

# Regional Tourism Activation Fund - Application Form

## Form Preview

## Regional Tourism Activation Fund

\* indicates a required field

### Introduction

The \$30 million Regional Tourism Activation Fund (RTAF) will accelerate the development of new and enhanced tourism infrastructure providing visitors with unique and high impact experiences while visiting regional NSW. The Fund will focus on projects that increase visitation, expenditure and length of visitor stay in regional NSW. The funding will also provide support to projects that improve accessibility and inclusion and enhance the visitor experience for people with disability.

Projects must be located in one of the eligible regional NSW Local Government Areas (LGAs), including Lord Howe Island and the Unincorporated Far West. Projects in Greater Sydney, Newcastle and Wollongong LGAs are not eligible.

Your application is not officially submitted for consideration until you 'Review and Submit' your application at the end of the application form and receive a confirmation email. Once submitted, your application cannot be varied. Please ensure you allow enough time for completion (at least two hours if you have already read the Guidelines and have all of your supporting information prepared - see checklist below).

**Applications will not be accepted after midday (11.59am) AEST on 11 August 2021.**

For queries about the guidelines, deadlines, or completing this application form, please contact us on 1300 679 673 from 8.30am to 4.30pm or email [regionalnsw.business@regional.nsw.gov.au](mailto:regionalnsw.business@regional.nsw.gov.au) and quote your RTAF application ID (this is the *Submission Number* sent to you by email when you started the application - RTAF-xxxx).

### 1. Before you start you will need to have \*

- 1. Read the Program Guidelines
- 2. A written description of your project, detailed plan and its benefits relevant to the program criteria
- 3. A project budget and supporting quotes and/or costings
- 4. Consulted with your Local Destination Network
- 5. At least \$20 million Public Liability Insurance
- 6. Completed the datasheet
- 7. Letters of support for your project
- 8. If relevant, landowner's consent
- 9. If relevant, a copy of your development approval.

At least 5 choices must be selected.

## Applicant Details

\* indicates a required field

### Eligible Applicants

To be eligible for funding your organisation must be incorporated and have an Australian Business number (ABN), Australian Company Number (ACN) or be registered with NSW

# Regional Tourism Activation Fund - Application Form

## Form Preview

Fair Trading under the Associations Incorporation Act 2009 or other Act. **Unincorporated organisations are ineligible to apply.**

Organisations must have at least \$20 million in public liability insurance.

Applicants must be one of the following entities:

- Local Councils
- Joint Organisations of Councils
- non-government organisations
- community organisations registered as incorporated associations
- Local Aboriginal Land Councils

Public/private partnerships are eligible to apply where the lead applicant is an eligible public entity and clear public benefit can be demonstrated.

Projects that are developed and delivered in partnership with a NSW Government agency are eligible where the lead applicant is one of the entities listed as an eligible applicant.

### 2. Please select your organisation type \*

## Applicant Organisation

### 3. Organisation Name \*

Organisation Name

If you are a section 355 committee of Council the applicant must be the Council.

### 4. Organisation Street address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### 5. Organisation Postal address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### 6. Organisation Phone \*

Must be an Australian phone number.

### 7. Organisation Email \*

Must be an email address.

# Regional Tourism Activation Fund - Application Form

## Form Preview

### 8. How many staff members are currently employed in your organisation? \*

Must be a number.

### 9. How many of these staff members are full time? \*

Must be a number.

Full time hours based on a 35 hour work week. If no response - please put zero

### 10. How many of these staff members work part time? \*

Must be a number.

Less than 35 hours per week. If no response - please put zero

### 11. How many of these staff members are casual employees? \*

Must be a number.

Irregular hours of work. If no response - please put zero

## Project Contact

### 12. Contact Person \*

Organisation Name

The contact person should be the authorising person within the organisation for the grant.

### 13. Contact Position \*

### 14. Contact Primary Address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### 15. Contact Postal Address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### 16. Contact Primary Phone Number \*

Must be an Australian phone number.

### 17. Contact Primary Email \*

# Regional Tourism Activation Fund - Application Form

## Form Preview

Must be an email address.

### ABN check

**18. Does your organisation have an ABN \***

Yes  No

Applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or another Act.

