

EXPERIENCE NATURE TOURISM FUND

EXAMPLE ONLINE APPLICATION FORM



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

EXAMPLE APPLICATION FORM

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

BUSINESS DETAILS	
Business name / legal entity name *	Text: no limit
Trading as name *	Text: no limit
Do you have an Australian Business Number (ABN)? *	Drop down list (2 choices) <ul style="list-style-type: none">• Yes• No
What is your ABN? *	Number
Do you have an Australian Company Number (ACN)?	Drop down list (2 choices) <ul style="list-style-type: none">• Yes• No
What is your ACN?	Number
Please select your business type *	Drop down list (6 choices) <ul style="list-style-type: none">• Company• Trust• Not-for profit organisation• Community or progress association• Sole trader• Partnership

Are you registered for GST?	Drop down list (2 choices) <ul style="list-style-type: none"> • Yes • No
Briefly describe your business *	Text: 500 character limit
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	
<i>Please provide details for the person who will be responsible for entering the grant agreement on behalf of the business or legal entity.</i>	
First name *	Text: no limit
Last name *	Text: no limit
Position title *	Text: no limit
Email address *	Text: no limit
Phone number *	Number
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
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 and Outback
- Kangaroo Island
- Limestone Coast
- Murray River, Lakes and 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: 500 character limit

PROJECT VALUE / COST (ALL AMOUNTS EXCLUDING GST)

What is the total project value? *

Substantiated by quotations. Do not include any \$ signs in your answer.

Number (currency)

What is the Total ENTf grant amount sought? *

Between \$10,000 and \$50,000 (ex GST). Applicants can seek amounts up to 80 per cent of the total project cost. Do not include any \$ signs in your answer.

Number (currency)

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 will be referred to as your project timeframe in your grant agreement. Your project must be completed by 30 June 2023 for Stream 1 or 31 December 2023 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

Project start date *

Your project must be completed by the following date.

Date picker

Project end date	Pre-populated based on grant amount entered
What category does your project fall into? * <i>Can select multiple.</i>	<ul style="list-style-type: none"> • Accommodation • Marketing • Product development • Purchase of equipment • Training • Transport • Other (please describe)
What are the outcomes of this project? * <i>Think about what you are hoping to achieve.</i>	Text: 1000 character limit
Describe how you will deliver the project, including your capability and capacity to deliver the project within the timeframe. * <i>Describe what you will do and how. You may wish to include major purchases, proposed completion date and launch dates.</i>	Text: 1000 character limit
What are the risks to project delivery? Describe how the risks will be managed. <i>List the most significant risks that your project faces below.</i> <i>Can add multiple risks.</i>	Table to add: <ul style="list-style-type: none"> • Risk • Risk description • How will risk be managed?
How will you fund the minimum 20 per cent applicant co-contribution? * <i>Can select multiple.</i>	Drop down list (4 choices) <ul style="list-style-type: none"> • Cash contribution • Borrowed funds (bank/financial/investor) • Federal or local government funding • Other financial contribution
If 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
Is your project operating INTO/WITHIN a national park? *	Drop down list (2 choices) <ul style="list-style-type: none"> • Yes • No
If you have answered yes above, do you have a Commercial Tour Operator (CTO) Licence or a Marine Parks Permit to operate in this park? *	Drop down list (4 choices) <ul style="list-style-type: none"> • Yes • No • Currently being applied for/or in principle support supplied by DEW • Not required
If you have answered yes above, if you do not already hold a CTO licence or Marine Parks Permit, have you received in-principle support from the Department of Environment and Water? *	Drop down list (3 choices) <ul style="list-style-type: none"> • Yes • No • Not required
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

