangaroo Island • Limestone Coast • Murray River, Lakes & Coorong • Riverland • Yorke Peninsula
Is your project located or operating in an eligible area as per the Program Guidelines?*	**Drop down list (3 choices)** • Located **WITHIN** 20km of a national park, reserve, wilderness protection area and/or marine park under the care and control of National Parks & Wildlife Service. • Operating an experience that **ENTERS** a national park, reserve, wilderness protection area and/or marine park under the care and control of National Parks & Wildlife Service • Located in a remote area of South Australia or other
If located in a remote area of South Australia provide details.	**Text:** 1000 character limit
Which national park/s will you be operating into or is located within 20km of the project you are applying for?*	**Text:** 1000 character limit
PROJECT VALUE/COST (ALL AMOUNTS EXCLUDING GST)	
All amounts excluding GST	
What is the total project value?*	**Number (currency)** *Substantiated by quotations. Do not include any $ signs in your answer.*
What is the Total ENTF grant amount sought?*	**Number (currency)** *Between $10,000 and $50,000 (excluding GST). Applicants can seek amounts up to 80% of the total project cost. Do not include any $ signs in your answer.*
Stream* *Stream is selected automatically based on the amount entered.*	**Pre-populated based on grant amount entered**

PROJECT PLAN

Please note: if your application is successful, the information provided in the Project Plan section below will be referred to as your 'Project Timeframe' in your grant agreement. Your project must be completed by 30 June 2025 for Stream 1 or 31 December 2025 for Stream 2.

What is your project title?*	**Text:** 200 character limit
Describe your project* *Include how many bedrooms if it is an accommodation project.*	**Text:** 500 character limit
Estimated project start date* *If the project is approved for funding, the project must not commence prior to receiving an approval letter from the South Australian Tourism Commission (SATC), which is likely to be sent by November 2024.*	**Date picker:**
Project end date	**Pre-populated based on grant amount entered**
What category does your project fall into?* *Can select multiple.*	**Drop down list (7 choices)** • Accommodation • Marketing • Product development • Purchase of equipment • Training • Transport • Other (please describe)
If you answered 'Other', please specify.	**Text:** 1000 character limit
What are the outcomes of this project?* *Think about what you are hoping to achieve.*	**Text:** 1000 character limit
Describe how you will deliver the project, including your capability and capacity to deliver the project within the timeframe.* *Describe what you will do and how. You may wish to include major purchases, proposed completion date and launch dates.*	**Text:** 1000 character limit
Will you operate a tour as a result in the project?*	**Drop down list (2 choices)** • Yes • No
If you answered 'Yes' to the question above, please provide an itinerary of the proposed tour including when/if you enter a national park?*	**Text:** 1000 character limit
Will your tour operate all months of the year?*	**Drop down list (2 choices)** • Yes • No
If you answered 'No' to the above question, provide further details. *For example if the tour is seasonal due to weather.*	**Text:** 1000 character limit
If you answered 'Yes' to the above question about monthly tours, provide your proposed daily or weekly tour departures below.* *Create new departure times for each departure day using the '+Create' button. If you do not intend to operate regularly departing daily or weekly tours, please provide more information about how regularly you anticipate to operate your tours in the questions above.*	**Create a table:** • Departure Day (select day of the week) • Departure Time (select hour, minute, am/pm) • Maximum Capacity (number)

List the most significant risks that your project faces below *Can add multiple risks.*	**Table to add:** • Risk description (text field) • How will risk be managed? (text field)
How will you fund the minimum 20 per cent applicant co-contribution?* *Can select multiple.*	**Drop down list (4 choices)** • Cash contribution • Borrowed funds (bank/financial/investor) • Federal or local government funding • Other financial contribution
If you selected 'Other', please provide details.	**Text:** 500 character limit
Explain how the project will be sustained without further intervention by the State Government?*	**Text:** 1000 character limit
If your project involves training or marketing, explain how this will result in increasing visitation to parks.*	**Text:** 1000 character limit
If your project involves a vehicle, please describe how often the vehicle will be used for tourism purposes* *You may wish to attach tour schedules (documents can be attached at the end of this form).*	**Text:** 1000 character limit
Is your project fully costed using third party quotations?* **Applicants must supply all quotations to substantiate their full project cost. See the Program Guidelines and FAQ documents for more information*** ***Download a copy of the Quote summary document here**, to collate your quotations. You must attach the quote summary and a copy of all quotations on the Attachments page at the end of this form.*	**Drop down list (2 choices)** • Yes • No

