

SOUTH AUSTRALIAN TOURISM COMMISSION  
MID MURRAY RIVER TOURISM BUSINESS SUPPORT

# PROGRAM GUIDELINES



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## TABLE OF CONTENTS

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1.	AVAILABLE FUNDS		3
2.	ELIGIBILITY		
	2.1	Who is eligible to apply?	3
	2.2	What is the grant criteria?	3
	2.3	Who is not eligible to apply?	4
	2.4	What type of expenses are eligible?	4
	2.5	Examples of eligible expenditure	4
	2.6	Which locations are eligible for funding?	4
3.	INELIGIBLE PROJECTS		6
4.	FUNDING LIMITS & PROJECT TIMEFRAMES		
	4.1	How will the funding be allocated?	6
	4.2	When are applications open?	6
5.	APPLICATION PROCESS & CRITERIA		
	5.1	How can i apply?	7
	5.2	What evidence do i need to supply?	7
6.	ASSESSMENT		
	6.1	What is the assessment criteria?	7
	6.2	How are the applications assessed?	7
7.	GRANT PROCESS		
	7.1	How will the grant process be managed?	9
	7.2	Notification and advice	9
	7.3	Grant agreement	9
	7.4	Receiving payment	9

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## PROGRAM GUIDELINES

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The purpose of the Mid Murray River Tourism Business Support Program, initiated by the South Australian Tourism Commission, is to provide financial support for sole traders and small tourism businesses with an annual turnover of less than \$1 million and who have experienced financial loss as a result of the recent 2022-23 River Murray Flood Event. The program aims to provide an immediate injection of funds to boost the cash flow for small tourism businesses that are still in a recovery phase due to the impact of the Murray River floods.

### 1. AVAILABLE FUNDS

The total amount of funding available within the Mid Murray River Tourism Business Support Program (MMRTBSP) is \$300,000 (excluding GST).

Applicants can seek grants from **\$5,000 to \$50,000 (excluding GST)** via one of two funding streams. Payments for both streams are paid upfront after the execution of a grant agreement.

Eligible applications will be assessed competitively and awarded on a merit basis, with the applications evaluated by an Assessment Panel from the South Australian Tourism Commission (SATC).

#### STREAMS

##### STREAM 1: Tourism Business Recovery

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Grants from \$5,000 to \$20,000 (excluding GST)  
Stream 1 will support eligible tourism businesses which require immediate financial assistance to aid in recovery from the 2022-23 Flood Event.

##### STREAM 2: Caravan, Camping or Holiday Park Recovery

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Grants from \$10,000 to \$50,000 (excluding GST)  
Stream 2 will support caravan/holiday/cabin parks which require considerable support with infrastructure and general financial assistance to aid in recovery from the 2022-23 Flood Event.

### 2. ELIGIBILITY

#### 2.1 Who is eligible to apply?

Applications to the Mid Murray River Tourism Business Support Program are limited to legal entities including:

- a company
- a sole director company
- an individual or a sole trader
- an incorporated association
- a partnership
- a trustee

#### 2.2 What is the grant criteria?

Applicants must:

- Be a South Australian registered tourism business, with an Australian Business Number (ABN).
- Be legal entities (with which the Government of South Australia can enter into a legal binding grant agreement) and agree to the Grant Agreement terms and conditions at the time of submitting an application.
- Be located in the Mid Murray area and have been impacted by the recent flood event. This area is largely defined by the following list of South Australian postcodes: 5238, 5354, 5357 and 5320.
- Applicants must have been listed on the Australian Tourism Data Warehouse (ATDW) prior to 1 October 2023. A business with an ATDW listing created after 1 October 2023 will not be eligible for this grant program.
- Be an established operator and trading in the 2021-22 financial year, and with an annual turnover of less than \$1 million (all figures GST exclusive).
- Hold any relevant consents (including development approval, regulatory approvals, etc.) and authorisations from all necessary landowners (e.g. landlords of private leased land) to commence their project prior to applying.
- Only include works/purchases included that have not commenced prior to the application being submitted.
- Be able to substantiate business expenses for which the funding will be used, by supplying relevant quotations.
- Be able to expend all costs related to the approved project by 30 June 2024 for Stream One projects and 31 December 2024 for Stream Two projects.



