



Building Resilient Tourism Infrastructure Fund Industry guidelines



Australian Government



Queensland
Government

Contents

1. Background	3
2. Fund Overview.....	3
3. Available Funding.....	3
4. Eligibility	3
4.1 Applicant	3
4.2 Projects	4
4.3 Costs	5
4.4 Ineligible projects/costs	5
5. Application Process Framework.....	5
6. Assessment and approval.....	6
6.1 Criteria 1 – Improved resilience (weighting 40%)	6
6.2 Criteria 2 – Financial value for money and return on investment (weighting 10%)	6
6.3 Criteria 3 – Evidence based (weighting 30%)	6
6.4 Criteria 4 – Organisational Capacity and Project Readiness (weighting 20%)	7
7. Funding agreement.....	7
8. Grant funding payments	7
9. Reporting requirements.....	8
10. Key dates.....	8
11. Privacy.....	8
12. Complaints	9
13. Further information.....	9

1. Background

Queensland's tourism industry is highly vulnerable to disasters due to a dependence on natural assets and attractions. Impacts extend beyond immediate, direct or physical impacts and include the cancellation of forward bookings and future loss of trade, often as a result of incorrect assumptions.

The Australian and Queensland Governments have jointly funded the \$7 million Tourism Recovery and Resilience package to provide targeted support to the tourism industry in affected areas, assisting them to recover from the impacts of extraordinary disaster events occurring in 2021–22 and build the long-term sustainability of tourism in these regions.

2. Fund Overview

The Building Resilient Tourism Infrastructure (BRTI) Fund is a key component of the Tourism Recovery and Resilience Package.

The key objective of the Fund is to develop a more sustainable resilient tourism industry that is supported in regard to local disaster risks, which in turn will enable tourism businesses to implement measures and actions to lessen the impacts in the event of a natural disaster and support business continuity.

The BRTI Fund will provide grants for impacted tourism businesses to build resilience and aid their response to flooding and natural disasters through innovative solutions and bespoke engineering solutions.

3. Available Funding

Total funding of \$5 million is available with individual grants of a minimum of \$20 000 up to a maximum of \$150 000 (excluding GST) offered for eligible project costs. All projects must be completed by 30 June 2024.

Funding can be used for solutions, such as flood prevention infrastructure, appropriate training for staff, and purchasing plant and equipment such as alternative power or other relevant resources, e.g. solar power with battery storage, small flooding mitigation levies.

Projects may be of a much greater value than the funding amount, however all costs above the approved grant allocation will need to be covered by the applicant.

4. Eligibility

4.1 Applicant

The Fund is designed to support increased resilience for established tourism businesses in Queensland that were affected by one or more of the following extraordinary disaster events occurring in 2021–22:

- Central, Southern and Western Queensland rainfall and flooding
- Ex-Tropical Cyclone Seth
- South-East Queensland rainfall and flooding events.

The Tourism Business must be located within the 37 declared affected local government areas including:

Balonne Shire Council	Gladstone Regional Council	Noosa Shire Council
Banana Shire Council	Gold Coast City Council	North Burnett Regional Council
Barcaldine Regional Council	Goondiwindi Regional Council	Redland City Council
Barcoo Shire Council	Gympie Regional Council	Scenic Rim Regional Council
Blackall-Tambo Regional Council	Ipswich City Council	Somerset Regional Council
Boulia Shire Council	Isaac Regional Council	South Burnett Regional Council
Brisbane City Council	Kowanyama Aboriginal Shire Council	Southern Downs Regional Council
Bundaberg Regional Council	Lockyer Valley Regional Council	Sunshine Coast Regional Council
Carpentaria Shire Council	Logan City Council	Toowoomba Regional Council
Central Highland Regional Council	Longreach Regional Council	Western Downs Regional Council
Cherbourg Aboriginal Shire	Maranoa Regional Council	
Diamantina Shire Council	Moreton Bay Regional Council	
Flinders Shire Council	Murweh Shire Council	
Fraser Coast Regional Council		

To be eligible to apply for funding, an organisation must:

- have an established operating base in Queensland with a primary tourism-related focus
- have an Australian Business Number (ABN), an Australian Company Number (ACN) or exemption from these
- be registered for GST.

