

TOURISM INDUSTRY DEVELOPMENT FUND EXAMPLE ONLINE APPLICATION FORM

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 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. You are able to submit additional attachments to support your application via the TIDF@sa.gov.au email address if required.

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

Are you registered for GST?

You do not need to be registered for GST at the time of application, but you will need to be registered for GST to receive funding.

Drop down list (2 choices)

- Yes
- No

Briefly describe your business *

Text: 500 character limit



Please outline your corporate structure including your ownership and governance structure. *

Text: 1000 characters limit

Preferred phone number *

Number

Alternative phone number

Number

Website address

Characters

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

BUSINESS ADDRESS

Business Address *

Address 1, Address 2, State, Suburb, Postcode

Postal Address *
(if different to business address)

Same as business dress

OR

Address 1, Address 2, State, Suburb, Postcode

CONTACT PERSON

First name *

Text: No limit

Last name *

Text: No limit

Position title *

Text: No limit

Email *

Text: No limit

Is the contact person different to the person who will enter the binding agreements on behalf of the legal entity? *

Drop down list (2 options)

- Yes
- No

Preferred contact person's name (e.g. a consultant helping you with your application)

Text: No limit

Preferred contact person's phone number

Text: No limit

Preferred contact person's email

Text: No limit

PROJECT LOCATION

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.

Please refer to the [FAQs](#) for full details regarding Development Approval and what evidence is required

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 - 500 characters limit
AND 1 optional attachment*

Please provide recent quotes for works, services and equipment relating to the project for all of the project cost.

Multiple attachments permitted

Please download this Excel spreadsheet and complete the table with all quotes supplied. The sum of your quotes must equal the total project cost.

1 mandatory 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) <ul style="list-style-type: none"> • Yes • No
Please attach letter(s) of support * <i>You will require a minimum of one letter of support from either a Regional Tourism Organisation, Regional Development Australia or Local Government.</i>	1 mandatory attachment
Can you demonstrate how you will implement best practice, environmentally sustainable initiatives through the delivery of the project? * <i>You may wish to consider solar energy, recycling, and efficient water management.</i>	Text: 2000 characters limit
How will the project complement other tourism offerings in your region? * <i>You may wish to consider partnerships, cross promotions, packaging.</i>	Text: 2000 characters limit
MARKETING	
What are your target markets for this project by visitor origin? *	<i>Use the sliders to select each market by percentage. Please ensure the total equals 100%</i>
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) <ul style="list-style-type: none"> • Yes • No <p><i>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</i></p>
How do plan to promote and market the project? * <i>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>	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
Demonstrate how you intend to operate an appropriate online booking system for customers. If you are unable to consider an online booking system, make a note of this and any justifications. You may like to outline your intent around managing bookings through your marketing plan.	Text: 1000 characters limit
PROJECT VALUE / COST (ALL AMOUNTS EXCLUDING GST)	
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. **\$ figure**

Note: Applicants are eligible for up to 30% from any singular or combined State Government fund/s toward the project's total value.

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) **\$ figure**

No input required. Check the calculated total against your total project value, they should match.

Percentage Co-contribution (Calculated) **\$ figure**

No input required. Calculator automatically works out your co-contribution percentage and should equal at least 70% of the total project value.

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 you have funds readily available to contribute to your project, please provide evidence (for example, a current bank statement showing funds available). 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 including 3-years of financial projections **Text:** 2000 characters limit
AND 1 mandatory attachment

Please provide financial statements for the last three financial years, independently prepared. **Text:** 1000 characters limit
AND 1 mandatory attachment

Note: if your business is less than three years old please provide statements covering the duration of trading period.

As part of the financial review of your application, the South Australian Government Financing Authority (SAFA) requires the following information to complete its assessment.

This is required for:

- Individuals (sole -traders/partnerships/clusters)
- Company director
- Company Shareholder (with at least 50% holding)

Please download this PDF and complete the table for those persons relevant to your application. Please upload the completed table to your application.

1 mandatory attachment

How has COVID-19 impacted your business?

Text: 1000 characters limit

ECONOMIC BENEFITS

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

Text: 2000 characters limit

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?).

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 (1) attachment

If no, continue to next question.

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

Text: 2000 characters limit

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.)

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

Drop down list (2 options)

- Yes
- No

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

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

JOB OUTCOMES

What are the ongoing job outcomes? *

Text: 500 characters limit

Demonstrate any commitment to local employment.

Number of construction jobs. *

Text: 200 characters limit

Please specify local and other (if applicable).

Number of ongoing new Full Time Equivalent (FTE) employees on completion of the project. *

Text: 200 characters limit

Please specify local and other (if applicable).

Number of retained FTEs.

Text: 200 characters limit

Please specify local and other (if applicable).

REVIEW

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 [TIDF Guidelines](#) and ensure you have covered all of these details and provided evidence. Please note any information entered on the review page will only be saved when the application is submitted. If you are not ready to submit, and would like to enter more information and save as you go, navigate back to the required page and continue to press 'Save & Next' to ensure your information has been saved.

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 TIDF@sa.gov.au 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?

Optional attachments

Please attach if applicable.

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: TIDF@sa.gov.au



The information contained in these guidelines and/or FAQs is for general information purposes and is provided in good faith. The South Australian Tourism Commission (SATC) and its employees do not warrant or make any representation regarding the use, or results of the use, of the information contained herein as regards to its correctness, accuracy, reliability and currency or otherwise. SATC and its employees expressly disclaim all liability or responsibility to any person using the information or advice. Published 7 May 2021.

TOURISM.SA.GOV.AU