## 2.3 Who is not eligible to apply?

The following entities are **Not Eligible** to apply:

- Individual employees of tourism businesses.
- Entities located or operating outside of the impacted Mid Murray region.
- Entities that are part of medium or large organisations (with turnover over \$1 million (excluding GST)). The entire business must fall within the eligible annual turnover criteria.
- Entities managed by other parts of government (e.g. council owned caravan parks, state or federal government owned tourism operations)
- Superannuation funds (including Self-Managed Super Funds)
- Unincorporated associations

## 2.4 What type of expenses are eligible?

Eligible expenditure considered for funding must be:

- Expense(s) to assist the applicant with flood recovery.
- One-off purchases/payments that do not require ongoing or recurring funding from the Government of South Australia to be sustainable.
- A demonstrable direct cost.
- Incurred by the applicant within the project period (between the SATC approval letter issue date and project end date noted in the grant agreement). Expenditure incurred prior to an approval letter issue date will not be eligible.

Note: Applicants can apply for one expense or multiple expenses under one application.

## 2.5 Examples of eligible expenditure

Expenditure examples include but are not limited to:

- Reconnection of non-government services
- Upgrade of infrastructure to deliver essential services
- Telecommunications connection and/or equipment
- IT equipment to assist with the management of the tourism business
- Purchase of equipment to support delivery of a tourism experience
- Purchase of soft furnishings
- Safety equipment for the business including but not limited to first aid kits, defibrillators, floatation devices, etc
- Refurbishment of existing accommodation/offices
- Content creation including marketing collateral
- Signage including directional, interpretive and marketing
- Fences
- Landscaping including earthmoving, purchase of plants, etc
- Furniture
- Retraining or requalifying staff for key operational roles
- Onsite storage solutions.

Applicants cannot apply for expenses which have already been financially supported by the Government of South Australia (including other grant programs).

Note: All projects must have the necessary development approvals in place and must supply evidence that this has been granted.

## 2.6 Which locations are eligible for funding?

To be eligible for this funding program, the applicant's business must be located in the Mid-Murray area and have been impacted by the recent flood event. This area is largely defined by the following list of South Australian postcodes:

- 5238
- 5354
- 5357
- 5320



### 3. INELIGIBLE PROJECTS

There are some expenses that are ineligible and cannot be included in the total value of the project assessed by the panel. These may include costs and fees associated with:

- Ongoing salaries and wages.
- Purchase of land, property or a business.
- Expenses incurred from a related entity.
- Any fees/charges imposed by Local or State Government, including but not limited to registration fees, Compulsory Third-Party insurance, etc.
- General ongoing business administration or operating expenses.
- Insurance premiums.
- Application costs for approvals, permits and licences (e.g. building approvals).
- Obtaining planning, environment or other regulatory approvals through Commonwealth, State, or local governments and their referral partners.
- Costs associated with the preparation of funding applications, grant acquittals and other funding reporting requirements.
- Development of mobile applications (apps) unless it is for the sole purpose of supporting the tourism product or experience.
- A project being delivered on behalf of third parties (not the business/entity applying).

### 4. FUNDING LIMITS & PROJECT TIMEFRAMES

#### 4.1 How will the funding be allocated?

Eligible applications will be assessed competitively.

To ensure the full benefit of the MMRTBSP is felt across the Mid Murray area and the maximum amount of eligible businesses are supported, the Assessment Panel may not fund the full amount requested by all applicants. Applicants should still apply for the full amount that they require for their cost recovery activity, within the amount limitations under each funding stream.

