

COVID-19 Marine Tourism Assistance Scheme Round 2: Guidelines

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1. Overview

The COVID-19 Marine Tourism Assistance Scheme Round 2 (the Program) will directly support marine tourism businesses operating vessels in eligible local government areas between Cooktown and Hervey Bay. The eligible local government areas are Bundaberg, Burdekin, Cairns, Cassowary Coast, Cook, Douglas, Fraser Coast, Gladstone, Hinchinbrook, Isaac, Livingstone, Mackay, Townsville, and Whitsunday. The marine tourism business headquarters must be located in Queensland.

The Program aims to support marine tourism businesses that have suffered loss of income as a result of COVID-19 travel restrictions and is designed to assist eligible applicants by offsetting the cost of berthing fees at privately-owned or privately-operated marinas in eligible local government areas. The eligible berthing fees can be paid through either:

- reimbursement of fees already paid by eligible applicants; or
- paying directly to the marina on behalf of eligible applicants.

Funding is available for eligible marine tourism businesses affected from 1 July 2021 to 30 June 2022. The Program will close once all funding has been fully allocated.

The Queensland Rural and Industry Development Authority will administer the Program on behalf of the Department of Tourism, Innovation and Sport (DTIS).

2. Available funding

The assistance available is up to a maximum amount of \$20 000 (excluding GST) per applicant towards the cost of offsetting berthing fees at privately-owned or privately-operated marinas in eligible local government areas.

Only one payment may be provided to an eligible applicant. The amount of the payment cannot exceed total berthing fees at privately-owned or privately-operated marinas incurred by the marine tourism business.

3. Eligibility

3.1 Eligibility criteria

An applicant must own an eligible marine tourism business that meets the following eligibility criteria:

- a) have an established marine tourism business that includes the use of at least one commercial vessel utilising a berth at a privately-owned or privately-operated marina in eligible local government areas, as at 1 April 2021
- b) have a valid Australian Business Number (ABN) as at 1 April 2021
- c) be registered for GST

- d) have an annual turnover of over \$75,000 during the 2018-19, 2019-20 or 2020-21 financial years (businesses that have recently started can provide financial records to show they will reasonably meet this turnover requirement in the 2021-22 financial year)
- e) have experienced a loss of income since 1 April 2021 as a result of the impacts of COVID-19 travel restrictions
- f) employ at least 1 full time equivalent employee as at 1 April 2021
- g) not be insolvent or have owners or directors that are an undischarged bankrupt
- h) possess a Vessel Certificate of Operation from the Australian Maritime Safety Authority.

3.2 Ineligibility

An application will not be eligible if the applicant does not meet the eligibility criteria identified in these guidelines.

3.3 Eligible costs

The only eligible costs for a payment are berthing fees at privately-owned or privately-operated marinas incurred in eligible local government areas from 1 July 2021 to 30 June 2022.

3.4 Ineligible costs

Ineligible costs are:

- a) for marine tourism business that own their berth/s – all related charges and fees are ineligible
- b) costs not related to berth fees at privately-owned or privately-operated marinas.

4. Application assessment

4.1 Assessment criteria

In addition to meeting the eligibility criteria, applications will be assessed against:

- a) funding availability – applications will be processed on a first come, first serve basis, and therefore not all applications may be successful
- b) submission of a complete application form, with all requested supporting documentation included
- c) value for money, as determined by the Queensland Government.

A final decision will be made based on the assessment criteria and the information contained within the submitted application. Failure to submit all required documents will result in an application being declined.

The administration of the Program allows the Queensland Government to validate and check the authenticity of applications and the applicant's details at any time. Applicants who are awarded the payment must refund this to the Queensland Government if the approval is subsequently found to be based on an invalid application.

4.2 Documentation required

The applicant will need to complete the online application form and attach evidence of berthing fees at a privately-owned or privately-operated marina in eligible local government areas in 2021/22 including:

For seeking reimbursement for berthing fees already paid by the applicant

The invoice/s and receipt/s from the privately-owned or privately-operated marina, with reimbursement up to a maximum of \$20,000 (excluding GST), will need to be evidenced. The payment will be made directly to the applicant's nominated bank account.

