

Regional Tourism Infrastructure Fund Round 2: Application Form Preview

Applicant

* indicates a required field

Program Overview

The Regional Tourism Infrastructure Fund is designed to create new or enhanced tourism infrastructure and experiences, increase visitor expenditure and numbers, encourage longer stays, and improve the dispersal of visitors across Queensland's regions.

RTIF offers funding of up to \$300,000 (GST exclusive) per project. Funding is available for eligible projects that strongly align with RTIF's objectives to drive tourism growth, promote economic development, and enhance Queensland's global competitiveness.

Co-contribution is not required, however project costs over and above the grant awarded are to be met by the applicant.

More information about RTIF, including program guidelines and eligibility criteria, can be found on the website here: www.detsi.qld.gov.au/tourism/funding-grants/regional-tourism-infrastructure-fund.

Applicant Organisation Details

The ABN you enter below must be associated with the Applicant Organisation Name entered above.

If you enter a different ABN to the Organisation Name (e.g. a different legal entity such as a Trust), you will need to provide evidence the two entities are linked.

Applicant Organisation Name *

This is the entity name as per the ABN registration.

Applicant Trading Name *

This is the name the business publicly trades as.

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)	

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Applicant Administration Details

The contact listed in this section will be the primary admin contact for the project.

The admin contact may or may not be the same as the project contact.

Applicant Admin Contact *

Title

First Name

Last Name

Applicant Contact Phone Number *

Must be an Australian phone number.

Organisation *

Organisation Name

Applicant Contact Email *

Must be an email address.

Applicant Admin Contact Position *

Applicant Website *

Must be a URL.

Applicant Office Address *

Address

Applicant Postal Address *

Address

Business Details

Select the ABN Entity Type in the extract above *

The ABN extract is titled "Information from the Australian Business Register". Your response determines questions in this form specific to the entity type.

Is the Applicant Organisation a new or existing tourism operator? *

☐ New

☐ Existing

Is the applicant an Indigenous Enterprise? *

☐ Yes

☐ No

More than 50% owned by Aboriginal or Torres Strait Islander people.

Is the Applicant applying on behalf of a consortium? *

☐ Yes

☐ No

Trustee or Partnership details

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If you have indicated that your business entity is a Trust, or a Partnership, please attach a copy of your trust deed, or organisational structure, that shows the beneficiaries and related entities.

Upload a copy of the trust deed or organisational structure here: *

Attach a file:

Consortium

You have indicated this application is being submitted as a consortium.

Please provide evidence of involvement and support of all consortium partners. This includes:

- a letter from the delegated authority of each organisation detailing involvement and support to the project, or
- a Memorandum of Understanding or a signed agreement between all consortium partners

and

- an overview with details of the roles, responsibilities and financial commitment (if relevant) of consortium partners.

The lead partner will complete the application on behalf of the consortium.

Upload consortium documentation here: *

Attach a file:

Applicant Organisation - Operational Details

Years trading

How many years has the business been trading? *

Must be a number.

Employees

Number of full-time employees currently employed. *

Must be a number.

How many years trading trading under current owner/management? *

Must be a number.

Number of part-time employees currently employed. *

Must be a number.

Number of full-time equivalent (FTE) positions *

Must be a number.

Two 0.5 part-time employees equal 1 FTE.

Nature of business

Describe the nature of your business, including core tourism products and services.

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If you are a new operator, or a tourism operator from another Australian jurisdiction, describe how your operation demonstrates active establishment of in Queensland.

Description of business operations. *

Word count:

Project

* indicates a required field

Project details

Project Title *

Word count:

Must be no more than 10 words.

Related to the key activity/infrastructure being delivered.

Project description - clearly outline what the grant funding will be used for. For example: construction of 10 additional self-contained 2 bedroom eco-cabins accommodating up to 40 guests with a range of room configurations to suit various group sizes. *

Word count:

Explain how accessibility has been considered in the development of this project. Where accessibility improvements are proposed, describe the expected outcomes. If accessibility improvements are not feasible or appropriate, provide a brief explanation. *

Word count:

Must be no more than 150 words.

Expected Project Start Date: *

Must be a date.

Projects must commence within 3 months of approval.

Estimated Project End Date *

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Must be a date.

Project Location

If the project location address is not found, you can move the pin on the map to the correct location.

Project Location Address *

Address

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

Please provide the 'Lot on Plan' of the property the project will be located. *

Enter N/A if the project is not located on a plot of land.

Which Regional Tourism Organisation area is the project located within? *

Please select from the download list.

Which Local Government Authority is the project located within?

This field will auto populate based on the project location entered.

Project contact

Project Contact Name *

Title

First Name

Last Name

Project Contact Position *

Project Contact Phone Number *

Must be an Australian phone number. For a landline, enter the area code and number with no spaces e.g. 0712341234. For a mobile, enter with no spaces.

Project Contact Email *

Must be an email address.

Land tenure (ownership)

Does the Applicant Organisation own the land on which the project will be situated? *

☐ Yes

☐ No

☐ N/A

Upload evidence the land is owned by the Applicant Organisation: *

Attach a file:

E.g. land title.