### Australian Business Number details

**19. Please enter your organisation's ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Incorporated & Community Organisations

**20. Is your organisation incorporated? \***

Yes  No

**21. Please enter your INC or ACN here**

If unsure search Fair Trading Incorporated Associations Register - <http://associationspr.fairtrading.nsw.gov.au/default.aspx>

### Partnerships & Trusts

**22. Upload a copy of your Trust or Partnership Deed, Power of Attorney**

Attach a file:

# Regional Tourism Activation Fund - Application Form

## Form Preview

Please upload if applicable. If multiple uploads are required please combine into one attachment.

### Aboriginal Land Councils Co-operatives & Registered Acts of Parliament

#### 23. Please advise what Act your Organisation is registered under?

Please advise if applicable

## Project Details

\* indicates a required field

### Funding Streams

The Regional Tourism Attraction Fund is available through two funding streams. Applicants can apply for funding from either one or both streams:

#### **Stream 1 - Unique and High Impact Visitor Experiences:**

Stream One supports the development of high impact tourism and events infrastructure.

Funding between \$200,000 and \$5,000,000 is available to support projects that create unique and high impact visitor experiences in regional NSW.

#### **Stream 2 - Visitor Accessibility and Inclusion Enhancements:**

Stream Two supports inclusive and accessible visitor experiences at unique and high impact tourism and events infrastructure.

Funding between \$50,000 and \$500,000 is available to support projects that enhance the visitor experience for people with disability.

Projects that can demonstrate they are aligned to the relevant Disability Inclusion Action Plan will be preferred.

Examples of eligible project activities can be found in the program guidelines here:

[nsw.gov.au/rtafund](https://nsw.gov.au/rtafund)

#### 24. Which funding stream are you applying for: \*

- Stream 1 - Unique and High Impact Visitor Experiences
- Stream 2 - Visitor Accessibility and Inclusion Enhancements

Applicants can apply for one or both funding streams.

#### 25. Project title \*

Must be no more than 15 words.

#### 26. Brief project description \*

Word count:

# Regional Tourism Activation Fund - Application Form

## Form Preview

Must be no more than 100 words.  
Please provide a short description for publication purposes.

### 27. Project start date \*

Must be a date.

### 28. Project completion date \*

Must be a date and no later than 30/6/2023.

## Funded Activity

### 29. Detailed project description and scope \*

Word count:

Must be no more than 250 words.

Outline the exact scope of works that will be delivered with the grant funding. Include what you will do and how you will do it.

### 30. Will this project proceed without funding from the RTAF program? \*

- Yes  
 No

## Project Location

### 31. Please select the Local Government Area your project is to be located in \*

Projects must be located in one of the eligible regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West. Refer to the Program FAQs to confirm if your LGA is eligible.

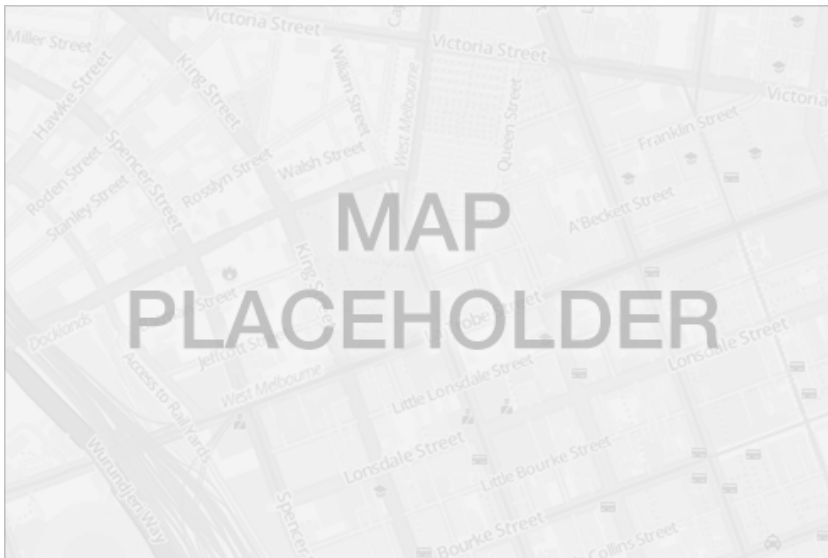
### 32. Please select the NSW Electorate that this project is located in \*

### 33. Please enter the address for the main project location \*

Address

# Regional Tourism Activation Fund - Application Form

## Form Preview



State must be NSW. This is the address where the project will take place. If your project involves multiple locations, select the main location here and list further locations below.