#### 4.2 When are applications open?

**The MMRTBSP will open for applications at 9.00am ACDT on Wednesday 25 October 2023 and close at 5.00pm ACDT Friday 24 November 2023.**

It is important for applicants to note the closing date and allow for any technical issues, as late applications **will not** be accepted. Only complete applications will be assessed.

## 5. APPLICATION PROCESS & CRITERIA

### 5.1 How can I apply?

- Applications will only be received via an online application form, which can be found on the South Australian Tourism Commission's corporate website on the designated [Mid Murray River Tourism Business Support Program \(MMRTBSP\) web page](#).
- Potential applicants should note that information received in connection with an application may be used and communicated outside the Government of South Australia for due diligence purposes and may also be provided to third parties engaged by SATC to assist with the assessment and processing of the applications received, together with program monitoring, reporting, auditing, and evaluation purposes.

### 5.2 What evidence do I need to supply?

The following documentation is mandatory for all applicants and must be included with the application:

- BAS Statements for the 2021-22 and 2022-23 financial years, ensuring the Australian Business Number (ABN) listed on the BAS Statement matches the ABN recorded in the ATDW listing.
- All third-party quotations outlining the costs the grant will cover.
- If approvals are required, copies of all written necessary approvals.

Applicants are able to provide any additional attachments they feel will support their application.

Once an application is submitted, applicants will not be able to provide additional information, and only complete applications will be assessed.

## 6. ASSESSMENT

### 6.1 What is the assessment criteria?

Applications will be assessed against the following criteria:

- The overall value of the tourism business to the region.
- The extent the tourism business has been impacted by the recent floods.
- The extent the tourism business demonstrates the future longevity of operating a tourism business.

### 6.2 How are the applications assessed?

Applications will initially undergo a review to determine the applicant's eligibility.

Eligible applications will then be reviewed by the Assessment Panel. Applications will be assessed against a weighted criteria and will compete with all eligible applications and remain subject to the remaining available funds. Grants will be awarded by the Chief Operations Officer of the SATC at their absolute discretion.

Only one application per applicant (including related entities), per financial year will be accepted.





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The Floathouse, Murray River, Lakes & Coorong



## 7. GRANT PROCESS

### 7.1 How will the grant process be managed?

At the time of applying, applicants will be required to agree to grant terms and conditions stipulating obligations and conditions under which grant funding will be given to eligible applicants. SATC will not be legally obliged to pay any grant monies to an applicant without an approval letter issued by the SATC.

### 7.2 Notification and advice

After an application is assessed, the applicant will be notified of the outcome by email. Grant decisions are not subject to appeal.

Unsuccessful applicants will be provided with the opportunity to receive feedback.

Successful applicants will be bound by the grant terms and conditions once they have received notification from SATC that their application has been successful.

### 7.3 Grant agreement

The grant agreement will outline all conditions pertaining to the provision of the funding. The agreement will be subject to the [Freedom of Information Act 1991 \(SA\)](#) and [Department of the Premier and Cabinet circular PC027 Disclosure of Government Contracts](#).

### 7.4 Receiving payment

Grant payments will be made upfront in one payment after applicants have received notification from SATC that their application has been successful and upon SATC's receipt of a valid tax invoice. The agreement will require that, if the total cost of a project is less than the agreed eligible expenditure, the SATC will invoice the grant recipient for any unspent funds.

The grant agreement will specify the conditions of the funding assistance based on the information supplied in the application. Broadly, the following conditions will be required to be met by the grant recipients:

- Completion of the project as stated in the application.
- All key milestones and obligations are met.
- Prior consideration and approval in writing from SATC prior to making any changes to the project.
- Opportunity for the contribution of the Government of South Australia to be included on any promotional material, and for SATC (or a representative) to take part in any formal project milestones, events, and project launches if suitable.
- Grants are subject to GST and income tax. Successful applicants should seek their own advice on these matters and other tax implications stemming from the grant support.

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. The SATC and its employees expressly disclaim all liability or responsibility to any person using the information or advice.

Program Guidelines were issued on 19 October 2023.



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