In addition, an organisation must be one of the following:

- a private sector business (e.g. a for-profit)
- a not-for-profit organisation (e.g. community organisation)

4.2 Projects

The Fund will support eligible infrastructure projects that improve resilience and functionality of at-risk infrastructure and also support initiatives to improve organisational resilience:

- with regard to local disaster risk
- in accordance with current knowledge and practices for mitigating disaster impact
- in accordance with changing recovery needs.
- The types of projects that may be considered under the BRTI Fund include:
- flood prevention measures or improvements to existing infrastructure that would mitigate or lessen the impact of future flood events, e.g. small flood mitigation levies
- infrastructure or equipment that could prepare a business to quickly respond to an impending flood event, e.g. pump/water extraction system, hoist system to raise equipment above known flood levels
- alternative power sources to provide opportunity to continue business in situations where mains power is cut
- safety upgrades

- community preparedness, education and training funds to ensure employee skills are effective to deal with a disaster situation and/or build resilience
- capacity building funds for staff
- modelling your business to respond to long-term climate change
- development of business continuity plans, including early warning systems
- recovery capability and/or resilience building funds.

The above are examples and should not be considered an exhaustive list. Applicants are encouraged to tailor bespoke solutions to address their specific circumstances.

Eligible applicants may submit one application per business location.

4.3 Costs

Eligible project costs are those costs directly associated with the delivery of the project.

Construction projects – eligible costs include:

- all site works required as part of the construction
- construction-related labour, materials and equipment hire.

Training and education funds – eligible costs include:

- facilities hire
- planning and facilitation (including training materials).

4.4 Ineligible projects/costs

Applications will not be accepted for:

- activities that have commenced before the grant has been approved
- works that are considered as maintenance for existing infrastructure, e.g. repairing flood affected equipment or infrastructure
- purchase of land or buildings
- purchase of an asset or works to an asset that will not be owned and/or controlled by an eligible applicant
- wages and salaries for an applicant's employees or consultants
- feasibility studies, business cases or similar activities
- marketing activities such as websites, traditional and digital marketing, subscriptions, or contract fees to third party marketing distributors
- general business administration or operating costs
- projects that do not align to the intent of the Fund
- costs that are reimbursable under other funding sources (e.g. insurance, alternative DRFA relief measures, and costs recouped through sale of salvaged assets).

5. Application Process Framework

Applications under the Fund will be submitted through the Department of Tourism, Innovation and Sport (DTIS) Smarty-Grants portal: ditidtourism.smartygrants.com.au/buildingresilienttourisminfrastructure

The application data and evidence requirements are to meet the Fund's objectives and eligibility criteria.

Applicants will be required to provide:

- evidence of the organisation's eligibility to be considered for funding
- evidence that the tourism business was directly impacted by the disaster events (Central, Southern and Western Queensland rainfall and flooding; Ex-Tropical Cyclone Seth; and/or SEQ Rainfall and flooding events)
- justification the project would result in improved resilience for future natural disaster events
- a detailed project plan which includes:
 - the project's objectives and benefits from the project
 - a Gantt chart or detailed delivery/works schedule showing timeframes for all project stages up to and including project completion
 - cash flow forecast
 - implementation methodology
 - procurement plans and evidence of project costings
 - evidence of capacity and capability to deliver the project.
- an indication of the level of any funding contribution towards the delivery of the project including evidence confirming any financial contributions from the other parties
- evidence that the project is ready and able to commence within three months of approval and be fully completed by 30 June 2024
- the location/s of eligible activities.

The lodgement of an application does not guarantee that funding will be approved.

6. Assessment and approval

DTIS will assess projects and evidence against the Fund's objectives and eligibility and assessment criteria. To be considered under this Fund, tourism businesses must meet all the following key criteria:

6.1 Criteria 1 – Improved resilience (weighting 40%)

Applicants must demonstrate that the business was directly impacted by one or more of the following extraordinary disaster events occurring in 2021–22:

- Central, Southern and Western Queensland rainfall and flooding
- Ex-Tropical Cyclone Seth
- South-East Queensland rainfall and flooding events.

Further, applicants must demonstrate that the outcome of the project will improve resilience through future natural disaster events.

6.2 Criteria 2 – Financial value for money and return on investment (weighting 10%)

Applicants must include evidence that the project costs and benefits support value for money. This may include whole of life costs, return on investment in mitigation and resilience, avoided costs and any qualitative considerations.

