



YEAR OF
OUTBACK TOURISM

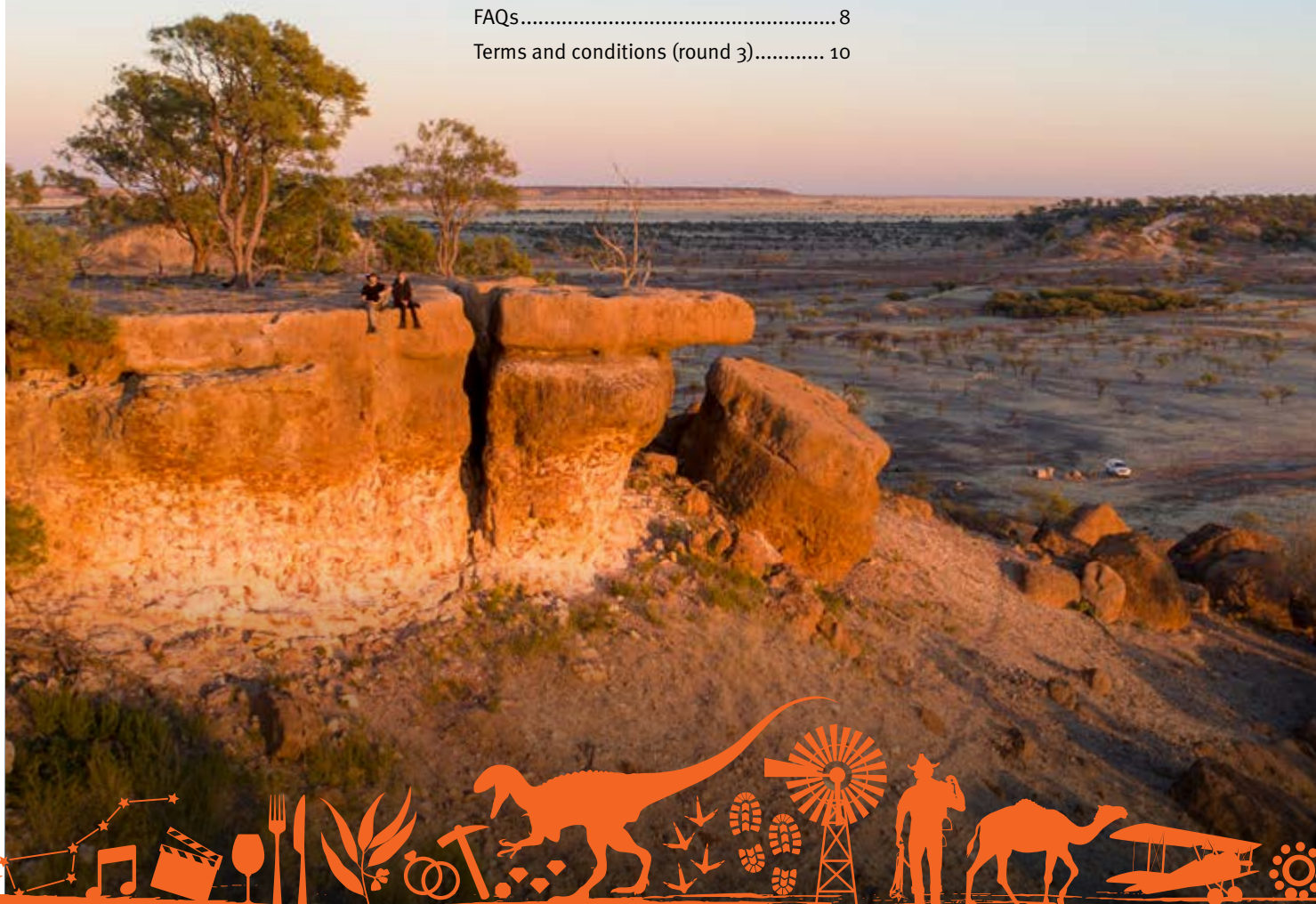
EVENTS PROGRAM

GUIDELINES



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Message from the Premier

In 2019 we've been celebrating the Year of Outback Tourism, shining a broader spotlight on places beyond our journeyed coast.

Queensland's outback has inspired countless storytellers, painters and poets, with breathtaking vistas and characters more colourful than an artist's palette.

Each year, more and more local and international tourists are discovering the fun and far-flung events and festivals of regional Queensland, with almost 900,000 visitors expected to trek to the outback in 2019.

With regional tourism now supporting more than 3700 jobs in Queensland, my government wants to help councils, community groups and businesses create an expanded calendar of events to encourage even more people to 'go bush'.

Our \$3 million Year of Outback Tourism Events Program is all about diversifying the slate of events on offer in our state, strengthening regional economies by connecting towns and cities to fresh tourist markets.