Upload evidence of land owner's consent for the Applicant Organisation to complete the project: *

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Attach a file:

E.g. lease document/conditions, letter of support.

Land ownership - not applicable - please provide a short summary to support your response: *

Traditional Owner and Local Government support for the project

*** Does the project have in-principle support from Traditional Owners? Does the project have in-principle support from the Local Government Authority (LGA)?**

☐ Yes

☐ No

☐ N/A

☐ Yes

☐ No

☐ N/A

Upload evidence of in-principle support here: *

Attach a file:

E.g. formal letter from the supporting organisation.

In-principle support not required - please provide a short summary to support your response: *

Regulatory approvals

The proposed project must have the relevant permits, approvals (including Development Approval), and detailed designs required to commence the project.

Are there any regulatory and/or environmental approvals, permits or agreements required to complete this project and commence operations? *

☐ Yes

☐ No

Enter all Local, State and Commonwealth approvals and permits required to complete the project or conduct activities related to the project. Include the current status and a copy of approval documentation.

Detail any regulatory approvals and permits required to commence and complete the project or conduct activities related to the project.

Evidence from the relevant authority must be supplied to confirm an application status or confirm the regulatory requirements.

Evidence may include:

- A copy of the submitted application.
- Written confirmation of application submission.

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- Written confirmation from the relevant authority/ies detailing the required approvals, permits and certification and at what stage of the project these are required.

'Add More' rows as required.

Type of Approval / P Status permit		Expected / Actual date approved	Copy of Approval documentation
		Must be a date.	E.g. a copy of your Development Approval or status of assessment (if not approved).

Application ID Reference

You have indicated you have commenced or submitted applications. Please provide the application reference numbers and the authority agency.

Add lines as required.

Authorised Agency	Application Reference ID

No approvals required

No approvals or permits required - please outline why they are not required for this project: *

Please attach written confirmation from the relevant authority that no approvals (including DA) are required at any stage of the project. *

Attach a file:

This may be an email or formal written correspondence on letterhead.

Barriers to project commencement

Are there any barriers to commence the project? *

☐ Yes

☐ No

For example, development approval not yet achieved and seasonal weather challenges.

Please detail the barriers to commencement and how they will be overcome *

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Project budget and funding

* indicates a required field

Project costs

The RTIF offers unmatched funding of up to \$300,000 (ex GST) per project.
Refer to the program guidelines for cost eligibility.

Project budget

Please provide evidence of project costs, including supplier quotes.

All amounts entered should be GST exclusive.

Add more rows as required.

Supplier/Contractor name	Description of work/service	Amount (GST exclusive)	Quote
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As per the quote.	Must be no more than 10 words.	As per the quote. Must be a dollar amount.	Upload a current/valid quote. A maximum of 1 file may be attached.
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How much grant funding are you requesting? (ex GST). *

Must be a whole dollar amount (no cents) and no more than 300000.

What is the total financial support you are requesting in this application?

Project budget: Total Amount (ex GST)

\$

This amount is calculated from the Project budget table above.

Funding (GST exclusive)

If the project budget is higher than the amount being requested, please identify your contribution to cover the remaining costs.

If you are not contributing financially to the project, enter \$0 in the editable fields.

Eligible Applicant Contribution *

Must be a whole dollar amount (no cents).

Enter \$0 if no contributions (ex GST).

Enter the total amount of ineligible project costs (if any) ex GST: *

Total Eligible Project Expenditure *

This number/amount is calculated.

Total Applicant Contribution *

This number/amount is calculated. Eligible and ineligible.

Total Project Costs *

This number/amount is calculated.

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Must be a whole dollar amount (no cents).
Enter \$0 if no ineligible contributions.

Applicant Contribution

You have indicated the Applicant Organisation is providing a contribution to the grant funded project (this application).

Enter evidence to demonstrate confirmed funding for the **Total Applicant Contribution** amount. Other government grants (Local, State, or Australian) must be for different and distinct project elements and cannot be included as a budget item or funding source in this application.

Evidence may be:

- a screen shot of the bank account with the account name of the funding source, showing sufficient funds, or
- an official letter, signed and dated by the authorised person, including the dollar value and timing of contributions and any conditions attached.

For a Local Government, this could be:

- a copy of the Council resolution committing budget to the project, or
- a letter from the CEO confirming the Council contribution to the project.

Funding Source (Or Organisation, Bank, Individual)	Type	Amount (ex GST)	Evidence of confirmed funding
Name of individual / organisation.	Applicant; Third-party.	Must be a whole dollar amount (no cents).	

Response to Criteria

* indicates a required field

Criteria 1: Alignment with government priorities (40%)

The applicant must demonstrate the proposed project is strategically aligned to Government priorities for tourism as set out in RTIF's overview, for example:

- Alignment with Queensland Government Strategies and plans (where relevant) particularly Destination 2045.
- Alignment with relevant region's strategic tourism plans such as and RTOs DMP, Local Government Tourism Plan or similar.
- Demonstrates new or enhanced tourism products and experiences.
- Is technically, commercially, and practically feasible and viable.

