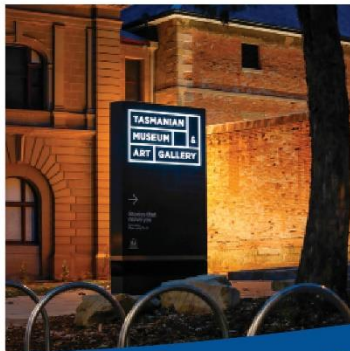
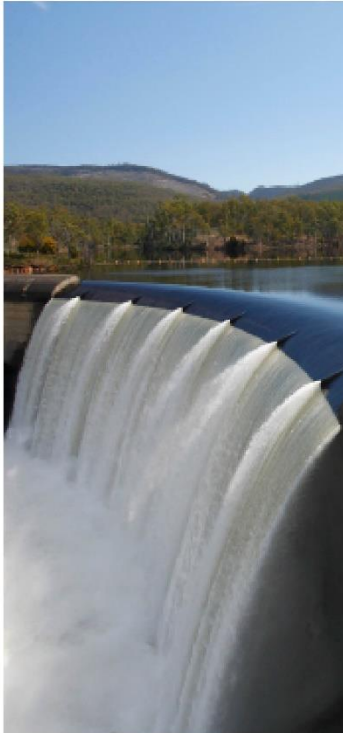
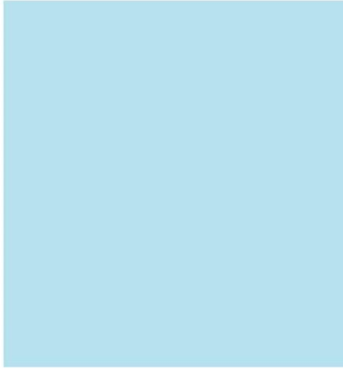


Tourism Innovation Grant Program



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Aim

The Tourism Innovation Grant Program is designed to support the development of new or improved tourism products and experiences that will:

- Generate visitation,
- Create strategic business benefit for the tourism and hospitality sectors, and
- Assist in the development of contemporary and competitive Tasmanian tourism and hospitality offerings which are consistent with the goals of the T2I Visitor Economy Recovery Action Plan to increase visitor spending, grow the value of regional tourism and support new employment opportunities.

About the Program

Grants of up to \$1 million are available with a minimum application value of \$50,000.

The program is designed to assist existing and prospective entities to realise projects that will increase and expand visitor demand to the broader benefit of the tourism and hospitality sectors.

Projects that can show a capacity to address any of the four priorities presented in the T2I Visitor Economy Recovery Action Plan that can be delivered in a timely fashion, provide benefit to multiple other businesses; align clearly to the above T2I goals and demonstrate how they enhance Tasmania's destination appeal and strategic positioning are more likely to score highly against the Assessment Criteria for funding.

Funds will be allocated as follows:

Tier 1: For applications between \$50,000 to \$249,999

Tier 2: For applications of \$250,000 to \$1 million

Applications for Tier 2 will be assessed through a two-stage process comprising of a project proposal stage and, if selected, a Business Case stage.

The program will open for submission of proposals at **9am Friday 18 February 2022, and close at 4pm on Friday 8 April 2022.**

Note: providing false or misleading information will result in the grant being repayable on demand and may jeopardise any current and future applications for support.

Eligible Applicants

Applicants must meet all of the eligibility criteria.

Applicants are encouraged to provide sufficiently detailed answers to all questions, including supporting evidence and documentation prior to submitting their application. For additional information on what documents are accepted, please refer to the eligibility and assessment sections below or the FAQ's at the end of these guidelines.

Eligible applications for both tiers will have their project proposal competitively assessed by an independent panel against the criteria. Grant funds will be allocated to those applicants that are assessed as best meeting the criteria based on the information provided. Tier 1 applications will be advised at this stage if they are successful for a grant.

After the initial independent panel assessment, Tier 2 applications who are invited to progress to the next stage will be asked to submit a business case, and will be provided 6 weeks to do so.

Questions about meeting the Eligibility Criteria should be directed to the Tourism Hospitality Support Unit, Department of State Growth on 03 6165 5107

Eligibility criteria

Before your application is competitively assessed by an independent panel, you are asked to complete an initial Eligibility Form. Answering these questions provides us with the information to ensure funding is available to viable Tasmanian business with the skills and resources to undertake a successful and innovative tourism project.