For seeking payment of eligible marina berthing fees, a marina invoice up to the maximum amount

The invoice/s from the privately-owned or privately-operated marina for the eligible fees, with payment up to a maximum of \$20,000 (excluding GST) will need to be provided. The payment will be made directly from QRIDA to the marina on behalf of the applicant to the nominated bank account of the marina.

The payment of the portion of the invoice/s from the privately-owned or privately-operated marina that exceed the eligible fees will be the sole responsibility of the approved applicant.

Marine Tourism Operator certification

The application form will require the applicant to attach a copy of their Vessel Certificate of Operation from the Australian Maritime Safety Authority and a copy of either their Permit to Operate on the Great Barrier Reef from the Great Barrier Reef Marine Park Authority or their Permit to Operate on a Queensland Marine National Park from Queensland Parks and Wildlife Service.

5. Application process

5.1 Online application

Applicants are required to complete an online application form and attach the required documentation as outlined in the Application Assessment section.

The Program guidelines and frequently asked questions are available at the [Department of Tourism, Innovation and Sport](#).

Online applications will be available to marine tourism businesses in eligible local government areas on Monday 30 August 2021, with applications made at the [Department of Tourism, Innovation and Sport](#).

5.2 Eligibility check

All applications will be reviewed against the eligibility criteria to determine compliant applications.

5.3 Assessment

Compliant applications will be assessed and approved by the Queensland Rural and Industry Development Authority to determine the amount of funding allocated to the applicant against available funding.

5.4 Applicants notified of outcome

All applicants will receive formal notification of the outcome of the application as soon as possible following assessment.

Successful applicants will receive an approval letter advising the application has been approved. The letter will also confirm the terms and conditions of funding.

After approval, the applicant or the privately-owned or privately-operated marina will receive 100 per cent of the eligible funding amount approved as a payment.

5.5 Audit requirements

Applicants must complete and submit documented evidence of berthing fees at a privately-owned or privately-operated marina in eligible local government areas before any fees will be paid. Note berthing fees applied for are to represent the usual market rates for berthing in the eligible local government area. Approved applicants will need to retain documentation for audit purposes.

Marine tourism businesses may be surveyed six months after the completion of the Program.

6. Further information

6.1 Definitions

Full-Time Equivalent Employees – number of equivalent full-time employees of a marine tourism business is calculated using the below formula—

$$E = F + \frac{P}{35}$$

Where:

- **E** means the number of equivalent full-time employees of the marine tourism business.
- **F** means the number of full-time employees of the marine tourism business.
- **P** means the total number of hours worked each week by employees other than full-time employees.

Loss of Income – ability to demonstrate that a marine tourism business has experienced a loss of income since 1 April 2021 as a result the impacts of COVID19 travel restrictions.

Marine Tourism Business – businesses primarily providing goods and services to or for which the primary/majority target market is domestic visitors to Queensland. This may include bare boats, rigid inflatable boats, sail boats and motor vessels.

Privately-owned Marina – privately-owned commercial marinas that are not owned by government.

Privately-operated Marina – privately-operated commercial marinas that are not operated by government.

6.2 Frequently Asked Questions

The Program's Frequently Asked Questions are available at [Department of Tourism, Innovation and Sport \(dtis.qld.gov.au\)](http://dtis.qld.gov.au).

For further information about the Program or general advice on applications, please contact QRIDA on **Free call 1800 623 946** or email contact_us@qrída.qld.gov.au.

6.3 Reviews

Applicants may request a review of a decision made by QRIDA in relation to the provision of funding or a declined application under the Program.

Requests for review must be received by QRIDA within 20 business days after receipt of a decision advice.

Applicants will be notified in writing of review outcomes within 30 business days from receipt of the review.

6.4 Privacy

QRIDA's Privacy Policy, available at www.qrída.qld.gov.au/privacy, sets out general information on how QRIDA collects, uses, and discloses individuals' personal information. The application form for this program contains specific information on how personal information will be collected, used, and disclosed. Applicants should note that broad details of successful applications, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government. Some information may be used to promote funded activities. 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*.

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