



ACT
Government

TOURISM PRODUCT DEVELOPMENT FUND

FREQUENTLY ASKED
QUESTIONS (FAQs)

2022-23 ROUND



Chief Minister, Treasury and
Economic Development Directorate

February 2023

FUNDING

1. What is the total amount of funding available under the Tourism Product Development Fund (TPDF)?

The TPDF (previously known as the COVID-Safe Tourism Co-Investment Program, was established with \$1.5 million in funding available over two years (2020-21 and 2021-22). The TPDF has now been extended and, under the 2022-23 round, a total of \$500,000 is available to be allocated to successful industry-led projects.

2. Will other forms of payment be considered for the matched funding – i.e. 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 TPDF?

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

7. What types of projects are eligible for funding?

Please refer to the TPDF Funding Guidelines at <https://tourism.act.gov.au/funding/tourism-product-development-fund/> for examples.

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

9. Please refer to the TPDF Funding Guidelines at <https://tourism.act.gov.au/funding/tourism-product-development-fund/> for examples.

ELIGIBILITY

10. Can individuals apply?

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

11. 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

12. 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 or operating in the ACT with an address in the ACT.

13. 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.

14. 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 meet the eligibility and assessment criteria included in the TPDF Funding Guidelines. Requests for retrospective funding, reimbursements, refunds, offsets, or subsidies for works already undertaken are not eligible for funding.

15. 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.

16. 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.

17. What is meant by a 'shovel-ready project'?

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

APPLICATION PROCESS AND REQUIREMENTS

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

Applications open at 9am on Friday 3 February 2023 and close at 5pm on Tuesday 14 March 2023.

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

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

20. How do I submit an application?

You need to submit an application through the SmartyGrants online application form. The form can be found here: <https://CMTEDD.smartygrants.com.au/2021-22TPDF>

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 the TPDF Funding 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. They must address the relevant requirements included in Section 6.1 of the TPDF Funding Guidelines.

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

Projects can commence after a grant funding agreement has been negotiated and signed. Successful industry-led projects funded through this round must be completed by 30 June 2024.

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:

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 TPDF Funding Guidelines, eligibility requirements or to discuss your project prior to submitting an application, please contact one of the VisitCanberra contact officers:

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