Whether it's a bold and brash music festival, an epic art installation or a desert gathering for discerning foodies, we're looking to invest in unique events which enthrall and excite.

The third round of the program is now open, with funding from \$1000 to \$100,000 on offer, supporting events of all shapes and sizes across 27 eligible Local Government Areas.

The two-year program complements our existing \$10 million Queensland Outback Tourism Infrastructure Fund, which is building accommodation, attractions and experiences from Murweh to Mount Isa.

If you have a bright idea for a new or extended outback event, now is the time to apply for funding and let my government help entice droves of tourists where drovers roam.

Annastacia Palaszczuk MP

Premier of Queensland
Minister for Trade



Introduction

In Queensland, 2019 is the Year of Outback Tourism.

This Queensland Government initiative positions the Outback as a world-leading tourism destination and supports economic, social and cultural growth in Outback Queensland.

As part of the Year of Outback Tourism, the Queensland Government will deliver the Year of Outback Tourism Events Program (the program).

The Queensland Government has recognised that there is an opportunity to further leverage the existing major and regional events programs to build on the government's commitment to grow the tourism industry and create jobs. Events can build a profile for a region, and support local business in the low and shoulder seasons. In addition to these positive economic impacts, events also build community pride, social cohesion and resilience.

The \$3 million program will diversify the state's events portfolio and provide new opportunities to attract visitors and further drive the economy in Outback Queensland.

In 2019 and 2020, grants will be available for new events or to extend existing events, which contribute to enhancing the profile of Outback Queensland and attract or increase the number of visitors to the region.

Funding from \$1000 to \$100,000 (exclusive of GST) is available per event. Program funding may provide up to 50 per cent of overall event costs. Events must be delivered on or before 31 December 2020.

The program will primarily be available via a round process, to support the Year of Outback Tourism declared by Anastacia Palaszczuk MP, Premier and Minister for Trade.

Visit www.qld.gov.au/outback for further information and to apply.

Program objectives

The program provides funding to new events or to extend existing events that will further:

- attract international, interstate and/or intrastate visitors and drive economic growth in Outback Queensland
- boost the flow and dispersal of tourist visitors throughout Outback Queensland
- encourage community participation and engagement
- promote social, cultural or economic benefit to the community
- enhance the profile of the host destination.

Key dates

Please note round dates are indicative only and may change. Please refer to www.qld.gov.au/outback for the latest information.

Round 1

Closed	1 April 2019
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Round 2

Closed	15 July 2019
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Round 3

Opens	September 2019
Closes	4 November 2019
Applicants notified	February 2020
Event delivery	must be by 31 December 2020

Round 4

Opens	February 2020
Closes	March 2020
Applicants notified	May 2020
Event delivery	must be by 31 December 2020

Applicant eligibility

Eligible applicants must have a valid Australian Business Number (ABN) or Australian Company Number (ACN) and



may include:

- local councils operating in Outback Queensland (refer to Definitions section within Terms and conditions for eligible local government areas)
- Regional Tourism Organisations
- event managers and/or event promoters
- incorporated associations or bodies
- corporations including those operating on a not-for-profit basis
- community and festival organisations.

An applicant organisation's ABN/ACN will be confirmed on www.abr.business.gov.au

Applicants are encouraged to collaborate with other parties to benefit the region. While multiple organisations meeting the eligibility criteria are encouraged to apply together as part of a joint application, one organisation must nominate as the lead applicant and accept legal and financial responsibility for the grant.

The following applicants are ineligible:

- state or federal government departments
- individuals
- entities without an ABN or ACN
- political parties.

Please note organisations that have outstanding acquittals that are overdue for any previous Queensland Government funding may be ineligible.

Event eligibility

The primary purpose of the program is to support events that will attract new visitors to Outback Queensland, or encourage existing visitors to stay longer. Applications will be assessed on how the initiative meets each of the program objectives and assessment criteria.

Existing events must detail the growth opportunity or event extension in their application.

The event for which the applicant is applying must be hosted in Outback Queensland and within one of the 27 Local Government Areas detailed on page 4 (refer to the Definitions section of the Terms and conditions). Events hosted outside of Outback Queensland as defined are ineligible.

The application may either be for a new event or to extend an existing event (the extension must meet the program objectives). Examples of the types of events that might be considered include festivals, food and wine events, sporting events, conferences, art and cultural performances, Indigenous experiences, and installations.

Country shows are eligible for funding however the application must clearly demonstrate how the event and funding will achieve the outcomes of the program, including driving additional tourism to the region.

Applications for capital works, including permanent event infrastructure, are only eligible where an applicant can demonstrate the works are directly associated with the event and will result in an increase in visitation and future tourism potential as a direct result of the installation.

Events may also receive funding from other Queensland Government programs such as from Tourism and Events Queensland's Queensland Destination Events Program or sponsorship funding.

