

2020-21 TCMF Grant 1 Application Form (up to \$10,000 exc GST)

Form Preview

Introduction

Disclaimer – caretaker period

In accordance with the provisions of Section 100(1) of the [Electoral Act 1992](#), the ACT will hold a general election for the Legislative Assembly on Saturday, 17 October 2020. The caretaker period begins at 12:00am on 11 September 2020 and ends with the election of the Chief Minister on the first sitting day of the Legislative Assembly following the election. The continuation of the Tourism Cooperative Marketing Fund following this general election is a decision for an incoming government. As a result, potential Tourism Cooperative Marketing Fund applicants are advised that it is possible this Grants program may not proceed.

Dear applicant, Welcome to VisitCanberra's online grant application service. Before commencing an application please read the 2020-21 Tourism Cooperative Marketing Fund (TCMF) Guidelines which are available at <https://tourism.act.gov.au/funding/tourism-cooperative-marketing-fund/>. We strongly recommend that you discuss your application with the VisitCanberra Contact Officers prior to submitting your application.

If you have any questions about the program Guidelines and/or eligibility requirements please contact one of the following VisitCanberra Contact Officers:

Manasi Ahuja

Director, International and Partnerships

manasi.ahuja@act.gov.au

02 6207 0215

Sarah Staruszkiewicz

Assistant Director, Partnerships and Distribution

sarah.staruszkiewicz@act.gov.au

02 6205 0506

If you are having difficulty in accessing the online application form or if an error occurs, please contact the Business Services Team for assistance on email EconomicDevelopmentBusinessServices@act.gov.au.

An eligible application does not guarantee the successful approval of funding. All marketing activities or projects will be assessed against the eligibility criteria and assessment criteria and ranked according to merit.

Applications open 9am Wednesday 9 September 2020

Applications close 5pm Wednesday 31 March 2021

Note: Applications will be assessed as they are submitted on an ongoing basis until 5pm Wednesday 31 March 2021 or until funding allocation has been exhausted

Eligibility requirements

* indicates a required field

PLEASE NOTE: If you do not comply with the following eligibility requirements, your application will not be assessed for funding.

1. Is your business a not-for-profit registered as a charity? *

- ☐ Yes
- ☐ No

2. Do you have public liability insurance? *

- ☐ Yes
- ☐ No

3. If you have public liability insurance, please attach evidence of your insurance policy.

Attach a file:

4. Does your business operate in the ACT? *

- ☐ Yes
- ☐ No

5. Is your business registered in the ACT? *

- ☐ Yes
- ☐ No

6. Is the proposed project being delivered for the benefit of the ACT tourism industry? *

- ☐ Yes
- ☐ No

7. Will you be collaborating with one or more businesses on your project? *

- ☐ Yes
- ☐ No

8. Do you have any outstanding reporting requirements for any previous ACT Government grants? *

- ☐ Yes
- ☐ No

9. If yes, please explain why the acquittal and/or reporting requirements have not been met.

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10. Please provide details of any ACT Government grants you have received in the last two (2) years.

Applicant contact details

* indicates a required field

Contact details - Business

1. Name of project lead business *

Organisation Name

A lead business must be nominated upon application, and this lead business must be based in the ACT. If the application is successful, the lead business will enter into a contractual agreement with the ACT Government for the funding.

2. ABN of the lead business *

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

3. Business physical address *

Address

eg: 1 Constitution Ave, City, ACT, 2601, Australia. If you need to use a PO BOX as an address, please select 'Can't find address' in the drop down menu.

4. Business postal address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
If you need to use a PO BOX as an address, please select 'Can't find address' in the drop down menu.

5. Business website (if applicable)

Must be a URL.

6. Project contact person *

Title First Name Last Name

7. Position held in the business *

8. Project contact work number *

Must be an Australian phone number.
eg: 02 6207 0000 or 0431 000 000

9. Project contact mobile number *

Must be an Australian phone number.
eg: 0431 000 000

10. Project contact email address *

Must be an email address.

11. Is your business an incorporated entity? *

- ☐ Yes
☐ No

12. If applicable, please provide your organisation's Australian Corporation Number (ACN) or Indigenous Incorporation Number (ICN).

13. Please upload your certificate of incorporation.

Attach a file:

Project details

* indicates a required field

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Collaboration partners

1. List all of the businesses who are collaborating on this project. Include each business name, trading name (if applicable) and ABN or ACN.

Example: Business: ABC trading corporation ; trading name: EFG Limited; ABN: 123456; ACN: 123456

2. In no more than 250 words please explain how the different businesses are collaborating on the project *

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Word count:

Must be no more than 250 words.