### 34. Please enter additional project locations (optional)

If your project involves multiple locations, please list them here using the format: location name, street address, town/suburb, NSW, postcode.

## Project Classification

Please assist us by completing the section below to classify your project and deliverables. See definitions below to assist with your selections:

**Classification** - means how you would classify the project scope.

**Beneficiaries** - means what group/s will benefit for the delivery of your project.

**Sub categories** - these are based off your selections for the question "Groups who will Benefit". This is not an extensive list, where possible please select an additional option to provide more information about your project.

### 35. How would you classify your project? \*

- |   |   |
|---|---|
| <input type="checkbox"/> Digitisation       | <input type="checkbox"/> Program        |
| <input type="checkbox"/> Equipment          | <input type="checkbox"/> Renovation     |
| <input type="checkbox"/> Event              | <input type="checkbox"/> Revitalisation |
| <input type="checkbox"/> Exhibition         | <input type="checkbox"/> Upgrade        |
| <input type="checkbox"/> New infrastructure |   |

### 36. What groups will benefit from your project? \*

- |   |   |
|---|---|
| <input type="checkbox"/> Community                  | <input type="checkbox"/> Industry only                |
| <input type="checkbox"/> Disability only            | <input type="checkbox"/> Major infrastructure         |
| <input type="checkbox"/> Environment                | <input type="checkbox"/> Recreation                   |
| <input type="checkbox"/> Infrastructure             | <input type="checkbox"/> Sport                        |
| <input type="checkbox"/> Indigenous only identified | <input type="checkbox"/> Youth (12-24 years old only) |

# Regional Tourism Activation Fund - Application Form

## Form Preview

### 37. Community Sub-Category \*

- |  |   |
|--|---|
| <input type="checkbox"/> Art & Culture     | <input type="checkbox"/> Library                    |
| <input type="checkbox"/> City              | <input type="checkbox"/> Museum                     |
| <input type="checkbox"/> Education         | <input type="checkbox"/> Places of Worship          |
| <input type="checkbox"/> Gallery           | <input type="checkbox"/> Services                   |
| <input type="checkbox"/> Historic Landmark | <input type="checkbox"/> Theatre                    |
| <input type="checkbox"/> Housing           | <input type="checkbox"/> Town Hall/Community Centre |

### 38. Environment Sub Category \*

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> LED lighting       | <input type="checkbox"/> Eco systems  |
| <input type="checkbox"/> Solar panel        | <input type="checkbox"/> Apiary       |
| <input type="checkbox"/> Water conservation | <input type="checkbox"/> Regeneration |
| <input type="checkbox"/> Marine             |                                       |

### 39. Infrastructure Sub Category \*

- |   |  |
|---|--|
| <input type="checkbox"/> Car Park           | <input type="checkbox"/> Pedestrian bridge                 |
| <input type="checkbox"/> Drainage           | <input type="checkbox"/> Public amenities                  |
| <input type="checkbox"/> Footpath/cycle way | <input type="checkbox"/> Road works                        |
| <input type="checkbox"/> Industry equipment | <input type="checkbox"/> Street beautification/landscaping |
| <input type="checkbox"/> Marine             | <input type="checkbox"/> Vehicle - road, marine etc        |
| <input type="checkbox"/> Mobile phone tower |  |

### 40. Major Infrastructure Sub Category \*

- |  |  |
|--|--|
| <input type="checkbox"/> Agriculture                 | <input type="checkbox"/> Energy        |
| <input type="checkbox"/> Airport                     | <input type="checkbox"/> Industry      |
| <input type="checkbox"/> Bridge                      | <input type="checkbox"/> Innovation    |
| <input type="checkbox"/> Business                    | <input type="checkbox"/> Major Marine  |
| <input type="checkbox"/> Campus/Educational precinct | <input type="checkbox"/> Water & sewer |