An Eligible application is one that:

1. Has a Project Proposal which specifically relates to one or more of the following services or product areas in Tasmania:
 - accommodation
 - attractions, or
 - experiences, tours and/or cruises.
2. Is for a Tasmanian owned and/or operated business in one of the above sectors. Evidence can include business registration; ABN or ACN registration information that shows the location of the applicant business.
3. Includes an Australian Business Number (ABN) and proof the applicant is registered for GST, which can be obtained via the Australian Business Register look up service (<https://abr.business.gov.au/Search>)
4. Demonstrates the business is financially viable and able to pay their expenses as they fall due, by providing any one of the following:
 - Notice of Assessment (Tax Return) for 2020/2021;
 - Audited Financial statement for 2020/2021, or
 - profit and loss statement for the year 2020/2021 certified by the businesses Treasurer/Chief Financial Officer or Accountant as being True and Correct.
5. If applicant is financially contributing to the project (optional), includes satisfactory evidence, such as:

- Official letter on Business Letterhead from the Investor, or Financial Institution (if a line of Credit), or
 - Bank statement if it is the applicant's own funds. Applicants using their own funds will be asked to make a declaration that the funds shown are for the purposes of funding this project and for no other purpose
6. Demonstrates to assessors that the applicant has the capacity to deliver the project to completion. 'Capacity' can include:
- explaining you or your project team's previous experience in delivering a similar project;
 - having the right composition of staff available to help manage the project,
 - external networks and contacts such as builders, designers, marketers, or
 - commercial partners if a joint venture or partnership.
 - Additional funding support
7. Provides a declaration via our SmartyGrants application process that you, or your business as the applicant are not already be in receipt of funding for this project from the Tasmanian Government.

Meeting the eligibility criteria does not guarantee your business will receive a grant. It allows your application to proceed through to the next stage, where it will be competitively assessed against the assessment criteria. Those applications that are assessed as best meeting the assessment criteria will receive priority consideration.

An independent assessment of any financial information provided may be undertaken, with a recommendation provided to the assessment panel for consideration.

Ineligible applicants

Ineligible applicants include:

1. Organisations that do not meet the applicant eligibility criteria above.
2. Any State government body, government agency or government business enterprise.
3. Not-for-profit organisations, incorporated associations or charities UNLESS the business is a tourism business that operates in one of the sectors identified in 3.1 above.
4. Any business that is under external administration or subject to bankruptcy or similar proceedings or is trading insolvent.
5. Third parties submitting an application on behalf of a business owner.
6. In addition, persons or bodies that have not complied with relevant conditions of a previous grant program administered by the Tasmanian Government may also be deemed ineligible.

Project and Expenditure Eligibility

Funding under this grant program may be used for costs related to construction, new capital items that will deliver improved business outcomes, such as new attraction development, enhancing existing product offerings, or purchase of equipment, and where appropriate contribute towards consultant fees related to project delivery.

Consistent with the Program aims, projects MUST align to ANY TWO of the following outcome areas:

1. **Achieve improved regional dispersal;**
2. **Create new, or increase repeat visitation through new product offerings and experiences or**
3. **Increase employment opportunities.**

NOTE: Your project Proposal must align to at least 2 of the 3 aims above. Projects that demonstrate alignment to all three aims will likely score more highly against Assessment Criteria.

You will be asked to demonstrate progress to achievement of your selected aims in your Grant Progress Reporting.

Eligible expenditure could include:

An extension of an existing building – such as accommodation or experience provider premises that address a known market need or gap.

Moveable assets – where any new asset provides a product or experience currently not available in that locale or by the applicant, or increases existing capacity or capability. Can include boats, vehicles and IT equipment that assists in driving new or extended visitation (noting any expansion of existing capacity or capability must be supported by evidence showing unmet need to demonstrate the new capability or capacity need).

Equipment – assets that increase the use of public or private spaces by tourists such as parks, trails or beaches, or enhance their experience while visiting or using such spaces to an extent that increases visitation or facilitates new visitation.

New construction of buildings, structures or physical infrastructure - such as, but not limited to unique tourism attractions that will drive new or extend existing visitation, or facilities to improve the visitor experience.

Enablement – such as but not limited to Aboriginal tourism development, new tourism networks, new joint ventures, new joint packages and product offers or projects that increase industry capability or capacity in a specific area such as increased accommodation or transportation solutions (noting any expansion of existing capacity or capability must be supported by evidence showing unmet need to demonstrate the new capability or capacity need).