Marketing activity/project

1. Marketing activity/project name *

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2. Marketing activity/project outline *

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Word count:

Must be no more than 250 words.

Briefly outline the proposed marketing activity or project and how it will deliver positive and measurable economic outcomes for the ACT tourism industry

3. Marketing activity/project start date (if known):

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Note: Funding is available for marketing activities or projects that will be implemented during the 2020-21 financial year

4. Marketing activity/project end date (if known)

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Note: Funding is available for marketing activities or projects that will be implemented during the 2020-21 financial year

5. Please upload your marketing plan and any additional attachments

Your marketing plan must include the following:

- An overview of the activity or project
- Budget and funding breakdown
- Proposed timing and key milestones
- How it will align with VisitCanberra's destination messaging and /or destination marketing campaign
- Outline outcomes for the activity and how these will be measured (Activity must demonstrate positive and measurable economic outcomes for the ACT)
- Ability to be flexible and adaptable in the planning and delivery of the marketing activity or project due to the current COVID-19 public health emergency
- Demonstrated skills, ability and capacity to deliver the project

Please upload any additional information or documentation that may support your application as necessary

Document Upload *

Attach a file:

A minimum of 1 file and a maximum of 50 files may be attached.

Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB.

6. Project funding requested (ex GST) *

\$

Must be a dollar amount.

A minimum of \$1000 and maximum of \$10,000 exc GST can be requested.

If you are offered less money than you have requested for your grant, are you able to proceed with your project/activity *

- ☐ Yes
☐ No

Privacy, certification and feedback

*** indicates a required field**

Privacy and Freedom of Information

NOTE: Please ensure you have included all information required as part of your application before proceeding further.

Once an application is submitted it cannot be retrieved for editing.

The information you provide in your funding submission is used when processing and assessing your application. VisitCanberra sits within the The Chief Minister, Treasury and Economic Development Directorate (CMTEDD). CMTEDD respects all personal and

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confidential information you provide in your application. Information provided by all applicants will be stored centrally and may be used by ACT Government officers to better understand community needs and improve service delivery.

Applications may be read by external assessors and relevant ACT Government officers. Details of successful applicants (limited to applicant name, funding amount and grant purpose) will be made publicly available.

In compliance with the *Information Privacy Act 2014* (the Act) personal information on this form may be stored in CMTEDD's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal or commercial information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

Applicants should be aware that the provisions of the Freedom of Information Act 1982 apply to documents in possession of CMTEDD.

Certification - Business

This MUST be completed by the applicant lead business:

- This application has been submitted with the full knowledge and agreement of the individuals/organisations named in the application.
- This application meets the general eligibility criteria and I have read the accompanying guidelines.
- The statements in this application and any attached documentation are true to the best of my knowledge and any supporting material is my own work or the work of persons named in this application.
- I acknowledge that this application will be assessed on its merits and compared to other projects, and that it may not be funded.
- If the application is successful, the application form, including details of the proposed activity and budget, forms the basis of a legal agreement with the ACT Government.
- I understand that action may be taken for repayment of any grant made where information contained in the application is subsequently found to be false or the grant is not used for its approved purpose.
- If the application is successful, I will provide an acquittal report and all the information and supporting documentation required in accordance with the legal agreement.

• If selected as the successful applicant, I consent to CMTEDD using and publishing photographic images and audiovisual recordings (the Material) of the project in this application for informational and promotional purposes.

These include:

- CMTEDD promotional material and reports;
 - External and educational publications;
 - The VisitCanberra website; and
 - Social media.
- I agree that the above can be retained in CMTEDD library for future use.

*

☐ Yes, I have read, understood and agree to the certification and funding guidelines

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This form has been completed by: *

Title

First Name

Last Name

Name of project lead business

Position held in the business *

Date *

Must be a date.

Day-time phone number / mobile number

Must be an Australian phone number.

Email address

Must be an email address.

You are now coming to the end of your application process. Please **REVIEW** your application on the next page to ensure you have included all the information required and then click **SUBMIT**. Once submitted, you will not be able to retrieve your application for additional edits.

Please take a few moments to provide some feedback. We would value any feedback you may have regarding our online grants application process.

How did you find out about the 2020-21 Tourism Cooperative Marketing Fund (TCMF)?

- ☐ Social Media i.e Facebook or Twitter
- ☐ Word of mouth
- ☐ Internet browser
- ☐ Email
- ☐ Information session
- ☐ Website
- ☐ Other

Please indicate how you found the online application process.

- ☐ Very easy
- ☐ Easy
- ☐ Neither
- ☐ Difficult
- ☐ Very difficult

How much time did it take you to complete this application?

Do you have any recommendations and/or advice that could improve the application process?