### 41. Recreation Sub Category \*

- |  |  |
|--|--|
| <input type="checkbox"/> Gardens             | <input type="checkbox"/> Skate Park    |
| <input type="checkbox"/> Mountain bike trail | <input type="checkbox"/> Tourism       |
| <input type="checkbox"/> Park                | <input type="checkbox"/> Walking trail |
| <input type="checkbox"/> Playground          | <input type="checkbox"/> Waterfront    |
| <input type="checkbox"/> Recreation Area     |  |

### 42. Sport Sub Category \*

- |   |   |
|---|---|
| <input type="checkbox"/> Equine                 | <input type="checkbox"/> Surf Life Saving             |
| <input type="checkbox"/> Golf Course            | <input type="checkbox"/> Swimming Pool                |
| <input type="checkbox"/> Motor Sport            | <input type="checkbox"/> Tennis Club                  |
| <input type="checkbox"/> Outreach & development | <input type="checkbox"/> Football Club                |
| <input type="checkbox"/> Showground             | <input type="checkbox"/> Sporting Club or Association |
| <input type="checkbox"/> Sporting venue         |   |



# Regional Tourism Activation Fund - Application Form

## Form Preview

### Project Budget

\* indicates a required field

#### Stream One Funding

Applications must seek a minimum of \$200,000 up to a maximum funding amount of \$5,000,000.

##### Should my grant request include GST?

- GST is not payable on grant payments to local councils under RTAF because the payments are between government related entities.
- For eligible community organisations registered for GST and where it is payable, we will pay the approved grant amount plus 10 per cent.
- If eligible community organisations are not registered for GST, they will need to incorporate any GST paid by them to third parties into the project budgets and the grant amount.
- Please ensure project costs include any GST payable to deliver the project.

##### 43. Total Amount of Stream One Funding Requested \*

\$

Must be a whole dollar amount, at least \$200,000 and up to a maximum of \$5,000,000. GST exclusive where applicable.

#### Stream Two Funding

Applications must seek a minimum of \$50,000 up to a maximum of \$500,000.

##### Should my grant request include GST?

- GST is not payable on grant payments to local councils under RTAF because the payments are between government related entities.
- For eligible community organisations registered for GST and where it is payable, we will pay the approved grant amount plus 10 per cent.
- If eligible community organisations are not registered for GST, they will need to incorporate any GST paid by them to third parties into the project budgets and the grant amount.

##### 44. Total Amount of Stream Two Funding Requested \*

\$

Must be a whole dollar amount, at least \$50,000 and up to a maximum of \$500,000. GST exclusive where applicable.

#### Project Co-Contribution

Applications for funding from **Stream One** must have a minimum financial co-contribution of 25 per cent of the grant funding requested through Stream One.

Applications for **Stream Two** do not need to meet the co-contribution requirement and can apply for 100 per cent of the project cost; however, applicants are strongly encouraged to make a financial co-contribution to their projects.

Where relevant, applicants must provide evidence of secured financial co-contributions as part of their application. The delivery or viability of projects should not be dependent on co-

# Regional Tourism Activation Fund - Application Form

## Form Preview

contributions that have not been secured. Co-contributions cannot be made using funding received from the NSW Government. Projects that maximise investment from the applicant, Commonwealth Government and/or other industry contributions will be preferred.

### 45. Stream One co-contribution amount \*

\$

Must be a minimum financial contribution of 25 per cent of the grant funding request. Enter 0 if no Stream One funding is sought.

### 46. Stream Two co-contribution amount

\$

Must be a dollar amount.

Co-contributions are not required for Stream Two but are strongly encouraged.

### 47. Upload evidence of secured co-contribution funding:

Attach a file:

### 48. Has this project previously received funding from either NSW Government or Commonwealth funding programs? \*

- Yes  
 No

### 49. Provide details of funding which has already been secured from other sources, including other NSW Government and Commonwealth programs?

Word count:

Must be no more than 300 words.

Please outline details of the funding which has been received including both the source and amount of funding.

## Project Budget Details

50. Please provide an itemised and detailed project budget, noting this should directly reflect the income and capital expenses outlined in the Data Sheet that is to be provided as an attachment with your application.