<p>If your project involves training or marketing, explain how this will result in increasing visitation to parks *</p>	<p>Text: 1000 character limit</p>
<p>If your project involves a vehicle, please describe how often the vehicle will be used for tourism purposes *</p> <p><i>You may wish to attach tour schedules. Documents can be attached at the end of this form.</i></p>	<p>Text: 1000 character limit</p>
<p>Does the project require development approval? *</p> <p><i>For infrastructure projects located on private land. Documents can be attached at the end of this form.</i></p>	<p>Drop down list (3 choices)</p> <ul style="list-style-type: none"> • Yes • No • Not applicable
<p>Does the project require landlord approval? *</p> <p><i>For projects located/partially located on private land. Documents can be attached at the end of this form.</i></p>	<p>Drop down list (3 choices)</p> <ul style="list-style-type: none"> • Yes • No • Not applicable
<p>Do you require any other licences/approvals to operate or deliver the project? *</p>	<p>Drop down list (3 choices)</p> <ul style="list-style-type: none"> • Yes • No • Not applicable
<p>If yes, what other licenses do you require?</p>	<p>Text: 1000 character limit</p>
<p>Is your project fully costed using third party quotations? *</p> <p><i>Applicants must supply all quotations to substantiate their full project cost, see Program Guidelines and FAQ document for more information. Download a copy of the Quote Summary document from the ENTF webpage to collate your quotations.</i></p>	<p>Drop down list (2 choices)</p> <ul style="list-style-type: none"> • Yes • No
<p>MARKETING & STRATEGIC ALIGNMENT</p>	
<p>Who are your target markets?</p> <p><i>Can select multiple.</i></p>	<p>Drop down list (4 choices)</p> <ul style="list-style-type: none"> • Select all • International • Interstate • Intrastate
<p>Are you registered with the Australian Tourism Data Warehouse (ATDW)? *</p> <p><i>If successful, it is a requirement that your project will be registered on the ATDW by the completion date (30 June 2023 for stream 1 and 31 December 2023 for stream 2).</i></p> <p><i>For more information, please visit tourism.sa.gov.au/support/atdw.</i></p>	<p>Drop down list (2 choices)</p> <ul style="list-style-type: none"> • Yes • No
<p>How do you plan to promote and market the project? *</p> <p><i>If your application is for marketing, please provide details on how this project integrates with your business marketing plan. 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.</i></p>	<p>Text: 2000 character limit</p>
<p>Explain how visitors can access your tourism product information and how you will respond to visitor enquiries year-round *</p>	<p>Text: 1000 character limit</p>

How does the project align with the South Australia Visitor Economy Sector Plan 2030 and the South Australian Regional Visitor Strategy 2025? *

Text: 2000 character limit

You can find more information about these strategies via tourism.sa.gov/strategies.

Demonstrate environmentally and socially sustainable initiatives that you will implement throughout the delivery of your project *

Text: 2000 character limit

VISITATION AND JOB RETENTION / CREATION

Are you enhancing and 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.

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

Number

Please consider your average visitation numbers from the past three years (e.g. 2019-2021).

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 retention within your business? *

Text: 1000 character limit

Will this project result in the creation of any new jobs? *

Text: 1000 character limit

If so, how many and what type of position/s (e.g. casual, part time, apprentice, trainee, full time, etc).

Specify the number of temporary jobs over the life of the project *

Text: 1000 character limit

How many third-party contractors will be engaged to deliver the project?

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

Will this project result in the creation of any new jobs? *

Text: 1000 character limit

If so, how many and what type of position/s (e.g. casual, part time, apprentice, trainee, full time, etc)?

Specify the number of temporary jobs over the life of the project *

Text: 1000 character limit

How many third-party contractors will be engaged to deliver the project?

ATTACHMENTS

MANDATORY ATTACHMENTS

- ☐ Quotations - all recent quotes for works, services and equipment relating to the project for the total project cost. The sum of your quotes must equal the total project cost. Where possible, if supplying multiple quotations, please upload documents in a .zip file
- ☐ Quotation summary (downloaded from the ENTf web page)
- ☐ Up to three years of financial statements
- ☐ Evidence of a minimum 20 per cent of total project value

NON-MANDATORY ATTACHMENTS

- ☐ Evidence of in principle support from the Department for Environment and Water (DEW) if operating in a park
- ☐ Evidence of your Commercial Tour Operator 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.)

SUBMIT APPLICATION

DECLARATION *

I declare that:

- The information contained in this application is true and accurate.
- I have read, understood and agree to abide by the Program Guidelines.
- I have read, understood and agree to the Grant Agreement, should this application be successful.
- I give consent to the SATC to collect, use and share details of the applicant as specified in the Data Collection Statement.
- I understand and agree to the declaration above.

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



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