Market, product development, advertising - that relates to any of the above as a component of the overall project

Any other project that fits the Program aims, for eligible service or product areas that are not in the list of ineligible expenditure.

Ineligible expenditure

Grant funding cannot be used for:

- Accommodation refurbishments (where no new capacity or capability is provided)
- Repairs and maintenance
- General marketing, advertising or product promotion
- Personal expenses of business owners and/or directors or for ongoing wages or other staff costs.
- General operating costs such as lease repayments, license fees etc
- Activities where an applicant has not fully acquitted any previous Tasmanian Government support funding.



Assessment criteria

Applicants that meet the eligibility criteria will then need to address the assessment criteria. As a competitively assessed grant program it is essential that applicants provide sufficient commentary and supporting documentation for each assessment criteria.

Criteria 1: Growth and recovery – 30 per cent weighting

Creates Employment Opportunities and demonstrates a strong alignment of the plans within the Four T2I priorities:

- Rebuilding Visitation
- Restoring Access
- Supporting our People
- Shaping our Future

Criteria 2: Visitor attraction and dispersal – 30 per cent weighting

The strength of the plan to attract visitors to the business and region

Examples of supporting documentation include design documentation, research and marketing plans outlining unmet need and estimated visitation.

Criteria 3: Sustainability – 30 per cent weighting

The impact of the proposed project on the future sustainability of:

1. The applicant business, and
2. Other businesses in the region

Examples of supporting documentation include income projections related to new or expanded revenue streams, current and long-term business plans, co-developed products and services

Criteria 4: Value – 10 per cent weighting

The level of contribution (not including In-Kind Support) to the project from other funding sources (including applicant funds), and

The appropriateness and completeness of a Project Budget and Expenditure Plan

Important notes: *There will be no opportunity for applicants to provide further information once the program has closed.*

Tier 1 and Tier 2 applications will both be asked to respond to the above assessment criteria, however Tier 2 applicants will be required to provide a greater level of need analysis; planning and benefit consistent with the larger quantum of funding requested.

If suitable information is not provided the application may be declined.

Application process

Step 1: Determine eligibility

Please read the guidelines and FAQs included at the end of this document carefully to determine eligibility for Tasmanian Government support. All applicants will be asked to complete and submit the eligibility form to determine if they meet the eligibility criteria before being asked to submit a Project Proposal.

Step 2: Submit Project Proposal

Once the applicant has confirmed their eligibility, they will be requested to submit a project proposal, applicants should refer to the program guidelines and frequently asked questions (FAQs) to assist in submitting this proposal.

Applicants should ensure their project proposal is submitted by 4pm Friday 8 April 2022, as late submissions will not be accepted.

Tier 1:

Applicants should complete and lodge their project proposal online via SmartyGrants accessible from the Tourism and Hospitality Support website www.stategrowth.tas.gov.au/thsu/grants_and_funding. Applicants who are unable to apply online via SmartyGrants can access a manual application form by contacting thsu@stategrowth.tas.gov.au or on (03) 6165 5107.

Tier 2:

Applicants will be asked to complete and lodge their project proposal online via SmartyGrants accessible from the Tourism and Hospitality Support website www.stategrowth.tas.gov.au/thsu/grants_and_funding. Those proposals with the overall strongest proposition in terms of their relative viability, merit and strength of alignment to the Assessment Criteria will progress through to the Business Case phase of the application process.

Step 3: Assessment

Once the grant round stage closes at 4:00pm on 8 April 2022, all eligible project proposals will be competitively assessed by an independent assessment panel based solely on the applicant's responses to the assessment criteria and the supporting information provided. The panel will include representation from the tourism sector.

Late applications will not be accepted.

Step 4: Notification

Applicants for Tier 1 grants of \$50,000 to \$249,999 will be notified of the outcome of the assessment of their project proposal via E-mail and the SmartyGrants portal.

Applicants for Tier 2 grants of over \$250,000 will be advised of the outcome of the assessment of their project proposal via E-mail and the SmartyGrants portal, applicants will then be provided with a further 6 weeks to develop a Business case.