Provide a written response to Criteria 1, addressing each of the points above: *

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Upload any supporting documentation (if applicable):

Attach a file:

E.g. economic modelling, support letters from Traditional Owner, QTIC, Local Government.

Criteria 2: Economic benefits (30%)

The application must demonstrate the proposed project will:

- Create and support jobs in tourism and other sectors; and
- Have flow-on benefits for supply chains such as accommodation, retail, hospitality and transport.

How many FTE jobs do you expect to be created during construction phase of this project (if applicable)? *

Enter 0 if there is no construction element to this project, or no jobs are expected. Full Time Equivalent (FTE)

From the total implementation/construction jobs, how many FTE jobs are expected to be for Aboriginal and/or Torres Strait Islander peoples?

Must be a number.

How many additional annual visitors per annum do you expect this project will attract? *

Must be a whole number (no decimal place).

How many additional FTE jobs do you expect the project will create once operational? *

From the total operational jobs, how many FTE jobs are expected to be for Aboriginal and/or Torres Strait Islander peoples?

Must be a number.

Predicted additional Total Visitor Expenditure per annum as a result of this project. *

Must be a whole dollar amount (no cents).

Provide a written response to Criteria 2, addressing each of the points above: *

Please advise the methodology and assumptions used to support the economic outcomes identified above *

Enter N/A if 0 jobs entered. Response should demonstrate how you calculated the figures above.

Upload any supporting documentation (if applicable):

Attach a file:

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Criteria 3: Drive demand, tourism growth, and deliverability (30%)

Applications must demonstrate how the project will drive demand for the proposed infrastructure or experience, contribute to regional tourism and economic growth, and be construction-ready within three months of funding approval and demonstrate a clear timeline for completion.

Applications should outline a clear timeline for completion, provide evidence of planning such as permits, development or building approvals, detailed designs, and a risk management plan, capacity to deliver the project on time and within budget and ongoing operation of the completed experience/activity (e.g. marketing/business plan).

Provide a written response to Criteria 3 addressing the criteria above. *

Upload any supporting documentation (if applicable):

Attach a file:

Certification and submission

* indicates a required field

Accreditation Status

Is your business currently recognised as a Best of Queensland Experience? *

☐ Yes ☐ No

The current BOQE list can be found on the TEQ website here: <https://teq.queensland.com/au/en/industry/industry-resources/best-of-queensland-experience-program>.

Has your business achieved Sustainable Tourism Accreditation? *

☐ Yes ☐ No

Privacy statement

The Department of the Environment, Tourism, Science and Innovation (DETSI) collects and collates information from the application form to evaluate applications for the program. Only authorised officers and approved grant assessors have access to this information under the *Financial Accountability Act 2009* for the purpose of assessing the application for funding and reporting on program outcomes.

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.

Your personal information will not be disclosed to any other third party without your consent, unless required or authorised by law or by the *Information Privacy Act 2009*.

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For audit and record-keeping purposes, DETSI is required to retain the applications and other supplied support material.

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

Certification

This section should be completed by a person with authority for decision-making relating to the project.

By submitting this application form, I declare that

- I have the authority to lodge this application on behalf of the organisation.
- I have read (as referenced in the guidelines) and understand if a grant is approved, a formal agreement will be required to be signed by all parties.
- I understand additional specific conditions may also be included in the formal agreement, determined on a case-by-case basis.
- I understand that submission of a signed application does not guarantee approval for either all or part of the funding requested.
- I understand project costs incurred prior to the date of funding approval are not eligible for reimbursement and are incurred at the applicant's expense.
- I confirm that I, and my ultimate holding company (if applicable) are able to pay my/our debts as and when they become due and payable.
- I confirm that there are currently no claims that are pending or threatened against or by me or my ultimate holding companies (if applicable), which relate to the solvency (ie. ability to pay debts as and when they become due and payable).
- I hereby certify all details provided in this application are true and correct and understand the department's policy on confidentiality, commercial-in-confidence and privacy statement available via www.detsi.qld.gov.au/help/legal/privacy.
- I understand the assessment panel's decision on applications is final.
- I understand if the organisation has any dispute in relation to the application or assessment process, a formal submission may be lodged via tourismgrants@detsi.qld.gov.au.

Submission

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the mandatory questions are completed and there are no validation errors.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email, then you should presume that your submission has NOT been submitted.

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Hint: also check the email hasn't landed in your spam or junk email folder.

Name *

Title

First Name

Last Name

Position ***Organisation ***

Organisation Name

Grant promotion

How did you find out about this funding opportunity? *☐ Social Media☐ Newsletter - Tourism Industry News☐ Newsletter - Tourism and Events☐ Queensland☐ Newsletter - Other☐ Media article☐ Word of Mouth☐ Tourism event☐ Regional Tourism Organisation☐ Local Council☐ Local Member☐ Online - DETSI website☐ Other: