



COVID-SAFE TOURISM CO-INVESTMENT PROGRAM ROUND 1

FREQUENTLY ASKED QUESTIONS



Chief Minister, Treasury and
Economic Development Directorate

February 2021

FUNDING

1. What is the total amount of funding available under the COVID-Safe Tourism Co-Investment Program (CSTCIP)?

The CSTCIP has \$1.5 million available in funding, with \$750,000 to be allocated to successful industry-led projects in each financial year of 2020-21 and 2021-22.

2. Will other forms of payment be considered for the matched funding, ie. in-kind activity?

No. Funding is only available on a matched dollar-for-dollar basis, for cash contributions only. In-kind contributions will not be considered for matching.

3. Is the funding inclusive or exclusive of GST?

The funding is provided exclusive of GST. Your equivalent cash contribution towards the project must also be exclusive of GST.

4. What is the maximum funding I can apply for?

Organisations can apply for funding between \$10,000 and \$100,000 (excluding GST).

5. Can I apply for funding multiple times?

Yes, you can apply multiple times for different projects.

6. If I currently receive funding under other ACT Government grants, am I able to apply for funding under the CSTCIP?

If you have received ACT Government funding for the same project or activity, it is not eligible for CSTCIP funding. If the existing ACT Government grant funding is for a different project, exhibition, or activity, you can apply for CSTCIP

7. What type of projects are eligible for funding?

Please refer to the Guidelines for examples.

8. What type of projects are not eligible for funding?

Please refer to the Guidelines for examples.

ELIGIBILITY

9. Can individuals apply?

Individuals can apply for funding provided they have a registered business in the ACT.

10. What types of organisations or businesses are eligible for funding?

Eligible entities can be defined as private sector businesses:

- Sole traders;
- Partnerships;
- Companies;
- Trusts;
- Business Clusters.

11. What if I'm based in NSW, can I apply?

Applicants must be incorporated in the ACT under the *Associations Incorporation Act 1991*, or a company registered under the *Corporations Act 2001 (Commonwealth)* with its principal place of business in the ACT.

12. If my application is successful, will I be granted the full amount requested?

Funding requests will be considered as part of the assessment process. Partial or full funding may be offered to successful applicants.

13. If I have already spent an amount of money on infrastructure and tourism product development this financial year, can that be considered towards my cash contribution?

No, funding is for new projects only and for projects that meets the eligibility and assessment criteria included in the Guidelines. Requests for retrospective funding, reimbursements, refunds, offsets or subsidies for works already undertaken are not eligible for funding.

14. Do I need to be an incorporated entity to apply?

No, you do not need to be an incorporated entity. That question is included in the application form to assist us with administering future paperwork if your application is successful through the evaluation process.

15. Why do I need to provide quotes?

Quotes are required to support the expenditure outlined in the application. This will assist in ensuring the project has a realistic budget outline.

16. What is meant by shovel-ready project?

These are projects that have co-funding and all required regulatory and/or development approvals identified, and can demonstrate robust planning, budgeting and final project costing in order to enable commencement of works following execution of a grant agreement.

APPLICATION PROCESS AND REQUIREMENTS

17. What are the opening and closing dates for applications?

Applications open on Tuesday 2 March 2021 and close at 5pm on Friday 2 April 2021. The funding round will remain open during this period until the designated funding allocation has been exhausted.

18. Will there be further funding rounds for CSTCIP?

There may be additional rounds of funding over the grant period. You should ensure you are subscribed to VisitCanberra's IndustryLink newsletter to receive updates of new rounds. You can subscribe here: <https://tourism.act.gov.au/insights/latest-news/>

19. Can I apply outside of an advertised funding round?

No, applications must be received between the opening and closing dates of the Grant. No late applications will be accepted.

20. How do I submit an application?

You need to submit an application through the SmartyGrant online application form. The forms can be found here: <https://CMTEDD.smartygrants.com.au/CSTCIP2021R1>

Hardcopy or email applications will not be accepted.

21. What is required for the application?

You must complete the online application form, answering all mandatory questions and uploading attachments as requested. All questions and attachments relate to the eligibility criteria and application requirements outlined in COVID-Safe Tourism Co-Investment Program Guidelines.

22. The application form asks for documents to be uploaded, what format do you require for this?

Documents can be uploaded in Word, Powerpoint, Excel, or PDF format. It must address the relevant requirements included in Section 7.1 of the Guidelines.

23. Does my project have to start by a specific date?

Projects can commence after an Agreement has been negotiated and signed. Successful industry-led projects funded through this round, must be completed by 20 June 2022.

24. Who can I speak to if I need technical assistance with my online application?

If you are having difficulty in accessing the online application form or if an error occurs, please contact the Business Services Team for assistance:

Email: EconomicDevelopmentBusinessServices@act.gov.au.

25. When will I know if I have been successful?

VisitCanberra is unable to provide feedback on the outcome of your application prior to the conclusion of the assessment process. All successful and unsuccessful applicants will be notified by VisitCanberra in writing.

QUESTIONS

26. Who can I speak to for further information?

It is **highly recommended** that applicants speak with VisitCanberra prior to submitting their application. For more information on the CSTCIP Guidelines, eligibility requirements or to discuss your project prior to submitting an application, please contact the VisitCanberra Contact Officer:

Manasi (Maisi) Ahuja
Director, International and Partnerships
Manasi.ahuja@act.gov.au
02 6207 0215