### Funding Sources (Income)

### Anticipated Costs (Expenditure)

	\$		\$
This should include the funding requested and may also include co-contribution amounts from other sources i.e grant funding from other sources, sponsorships.	Ex GST	This should include all costs and anticipated expenditure items which will be spent in order to deliver the project	Ex GST

## Cost Evidence

# Regional Tourism Activation Fund - Application Form

## Form Preview

**51. Provide evidence of all costings relevant to this funding application, as outlined in your project budget.**

**Upload Quote(s)/Detailed Estimate \***

Attach a file:

A maximum of 1 file may be attached.

Please name your file: e.g. Quote 1 - RTAF-xxxx. Multiple documents can be merged as a single PDF file and uploaded if you are sourcing quotes from a variety of suppliers.

## Budget totals

**Total Project Income**

This number/amount is calculated.

**Total Project Expenditure**

This number/amount is calculated.

## Supporting Documentation

\* indicates a required field

### Land Owner

**52. Who owns the land where the project will be constructed? \***

- Local council
- NSW Government
- Commonwealth Government
- Community group
- Private land

Where the applicant is not the landowner, a landowner consent form will be required.

**53. Do you require property or landowner's consent to deliver your project? \***

- Yes
- No

**54. Please upload your completed property or landowner consent form here.**

Attach a file:

A maximum of 1 file may be attached.

A template landowner consent form is available at <http://nsw.gov.au/rtafund> Please name your file: e.g. Landowner consent - RTAF-xxxx

## Development Approval

# Regional Tourism Activation Fund - Application Form

## Form Preview

If development approval is required it can take several months depending on the projects complexity. Early consideration of development approvals will prevent any unnecessary delays to the delivery of your project.

Applicants are strongly encouraged to engage with their local council's town planner/s prior to submitting an application to understand if development approval will be required.

**55. Does your project require development approval? \***

- Yes  No

**56. Have you applied for a development approval? \***

- Yes  No  N/A

**57. Please upload a copy of your development approval (if available)**

Attach a file:

A maximum of 1 file may be attached.

Please name your file: e.g. Development approval - RTAF-xxxx

### Additional Information - Development Approval

**58. If you're project requires development approval but it is not yet secured, please provide a timeline on your approach to securing development approval?**

Word count:

Must be no more than 100 words.

### Public Liability Insurance

**59. Does your organisation have at least \$20 million public liability insurance? \***

- Yes  
 No

All successful projects must have at least \$20 million in public liability insurance prior to entering into a Funding Deed with the Department.

**60. Please upload a copy of your public liability insurance. \***

Attach a file:

A maximum of 1 file may be attached.

### Any other supporting documentation

**61. Please provide any other documentation to support the application.**

Attach a file:

Where relevant, please upload any other documents that would assist in the consideration of the proposed project (eg: letters of support, etc). If development approval is yet to be secured but the

# Regional Tourism Activation Fund - Application Form

## Form Preview

council can provide an in-principle approval pending full assessment then please attach this here. Multiple documents can be merged to form one PDF.

### Project Management

\* indicates a required field

Applicants should have a project management plan for the delivery of their project.

Applicants are strongly encouraged to use the template project management plan provided in the resources section of the [RTAF webpage](#).

#### **62. Upload a copy of your project management plan \***

Attach a file:

A maximum of 1 file may be attached.

A template Project Management Plan is available from: [nsw.gov.au/rtafund](http://nsw.gov.au/rtafund) . Please name your file: e.g. Project Plan - RTAF-xxxx.

#### **63. Please outline how the project will be maintained and operated following construction. \***

Word count:

Must be no more than 300 words.

This section should include references to maintenance budgets and operational models to ensure the project remains viable and is sustainable into the future. Applicants must demonstrate that the project can be operated and maintained without the need for additional funding from the NSW Government once construction is complete.

#### **64. If the project is proposed as a public/private partnership or is a project proposed to be delivered in partnership with a NSW Government Agency please provide documentation to outline the partnership approach and management model post construction.**

Attach a file:

Partnership documentation could be provided in the form of a memorandum of understanding and outline key information such as access agreements, maintenance schedules and ongoing financial commitments towards maintenance and management of the asset.