Step 5: Contracting

Successful applicants will receive a draft copy of the Funding Deed for checking, before being issued with a final version for signing. Please ensure you are aware of whom within your business has the authority to enter into a

legal arrangement with the Crown. We may ask for a copy of your governance documents such as a Deed of Partnership or Constitution to confirm signing requirements of the Deed.

Grant payments

Successful applicants will enter into a funding agreement with the Tasmanian Government via a Grant Deed.

After your application is approved, and at the written request of the Department of State Growth, you will be required to provide a tax invoice (this is done through the SmartyGrants portal).

Timeframes

The Tourism Innovation Grant program will open at 9am Friday 18 February 2022, and close at 4pm on Friday 8 April 2022. Applicants are advised to submit their request for eligibility early to allow as much time as possible to prepare their application.

Applicants will be notified of the outcome of their application via the SmartyGrants portal.

It is anticipated that the Tier 1 grants assessment process will be complete within four weeks of the program closing for applications.

The Tier 2 grants assessment and invitation to submit a business case is anticipated to occur within four weeks of the program closing for applications.

Applicants for Tier 2 grants who are invited to submit a business case will have six weeks from the request date to submit the business case for assessment.

It is anticipated that the Tier 2 grants business case assessment process will be complete within four weeks of the business case submission date.

Acquittal

An acquittal is a statement that is required to be made by the successful grant recipient, confirming that the grant funding provided was used as it was intended and as per the statements made on the application form and funding agreement.

How to acquit a grant

Successful applicants will be required to provide some information about the activities and purchases made along with evidence such as any quotes, invoices, receipts, statements, reports as evidence to support the acquittal. This requirement may be at various stages of the grant term and will be issued to you electronically as a link to an acquittal form via SmartyGrants. The funding agreement will clearly define what is required of you to complete the acquittal process.

Failure to complete an acquittal

The department has a requirement and responsibility to ensure that the public funding we administer is allocated fairly and spent responsibly. Therefore, we must review the outcomes of grant funding to ensure it aligns to the intended original approved purpose.

Failure to lodge a valid acquittal by the due date will result in the grant funding being required to be repaid back to the department.

Taxation and financial implications

Grants under the program attract Goods and Services Tax (GST). A valid tax invoice must be supplied by the successful applicant, to the Department.

The receipt of funding from this program may be treated as income by the ATO. While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

It is strongly recommended that potential applicants seek independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under Tourism Innovation Grant Program and otherwise for the purposes of the Program and related uses.

The Department may also use information received in applications for :

1. any other departmental business.
2. reporting purposes.

The Tasmanian Government may request an audit to ensure that support has been used for the purpose for which it was granted. In addition, the Auditor-General of Tasmania or nominee may request access to all financial statements and records about the use and expenditure of the grant.

Administration and contact details

The Tourism Innovation Grant program will be administered by the Department of State Growth on behalf of the Crown in Right of Tasmania. If you need advice or information on the program, or submitting an application, you can contact: thsu@stategrowth.tas.gov.au or on (03) 6165 5107.

Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the Right to Information Act 2009.

Personal information protection

Personal information will be managed in accordance with the Personal Information Protection Act 2004. Personal information may be shared with the Department's agents for the purposes of undertaking assessments of applications.

Personal information may be accessed by the individual to whom it relates on request to the Department of State Growth. A fee may be charged for this service.

Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains. The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely. The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.

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Frequently Asked Questions

Q. Can I build an extension on my existing accommodation venue or business?

Yes, your project may be eligible to apply if the works provide a new experience or differentiated level of accommodation offering from what is already established, or increased/new product offerings that align to the program aims, such as trails or sightseeing opportunities.

Q. What can't I use the grant money for?

Examples of what funding cannot be used for includes (but is not limited to):

- Accommodation refurbishments
- Personal expenses of business owners and/or directors
- Activities that could ordinarily be described as expenses incurred in the normal course of business such as operating expenses, stock purchases, utility payments, salaries/wages
- Annual or quarterly (regular) business tax or accounting services (such as BAS, PAYG, all Tax and Annual returns, and data input entry)
- IT services such as day to day operations including installing software or fixing computer hardware.
- Payment of fines/regulatory charges.
- Assistance in obtaining other government assistance packages including grants and loans.
- Rental property reviews and advice (for residential, commercial, and shared accommodation services).
- Any fees associated with entering into administration/bankruptcy.
- Any projects that are already completed.

If you're unsure whether your project is an eligible activity, please contact the Department on 03 6165 5107 or via email at THSU@stategrowth.tas.gov.au before submitting your application.

Q. Can I apply for a project that has commenced?

This is project dependent. If your project is a multi -staged project, then you can apply for funding for the next stage or phase that is yet to commence. However, you cannot apply for funding for a stage or phase of the project that is already completed. Please talk to one of our Grants team to discuss how this will work for your project.

Q. Can I use this grant to cover eligible costs already incurred?

No. This program is designed to stimulate additional projects in addition to work already underway in the sector. You can apply for funding for the next stage or phase that is yet to commenced or has commenced and is yet to be invoiced for.

Q. Can I apply for more than one project?

No. Each applicant business may only apply once. This includes operators who may operate a number of businesses under a single corporate structure. The aim is to maximise a broad spread of opportunity to all operators that meet the eligibility criteria.

Q. How many applications per ABN are permitted?

One. The aim is to maximise a broad spread of opportunity to all operators that meet the eligibility criteria.

Q. Can I apply for a project that has been completed?

No. This program is designed to stimulate additional projects in addition to work already underway in the sector.

Q. How do I apply?

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

The online platform allows you to apply for a grant at any time while the program is open. It also allows us to send you notifications throughout the grant application and funding process.

If you do not have internet access please contact us to discuss alternate options by calling the Tourism and Hospitality Support Team on 03 6165 5107 or via email at THSU@stategrowth.tas.gov.au

The grant guidelines and link to the SmartyGrants form can be found at:
www.stategrowth.tas.gov.au/thsu/grants_and_funding

Q. What is the assessment process for this program?

The program is a competitive grant process. This means that the grant will be assessed against all others submitted for the program by an independent panel who will determine which projects are successful against the weighted assessment criteria found in the guidelines.

Step 1: Determine eligibility – Responsible Party: Applicant

Please read the guidelines carefully to determine eligibility for Tasmanian Government support. All applicants will be asked to complete an eligibility form to determine if they meet the eligibility criteria before being invited to submit a Project Proposal.

Step 2: Submit Project Proposal – Responsible Party: Applicant

Once the applicant has confirmed their eligibility, they should refer to the program guidelines and frequently asked questions (FAQs) to assist in submitting their project proposal. Applicants should ensure their project proposal is submitted by 4pm Friday 8 April 2022, as late submissions will not be accepted.

Tier 1 Grants (\$50 000 to \$249 999):

Applicants should complete and lodge an eligibility form online via SmartyGrants accessible from the Tourism and Hospitality Support website www.stategrowth.tas.gov.au/thsu/grants_and_funding. Applicants who are unable to apply online via SmartyGrants can access a manual application form by calling the Tourism and Hospitality Support Team on 03 6165 5107. Once eligibility has been assessed, applicants will be asked to submit a project proposal for panel assessment.

Tier 2 Grants (\$250 000 to \$1 million):

Applicants should complete and lodge an eligibility form online via SmartyGrants accessible from the Tourism and Hospitality Support website www.stategrowth.tas.gov.au/thsu/grants_and_funding. Once eligibility has been assessed, applicants will be asked to submit a project proposal for panel assessment. Those proposals with the overall strongest proposition in terms of their relative viability, merit and strength of alignment to the Assessment Criteria will progress through to the Business Case phase of the application process.

Step 3: Assessment – Responsible Party: Independent Assessment Panel

Once the program application stage closes at 4:00pm on 8 April 2022, all eligible project proposals will be competitively assessed by an independent assessment panel based solely on the applicant's responses to the assessment criteria and the supporting information provided. The panel will include representation from Government and the tourism sector.

Late applications will not be accepted.

Step 4: Notification - Responsible Party: State Growth

Applicants for Tier 1 grants of \$50,000 to \$249,999 will be notified of the outcome of the assessment of their application and project proposal via E-mail through the SmartyGrants portal.

Applications for Tier 2 grants over \$250,000 will be advised if their Business Case has been approved for funding via E-mail through the SmartyGrants portal.

Step 5: Contracting - Responsible Party: State Growth

Successful applicants will receive a draft copy of the Funding Deed for checking, before being issued with a final version for signing. Please ensure you are aware of whom within your business has the authority to enter into a legal arrangement with the Crown. We may ask for a copy of your governance documents such as a Deed of Partnership or Constitution to confirm signing requirements of the Deed.

