

‘Reinvigorate – create an experience’ Grant Application Guidelines

Introduction

Shell’s QGC Business Navigator program is proud to support the development of tourism in the Western Downs region by assisting local businesses to develop tours or experiences which are bookable online. The grants of up to \$5000 are aimed at assisting local businesses with an existing or well-advanced tourism idea to develop a tour, program or experience and create or improve their website to enable online bookings.

Who can apply?

To apply, your organisation must be:

- A for-profit or not-for-profit incorporated business with a registered ABN operating in the Western Downs. Your organisation must have had a local operational presence for at least one year.

OR

- A Traditional Owner Group with whom QGC has a formal agreement, for a project that will be delivered in either the Western Downs. The organisational structure of the group must be a legal entity, but the entity may be legally based outside of the project delivery area
- An unincorporated organisation, with a sponsor organisation that is directly associated with the project (for example, a local unincorporated club, sponsored by its parent body).

Project Eligibility

- Your bookable experience must be in advanced stages of development. It is expected the experience will be available to book by interested visitors upon completion of the grant project.
- This grant round is not intended for sponsorship or assistance in the development of an event or festival. Rather, it is to support a tourism experience that can be offered on an ongoing and regular basis.
- You must have relevant regulatory/council approvals in place for your tour, program or experience.
- You must have Public Liability insurance of at least \$10 million in place, and attach a Certificate of Currency to the application.
- It is strongly encouraged that goods and services are sourced from Western Downs for the delivery of your project. If this is not possible priority should be given to sourcing from nearby areas wherever possible.

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- Your experience must be developed and bookable online by the public within 6 months of the grant being approved. It should be financially self sustainable and not require ongoing funding or support.
- Your experience must be offered on a regular basis.
- Your application must not rely on the success of a separate grant application you have made to another organisation or government body, unless you have confirmation your application is successful. In this case, you should attach evidence of the confirmation.
- You should have a reasonable expectation that your business and the experience will continue to operate for at least 18 months after receipt of a grant.
- While local businesses are encouraged to support TSBE and local Chambers of Commerce, the program is not restricted to members of these organisations

Example projects may include:

- Assistance in developing a tourism program, experience or guide
- Establishment or enhancing an existing website to include a booking engine
- Training and education costs associated with upskilling staff to deliver the experience
- Physical upgrades to ensure relevant safety considerations are met
- Acquiring resources and equipment to facilitate the experience

Projects will be considered ineligible if they are:

- Ideas at an embryonic development stage
- You do not have an ABN
- Political contributions, business memberships and requests from religious organisations for religious purposes.
- Ongoing costs or retrospective project costs.

Conditions of Funding

- Only applications using the standard application form will be accepted. Applications must be received by the closing date
- It is expected businesses will be advised of their application outcome by 13 July 2020
- If you are unable to obtain quotes in time for your application to be submitted, you will be required to provide these before any monies are paid, if your application is successful.

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- You agree to provide relevant documentation to Business Navigators such as invoices, receipts and photographic evidence, for acquittal purposes.
- Shell’s QGC Business Navigators Program reserves the right to request audited financial statements from the applicant (for any project or activity) at any time.
- You will need to provide evidence from the property owner confirming their approval if the proposed project involves a property that the applicant does not own.
- You understand that any approved application is subject to due diligence before monies can be paid

You will notice in the application form that we collect information around senior members of your organisation. Providing this information, particularly around the involvement of any government officials, will assist us to assess your application in a timely manner. Having a government official involved in your organisation does not preclude a business from funding.

The definition of a ‘Government Official’ is:

- An official or employee of any government, or any agency, ministry or department (at any level) – including local government.
- A political party or any official of a political party, including candidates for political office.
- An immediate family member (that is, a spouse, dependent child, parent or household member) of any of the above.

Applications will be undertaken online.

Please visit <https://shellaustralia.smartygrants.com.au/Reinvigorate> and follow the prompts to register and begin your application.

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Application Process

If your project meets the eligibility criteria and conditions set out in these Guidelines, please visit <https://shellaustralia.smartygrants.com.au/Reinvigorate> and follow the prompts to register and begin your application. If you have any questions or who would like further information, please contact the Grants Administrator, Business Navigators.

Email: grants@navigatorwesterndowns.com.au

Important Dates

Funding Round Opens	Funding Round Closes	Successful applicants advised
8 June 2020 (Midnight AEST)	28 June 2020 (Midnight AEST)	13 July 2020

Business Navigator Western Downs is a business growth advisory service partnering with owners of new and developing businesses in the Western Downs to accelerate their growth. The service is a partnership of Shell's QGC business and Toowoomba and Surat Basin Enterprise.

Our team provides strategy, finance and marketing advice as well as hands-on assistance to help develop strategy and achieve business objectives.