#### **65. Please upload designs and drawings of the project including elevations, floor plans and artists impressions.**

Attach a file:

A maximum of 1 file may be attached.

If visual online material such as virtual animations and artists impressions etc are available please provide the relevant links within your application.

### Project Delivery

# Regional Tourism Activation Fund - Application Form

## Form Preview

Applicants must demonstrate they have a well-structured and organised project management committee or external project management company in place with access to operational expertise, and the ability to handle issues such as public liability and insurance matters.

**66. Does your organisation have access to the necessary expertise to deliver the project? \***

- Yes
- No

Have you delivered a project of this scale previously and have suitably qualified staff/ project managers to deliver.

**67. Please summarise the expertise available to your organisation and how you intend to deliver the project. \***

Word count:

Must be no more than 300 words.

This section should include information about the key personnel on the project management team. It should include references to their experience delivering projects of similar size and scale. Please also provide evidence that there are sound financial management practices in place and procurement strategies.

## Risk Management

Projects will not be funded if they represent a significant risk to the community and or reputational risk to the NSW Government. If the project delivery/construction presents a physical risk to the community (e.g. people could get hurt) then you are expected to have a risk management plan which outlines what steps are needed to mitigate these risks.

**68. Please provide details in the table on any risks you may anticipate in the process of delivering this project and how you will work to control them.**

Risk description	What will you do to help reduce the risk?

**Please upload a copy of your risk management plan \***

Attach a file:

A maximum of 1 file may be attached.

## Strategic Alignment and Visitor Appeal

\* indicates a required field

Applicants must demonstrate that their project meets the objective of the fund, to:

# Regional Tourism Activation Fund - Application Form

## Form Preview

- Accelerate the development of unique and high impact tourism and events infrastructure • Boost the visitor economy in regional NSW by creating desirable experiences that encourage people to plan and book holidays to regional areas • Improve the visitor experience and accessibility for people of all abilities • Increase expenditure and create new jobs in the tourism sector across regional NSW.

### **69. How will this project create or enhance a unique and high impact visitor experience for regional NSW? \***

Word count:

Must be no more than 300 words.

Applicants must demonstrate how the funded project will deliver a unique or high impact visit experience for regional NSW.

### **70. What point of difference does this project provide for visitors to regional NSW? \***

Word count:

Must be no more than 300 words.

Applicants should clearly outline how this project is unique when compared to other visitor experiences available in regional NSW and at other locations in Australia.

### **71. What benefits will the project bring to your Local Government Area? \***

Word count:

Must be no more than 150 words.

Applicants should outline how the project will provide anticipated benefits to the local and surrounding region, for example, increased employment or economic activity.

### **72. What benefits will the project bring to Regional NSW? \***

Word count:

Must be no more than 150 words.

Applicants should outline how the project will provide anticipated benefits to the local and surrounding region, for example, increased employment or economic activity.

### **73. How does the project align with the Destination Management Plan and relevant NSW Government strategies? \***

# Regional Tourism Activation Fund - Application Form

## Form Preview

### Word count:

Must be no more than 200 words.

Projects should demonstrate a clear alignment with the relevant Destination Management Plan. To obtain a copy of the DMP for your region please contact the relevant Destination Network using the details available here: <https://www.destinationnsw.com.au/tourism/business-development-resources/destination-management-and-marketing/destination-management-planning> Projects should also demonstrate an alignment to NSW Government strategies and priorities including through the NSW Visitor Economy Strategy 2030, the Regional Economic Development Strategies and other regional and local plans.

### **74. Outline how the project will align with existing tourism businesses and experiences in the region, including both positive and negative impacts? \***

### Word count:

Must be no more than 200 words.

As part of this answer, applicants should outline the impacts of the project on local businesses. This must include details of the impacts on any private businesses that would be disadvantaged by the project proceeding.

### **75. Please upload evidence of support from the local Destination Network and/or local tourism organisations? \***

Attach a file:

Projects should be supported by the Destination Network and/or the local tourism organisation. If multiple letters of support are available, please combine into one document before uploading.

## Visitor Numbers

Please provide estimates for the expected **additional** visitation to the project in the first 12 months post-construction. These should be whole/total numbers for the 12 month period following completion of the project.