6.3 Criteria 3 – Evidence based (weighting 30%)

The project must be evidence based and must detail the investigation, research to identify and address the issue and inform the effectiveness of the project. Evidence may include: risk assessments, flood risk management study, research, community consultation, visual evidence supporting the need, designs/drawings.

Applicants must demonstrate that the introduction of new infrastructure will not have any adverse effects or unintended consequences on surrounding businesses.

6.4 Criteria 4 – Organisational Capacity and Project Readiness (weighting 20%)

The applicant must demonstrate its organisational capacity to deliver the project and that the project is ready for commencement. If the cost of the project is more than grant maximum, evidence of the applicant's financial contribution to the project must be demonstrated. Evidence of all necessary approvals required for the project, i.e. owners' consent, council approval etc. must be provided.

Applicants must be ready to commence the project within three months of approval and be fully completed by 30 June 2024.

The department at its absolute discretion may offer grant funding in excess of the maximum grant amount if the project demonstrates significant community value and/or merit.

7. Funding agreement

Successful applicants will receive a written offer of financial assistance. If the applicant accepts the offer, they will be required to enter into a legally binding contract with DTIS.

The agreement will provide details on general and specific conditions associated with delivery of the approved project.

Key inclusions of the agreement are:

- scope of the approved activity
- milestone deliverables and dates
- funding amount and payment terms
- reporting requirements
- record-keeping requirements
- applicant's obligation to acknowledge Queensland Government support.

An example of the terms and conditions of a standard DTIS contract is available online at publications.qld.gov.au/dataset/building-resilient-tourism-infrastructure-program

8. Grant funding payments

Successful recipients will receive funding in two instalments:

- the first payment of 50 per cent of the approved grant funding will be paid upon the recipient entering into a legally binding agreement with DTIS
- the second payment of up to 50 per cent will be paid on successful acquittal of the first payment.

A non-payment final acquittal after the project is complete will also be required.

Note: Grants are subject to the Goods and Services Tax (GST). DTIS will increase grant recipients grant payments to pay for GST.

Some grants are considered assessable income for taxation purposes, unless exempted by a taxation law. It is recommended that grant recipients seek independent professional advice on their taxation obligations or seek assistance from the Australian Taxation Office as DTIS does not provide advice on tax.

9. Reporting requirements

Projects are monitored through progress and financial reporting in line with the funding agreement. In addition, photographic evidence may be requested to support claims made.

Templates are provided for these reports and when due will be generated through the Smartygrants online portal for grant recipients to complete and submit.

Grant recipients will be notified by email of reporting requirements one month prior to the agreed milestone date. Grant recipients will be expected to report on

- progress against agreed project milestones
- contributions directly related to the project
- expenditure of grant funds and the grant recipient's agreed financial contribution.

10. Key dates

The Fund will commence on 23 September 2022. Applications can be submitted until close of business on 28 October 2022. It is expected that projects that are successful will be advised by 15 December 2022. All projects must be completed by 30 June 2024 and reporting finalised by 30 September 2024.

11. Privacy

The Queensland Government collects and collates information from the application form to assess applications for the Fund. Only authorised departmental offers and approved grant assessors have access to this information.

Information may be shared on a commercial-in-confidence basis with partner Queensland government departments and agencies, who are involved in the assessment of projects for inclusion in the initiative. Your application may also be assessed by a contracted service provider or independent expert for the purpose of conducting due diligence and economic assessments. The department may also contact your regional peak tourism body regarding your project.

Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government. Some information may be used to promote funded projects.

Personal information will not be disclosed to any other third party without consent, unless required by law or for the purposes of *Information Privacy Act 2009*

For audit purposes, the Queensland Government is required to retain the applications and other supplied supporting material.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Queensland Government.

12. Complaints

All funding decisions made in relation to applications are final. Under the Department's **Complaints Management Policy**, DTIS has established processes for dealing with complaints and is committed to effectively managing concerns in a fair, transparent and timely manner. If an applicant has any concern in relation to the application or assessment process, a formal complaint may be submitted to the department via **GrowingTI@dtis.qld.gov.au**.

13. Further information

If you require any further information or clarification of these guidelines, please contact the Growing Tourism team:

Email: **GrowingTI@dtis.qld.gov.au**