NATIONAL PARKS	
Is your project operating **INTO/WITHIN** a national park?*	**Drop down list (2 choices)** • Yes • No
If you have answered 'Yes' above, do you have a current Commercial Tour Operator (CTO) Licence or a Marine Parks Permit to operate in this park?* *Attach a copy of your licence/permit to the Attachments page at the end of this form.*	**Drop down list (4 choices)** • Yes • No • In-Principle Support supplied by DEW/Application for licence/permit has been submitted • Not required
If you do not hold the required licence/permit to operate in this park, have you received in-principle support from the Department of Environment and Water (DEW)? *Documents can be attached at the end of this form.*	**Drop down list (3 choices)** • Yes • No • Not required
If you have a current CTO licence or Marine Parks Permit, please provide your CTO number.	**Text**
Describe how your project will activate and/or facilitate visitation to national parks*	**Text:** 2000 character limit
Describe how your project will engage visitors and/or educate them about nature and place*	**Text:** 2000 character limit

OTHER PROJECT APPROVALS

Does the project require development approval?* *Relevant for infrastructure projects located on private land.* *Upload evidence of development approval to the Attachments page at the end of this form if applicable.*	**Drop down list (3 choices)** • Yes • No • Not applicable
Does the project require landlord approval?* *Relevant for projects partially/fully located on private land.* *Upload evidence of landlord approvals to the Attachments page at the end of this form if applicable.*	**Drop down list (3 choices)** • Yes • No • Not applicable
Do you require any other licences/approvals to operate or deliver the project?*	**Drop down list (3 choices)** • Yes • No • Not applicable
If yes, what other licenses do you require?	**Text:** 1000 character limit

MARKETING & STRATEGIC ALIGNMENT

Who are your target markets? *Can select multiple.*	**Drop down list (3 choices)** • International • Interstate • Intrastate
Are you registered with the Australian Tourism Data Warehouse (ATDW)?* *If successful, it is a requirement that your project will be registered on the ATDW by the completion date (30 June 2025 for Stream 1 and 31 December 2025 for Stream 2).* *For more information, please visit **tourism.sa.gov.au/support/atdw***	**Drop down list (2 choices)** • Yes • No
How do you 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. If your application is for marketing, please provide details on how this project integrates with your business marketing plan.*	**Text:** 2000 character limit
Explain how visitors can access your tourism product information and how you will respond to visitor enquiries year-round*	**Text:** 1000 character limit
How does the project align with the South Australian Visitor Economy Sector Plan 2030 and the South Australian Regional Visitor Strategy 2025?* *You can find more information about these strategies via **tourism.sa.gov/strategies**.*	**Text:** 2000 character limit
Demonstrate sustainable initiatives that you will implement throughout the delivery of your project* *The FAQ document provides information on sustainable initiatives.*	**Text:** 2000 character limit

VISITATION AND JOB RETENTION / CREATION

Are you enhancing an **EXISTING** tourism product or experience or creating something **NEW**?*

Drop down list (2 choices)
- Enhancing an existing tourism product or experience
- Creating a new tourism product or experience

PROJECTS/BUSINESSES THAT ARE CURRENTLY IN OPERATION
This section is for applicants who are enhancing existing tourism products or experiences.

This section is for applicants who are enhancing existing tourism products or experiences.

If you are already operating the product or experience, what is your average annual number of visitors?*

Please consider your average visitation numbers from the past three years (e.g. 2020-2022).

Number:

What is your estimated number of visitors for the first and second year of operation, after the project has been completed?*

First year*

Number:

Second year*

Number:

How will the project support job creation and/or retention within your business?*

Text: 1000 character limit

NEW PROJECTS/BUSINESSES
This section is for applicants who are creating a new tourism product or experience.

What is your estimated number of visitors for the first and second year of operation, after the project has been completed?*

First year:*

Number:

Second year:*

Number:

How will the project support job creation and/or retention within your business?*

Text: 1000 character limit

ATTACHMENTS	
Attachments can only be uploaded individually. Please name your attachments accordingly and provide a brief description in the text box available if required. Press 'Upload File' each time you need to upload a new document. Please check that all documents have attached successfully via the Review Application page.	**Upload file:**

MANDATORY ATTACHMENTS

These attachments must be uploaded before moving to the next step:

☐ **QUOTATIONS** - provide recent quotes for all works, services and equipment related to your project.
The sum of your quotes must equal the total project value you have identified on the Project Details page.
If supplying multiple quotation documents, please upload as a .zip file.

☐ **QUOTATION SUMMARY** - collate the details of your quotations in this template document.
Download a copy from the ENTF webpage.

☐ **FINANCIAL STATEMENTS** – provide up to three years of financial statements.
Refer to the Program Guidelines and FAQ documents if you are unclear on what to provide.

☐ **EVIDENCE OF CO-CONTRIBUTION** – provide evidence of the minimum 20 per cent financial co-contribution you
have secured toward the total project value

☐ **BUSINESS PLAN** – attach your existing business plan if you have one and did not provide details
under the Business Plan page

NON-MANDATORY ATTACHMENTS

☐ Evidence of in principle support from DEW if operating in a park

☐ Evidence of your Commercial Tour Operator (CTO) Licence or Marine Parks Permit if already held (if required)

☐ Evidence of full Development Approval (if required) or evidence from council if Development Approval is not required
(email/letter from council)

☐ Evidence of landlord approval (if required)

☐ Evidence of any other required licences/approvals to operate

☐ Evidence of current business insurances/certificates

☐ If you are applying as a Trust, attach Trust Deed

☐ Any other supporting documentation (may include sustainability plan, marketing plan etc.)

REVIEW APPLICATION

There will be a chance to review your application in full detail. You are unable to edit this page, however if you would like
to edit any part of your application, use the 'Back Button' to access the required page, edit accordingly and press next to
ensure the data is saved.

Once you have reviewed the Review application page and are happy with your application, press next.

DECLARATION*

You must submit with your application a declaration, in the form set out below.

The declaration must be made by someone who is authorised by the business and able to verify each of the elements of the declaration. I declare that:

☐ I/we have read and fully understand the Experience Nature Tourism Fund Program Guidelines and Grant Agreement I/we confirm that the business agrees to be bound by them.

☐ The business authorises the SATC to collect any information about the business from any relevant third-party, including a referee; and use such information in the evaluation of this application. The business agrees that all such information will be confidential to the SATC.

☐ I/we have read the SATC Privacy Statement, and I/we consent to the collection, storage, use and disclosure of personal information from the business in accordance with the Privacy Statement.

☐ The applicant warrants that it has no actual, potential, or perceived conflict of interest in submitting this application. Where a conflict of interest arises during the application process the I/we will report it immediately to the SATC.

DECLARATION*

I/we declare that in submitting the application and this declaration

– The information provided is true, accurate and complete and not misleading in any material respect;

– The application does not contain intellectual property that will breach a third party's rights; and

– I/we have secured all appropriate authorisations to submit this application, to make the statements and to provide the information in the application and I/we am/are not aware of any impediments to enter into a formal Grant Agreement to deliver the program.

– I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and application may result in the application being excluded from further consideration in the application process. By signing this declaration, the signatory below represents, warrants, and agrees that they have been authorised by the business to make this declaration on its/their behalf.

Please read and complete the following declaration

Are you ready to submit your application?

Once your application is submitted, you are unable to make amendments.

Submit application

ALL ENQUIRIES

South Australian Tourism Commission
Attention: ENTF Project Team
T: 08 8463 4598
E: satc.entf@sa.gov.au