### **76. Visitors from local area (within 50kms and within NSW)**

Must be a number.

### **77. Visitors from further than 50kms but within NSW**

Must be a number.

### **78. Day trip visitors from interstate**

Must be a number.

### **79. Overnight visitors from interstate**

Must be a number.



# Regional Tourism Activation Fund - Application Form

## Form Preview

### 80. International visitors

Must be a number.

*Visitation estimates should be specific to the project and not general estimates for visitation to the local government area or region. Please ensure the estimates correspond accurately with those provided in the Program Data Sheet.*

### Total first year visitors

This number/amount is calculated.

## Overnight Stays

Please provide an estimate of the average nights stayed in the local government area based on the type of visitor to the project.

### 81. NSW based visitors

Must be a number.

Provide an estimate for the average nights stayed by overnight visitors from within NSW.

### 82. Interstate visitors

Must be a number.

Provide an estimate for the average nights stayed by overnight visitors from outside of NSW. This should be the average nights stayed within the LGA where the project is located.

### 83. International visitors

Must be a number.

Provide an estimate for the average nights stayed by international visitors. This should be the average nights stayed within the LGA where the project is located and not for the entire visit to NSW and Australia.

*For example, an overnight visitor from within NSW could stay on average 1 night per visit, while an overnight interstate visitor could stay on average 2.5 nights per visit, and an international visitor might stay on average 5 nights per visit to the LGA.*

*Applicants are encouraged to consult with the relevant Destination Network and/or local tourism organisation if unsure of existing average nights stayed by visitors to the local government area.*

*Please ensure the estimates correspond accurately with those provided in the Program Data Sheet.*

### 84. Average visitor expenditure for overnight interstate visitors \*

Must be a dollar amount.

Please estimate the average visitor expenditure (per person) for overnight visitors who have travelled interstate to visit the project. As above, information can be sought and verified by the Destination

# Regional Tourism Activation Fund - Application Form

## Form Preview

Network if you are unsure. Please only provide an estimate for interstate visitors, not visitors from within NSW or international visitors.

## Economic Analysis

\* indicates a required field

Applicants must demonstrate how the project will contribute to the local economy through increased visitation and job creation.

### 85. How will the project create jobs and grow the visitor economy in regional NSW? \*

Word count:

Must be no more than 200 words.

Please outline how the project itself will create jobs while also contributing positively to the job creation at other tourism businesses and visitor experiences. Detailed employment data will also be captured within the Data Sheet attachment required as part of this application.

### 86. How many full time equivalent (FTE) jobs will be created or retained as a result of this project? \*

Must be a number.

This should not include the staff used during the construction phase of the project and relates only to jobs created after the project is completed and is operational. An FTE equates to a staff member employed for 35 hours per week.

### 87. Of the jobs created, how many will be full time jobs? \*

Must be a number.

Based on a 35 hour work week. If no response - please put zero

### 88. Of the jobs created, how many will be part-time jobs? \*

Must be a number.

Less than 35 hour work week. If no response - please put zero

### 89. Of the jobs created, how many will be casual jobs? \*

Must be a number.

Irregular work hours. If no response - please put zero

### 90. Will any of the jobs listed above be Indigenous Identified? \*

- Yes  
 No

### 91. Will any of the jobs listed above be targeted towards Youth? \*

# Regional Tourism Activation Fund - Application Form

## Form Preview

- Yes
- No

### Economic Data Sheet

Completion of the Economic Data Sheet template provided on the program webpage is an eligibility requirement of the funding program. An instructional webinar is available in the [program resources](#). Should you require assistance completing the Data Sheet, please contact the program team.

#### **92. Please upload a completed Data Sheet for your project \***

Attach a file:

A maximum of 1 file may be attached.

Please name your file: eg Datasheet RTAF-xxxx. File must be uploaded in excel format.

### Accessible and Inclusive Tourism

\* indicates a required field

Applications for both Stream One and Two are encouraged to consider alignment with the relevant Disability Inclusion Action Plan and the visitor experience of people with disability. Applications that demonstrate a commitment to accessibility and inclusion will be preferred.

#### **93. Will the project be inclusive and 'Fully Accessible'? \***

- Yes - fully accessible
- No - not accessible at all

Fully Accessible means ALL members of the community can access the project deliverables including those with limited mobility or support needs.