Q. If I am unhappy with the outcome of my application, can I appeal the decision?

Please note all decisions are based on the eligibility of the application along with its competitive assessment against the Assessment Criteria which can be found in the Program Guidelines. All decisions are final.

If you are unsure about any aspect of the Program or the application and assessment processes, please speak to a member of the Tourism and Hospitality Support Unit on 03 6165 5107.

Q. If my application for the grant is approved, how and when will I receive the funds?

Payment will be made in instalments with specific conditions precedent to be met before funding can be issued.

Successful applicants will receive a draft copy of the Funding Deed for checking, before being issued with a final version for signing. Please ensure you are aware of whom within your business has the authority to enter into a legal arrangement with the Crown. We may ask for a copy of your governance documents such as a Deed of Partnership or Constitution to confirm signing requirements of the Deed.

Once an instalment is approved, the applicant will be asked to submit a valid tax invoice to the Department. Payment will then be processed and the funds deposited into the nominated bank account.

Applicants will be asked for bank account details at the time of application so the Department can process the payment. This bank account must be in the same name of the person or business on the application form. You will need to provide a valid BSB, account number and account name and you may be asked to provide a copy of your bank statement or a letter from your bank to confirm these details.

Please ensure these account details are correct because if a successful applicant provides incorrect bank account details, this may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays to funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to the Department.

The Department reserves the right to withhold payments for non-compliance to the program and all funding decisions made are final.

Q. What are the taxation implications of the grant?

Grants under the program attract Goods and Services Tax (GST). If you receive a grant, you must supply a valid tax invoice to the Department. The receipt of funding from this program may be treated as income by the ATO. While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on your particular circumstances.

It is strongly recommended that you seek independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

Q. What if I have met the eligibility criteria but was not approved as the program funding was fully exhausted?

The program has up to \$8 million in funding available. This may mean that we cannot fund all proposals that meet the eligibility criteria. All eligible applications will be assessed by an independent panel and scores will be ranked competitively, with funding to be offered based on this ranking. There will be no exceptions made once the program has reached its date of closure.

IMPORTANT: Please note, in the interests of supporting and maintaining high quality, innovative and sustainable tourism projects, funding support will only be considered for applications that score a minimum of 60 per cent. Projects that score less than this will not be considered for funding.

Q. What evidence is accepted?

Meeting the eligibility criteria does not guarantee your business will receive a grant. It allows your application to proceed through to the next stage, where it will be competitively assessed against the assessment criteria. Those applications that are assessed as best meeting the assessment criteria will receive priority consideration.

1. For a Tasmanian owned and/or operated business in one of the above sectors. Evidence can include:
 - business registration.
 - ABN or ACN registration information that shows the location of the applicant business.
 - an Australian Business Number (ABN) and proof the applicant is registered for GST, which can be obtained via the Australian Business Register look up service (<https://abr.business.gov.au/Search>)
2. To demonstrate the business is financially viable and able to pay their expenses as they fall due, by providing any one of the following:
 - Notice of Assessment (Tax Return) for 2020/2021;
 - Audited Financial statement for 2020/2021, or
 - profit and loss statement for the year 2020/2021 certified by the businesses Treasurer/Chief Financial Officer or Accountant as being True and Correct.
3. If applicant is financially contributing to the project (optional), includes satisfactory evidence, such as:
 - Official letter on Business Letterhead from the Investor, or Financial Institution (if a line of Credit), or
 - Bank statement if it is the applicant's own funds. Applicants using their own funds will be asked to make a declaration that the funds shown are for the purposes of funding this project and for no other purpose
4. Demonstrates to assessors that the applicant has the capacity to deliver the project to completion. 'Capacity' should include in your submission:
 - Explanation of you or your project team's previous experience in delivering a similar project;
 - have an appropriate composition of staff available to help manage the project,
 - have established external networks and contacts such as builders, designers, marketers, or
 - commercial partners if a joint venture or partnership.
 - Additional funding support (optional but highly regarded)
5. Provides a declaration via our SmartyGrants application process that you, or your business as the applicant are not already be in receipt of funding for this project from the Tasmanian Government.

Q. What is the difference between Tier 1 and Tier 2?

Both tiered applicants will be asked to complete the following:

- An eligibility form, and
- A Project Proposal

You will be presented with two funding rounds to select from on our Grants portal. You can select either Tier 1 grants for funding requests between \$50,000 and \$249,000, or Tier 2 Grants for funding requests between \$250,000 to \$1 million. The information in these forms is the same at this point, with the exception that applicants seeking \$250,000 or more will need to identify this in their proposal as a Tier 2 application.