#### **94. How does the project align with the relevant Disability Inclusion Action Plan? \***

Word count:

Must be no more than 300 words.

Applicants should demonstrate how the proposed project aligns with the relevant Disability Inclusion Action Plan, eg: what parts of the DIAP are being addressed? The DIAP for your Local Government Area can be found here: <https://www.facs.nsw.gov.au/inclusion/advisory-councils/disability/inclusion-plans/chapters/register>

#### **95. Please outline how this project uses universal design principles and promotes accessibility and inclusion? \***

Word count:

# Regional Tourism Activation Fund - Application Form

## Form Preview

Must be no more than 300 words.

Applicants should outline how the project: accommodates a wide range of individual preferences and abilities and minimises hazards; the design can be used efficiently and comfortably; appropriate size and space are provided for approach and use.

## Outcome Measurement

### Measuring your project outcomes

Information on the outcomes of projects supported by the RTAF is required to evaluate the success of the program in achieving its objectives to boost the economic and social recovery of regional NSW. It is a funding requirement for applicants to outline outcomes to be delivered by the project and how the applicant will monitor and report on these outcomes.

Key outcomes to measure could include additional visitation, increased length of stay, increased visitor expenditure and improved visitor experience for people with disability.

#### 96a. Project Outcomes

#### 96b. Outcome measurement

Must be no more than 100 words.	Must be no more than 100 words.

## Declaration

\* indicates a required field

### I declare this application meets the following Regional Tourism Activation Fund eligibility criteria:

The project:

- takes place in an eligible regional NSW LGA.
- will be complete by 30 June 2023.
- is (or is linked to) a unique and high impact visitor experience.

The applicant:

- is financially solvent
- is an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or are registered with NSW Fair Trading under the Associations Incorporation Act 2009 or another Act
- holds at least \$20 million Public Liability Insurance
- has secured development approval from the local council for the project or is the process of securing development approval
- is either the landowner or has the consent of the landowner.

The applicant is one of the following:

- Local Councils and Joint Organisations, non-government organisations, community organisations registered as incorporated associations or a Local Aboriginal Land Councils.

# Regional Tourism Activation Fund - Application Form

## Form Preview

### 97. Eligibility Declaration \*

- Yes, this application meets the eligibility criteria outlined above
- No, this application does not meet the eligibility criteria outlined above

Applicants who select no are ineligible for funding. Please contact the Program team to discuss your application.

### Disclaimer

The **Applicant** acknowledges and agrees that: (i) submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion; (ii) it must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; (iii) prior to the parties entering into a funding deed, the Department (as executor of the deed) may withdraw funding for any reason (or for no reason) and in any circumstances, and may revise the dates on which the funding (or any part of it) is to be provided in its sole discretion; and (iv) it has read the *Guidelines for the Regional Tourism Activation Fund* and has fully informed itself of the relevant RTAF program requirements.

### Use of Information.

The Applicant acknowledges and agrees that: (i) if this application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded; (ii) the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**); and (iii) in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

### Privacy Policy

The Applicant acknowledges and agrees that: (i) the Department is required to comply with the *Privacy and Personal Information Protection Act 1998* (NSW) (the **Privacy Act**) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the RTAF program will be handled in accordance with the Privacy Act and its privacy policy (**available at: <https://www.dpc.nsw.gov.au/privacy>**); (ii) the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act; (iii) it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

### Declaration and Authorisation

The Applicant represents and warrants that this application has been authorised by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc.).

# Regional Tourism Activation Fund - Application Form

## Form Preview

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent)) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

**By submitting this application form I hereby declare that:**

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- all information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- all relevant conflicts of interest have been declared.

Please select all above to declare that this application complies.

**98. Organisation Name \***

Name of the Organisation applying for funding.

**99. Name of Representative submitting this form \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**100. Position of person submitting this form \***

The person submitting this application must be delegated to do so on behalf of the applicant organisation.

**NOTE**

Please ensure you click **Submit Application** when you are ready to submit. Applications must be submitted prior to the round closing date to be eligible for consideration.

**Once you have submitted your application you cannot make any changes.**