Once the Project Proposals have been assessed and ranked against each other in an order of merit against the Assessment Criteria, then successful Tier 2 applicants will be asked to complete an additional Business Case stage and will be given an additional six weeks to submit their business case.

A Business Case is provided through our SmartyGrants platform. This system will ask you to complete several sections that tells us about your project and provides enough detail for assessors to decide on the relative merit of your proposal. Sections include (but not limited to) budget information, identification of unmet need or opportunity; the core proposal and benefit to your business and those around you. You will also be able to upload some of your own supporting information such as letters of support; letters from investors and credit providers; marketing plans; development or other approvals etc.

Q. I'm a new business, can I apply?

Yes, so long as your project fits within the aims and scope of the program and you meet all of the eligibility requirements.

Q. Can I apply jointly with other businesses?

You can apply for a joint project with another business, however only one applicant can apply. Your project can certainly be part of a joint venture, but you and your business partner will need to decide who will be the lead applicant. Each project can only be considered once for funding from this program.

Q. How will I know that funding has run out?

As this is a competitive process all applications will be assessed against the Assessment Criteria contained in the Program Guidelines. This means all applications will be scored and ranked based on the information provided and an assessment of each individual project. Funding will be allocated according to the final ranking of the independent assessment panel until all funds are exhausted.

Q. When will I find out if I have been successful?

As a competitive grant round, all submitted applications will be assessed and scores ranked and finalised before any announcements are made.

Q. Are applications assessed in order of receipt, or after the program closes?

All applications are assessed once the program has closed. The assessment process is as follows:

Tier 1 grants of \$50 000 to \$249 999

Action / Stage	Responsible Party	Timing
Submit eligibility form	Applicant	By 25 February 2022
Eligibility check	Department of State Growth	Within 2 weeks of submission of the eligibility form
Submit Project Proposal	Applicant	By 4pm 8 April 2022
Proposals Competitively Assessed	Independent Assessment Panel	April 2022

<i>Notify applicants for Tier 1 grants of the outcome of the assessment of their application and project proposal.</i>	<i>Department of State Growth</i>	<i>May 2022</i>
<i>Contracting. Successful applicants will receive an offer of funding and be required to enter into a deed agreement</i>	<i>Department of State Growth</i>	<i>Within 2 weeks of notification of outcome</i>

Tier 2 Grants of \$250 000 to \$1 million

Action / Stage	Responsible Party	Timing
<i>Submit eligibility form</i>	<i>Applicant</i>	<i>By 25 February 2022</i>
<i>Eligibility check</i>	<i>Department of State Growth</i>	<i>Within 2 weeks of submission of the eligibility form</i>
<i>Request for project proposal</i>	<i>Department of State Growth</i>	<i>Once eligibility check has been performed and approved.</i>
<i>Submit Project Proposal</i>	<i>Applicant</i>	<i>By 4pm 8 April 2022</i>
<i>Proposals Competitively Assessed</i>	<i>Independent Assessment Panel</i>	<i>April 2022</i>
<i>Notify applicants for Tier 2 grants of the outcome of the assessment of their application and project proposal.</i>	<i>Department of State Growth</i>	<i>May 2022</i>
<i>Invite successful Tier 2 applicants to submit a business case (6 weeks provided)</i>	<i>Department of State Growth</i>	<i>May 2022</i>
<i>Business Cases Competitively Assessed</i>	<i>Independent Assessment Panel</i>	<i>July 2022</i>
<i>Notify applicants of the outcome of their application</i>	<i>Department of State Growth</i>	<i>August 2022</i>
<i>Contracting. Successful applicants will receive an offer of funding and be required to enter into a deed agreement</i>	<i>Department of State Growth</i>	<i>After notification of outcome</i>

Q. Who can I talk to about my application?

You can call the Tourism Hospitality Support Unit, Department of State Growth on 03 6165 5107 during normal business hours or contact them via email at THSU@stategrowth.tas.gov.au at any time.



Department of State Growth

Salamanca Building

4 Salamanca Place
Hobart TAS 7000 Australia

Phone: 03 6165 5107

Email: thsu@stategrowth.tas.gov.au

Web: www.stategrowth.tas.gov.au