Funding will not be granted retrospectively. The event date must be after 29 February 2020.

Applicants are eligible to apply for a maximum of \$100,000 per event application.

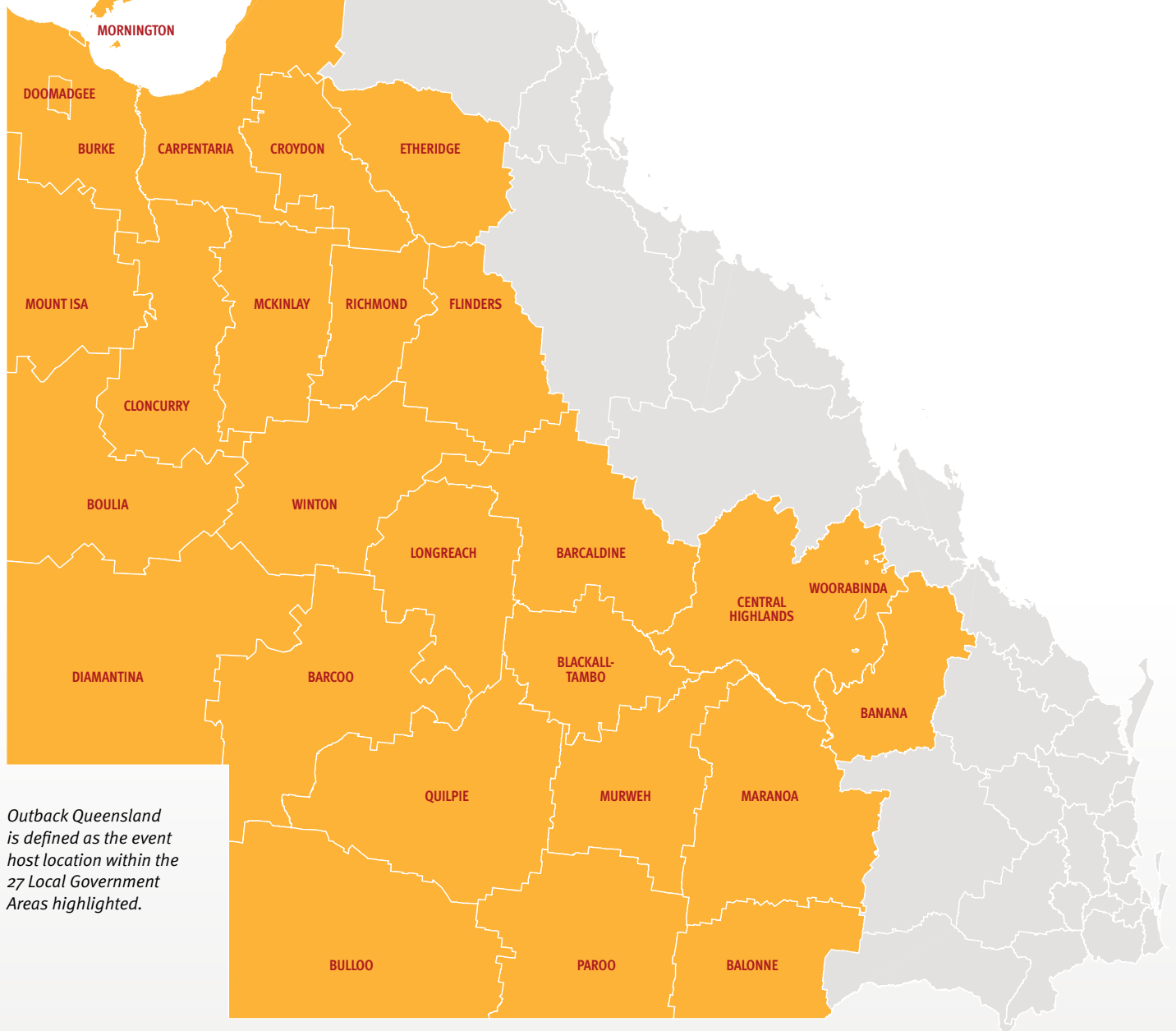
Events must be delivered on or before 31 December 2020.

Eligible and ineligible costs

While it is not possible to provide an exhaustive list of items that are eligible or ineligible for funding, the list below provides a guide.

Eligible costs

- Marketing and advertising (e.g. advertising, promotional collateral, marketing activities, public relations, graphic design, associated printing costs)
- Salaries/wages for tradespeople, professionals, external suppliers and short-term personnel (with a valid ABN) who are engaged to deliver the project
- Transport (bus/coach hire if reasonable and integral to the project)
- Bands and musical accompaniments, speakers, artists, performers and other fees associated with securing event talent and content
- Freight (must be directly related to the event)
- Interpretive/information signage/installations
- Venue and equipment hire (external to the applicant organisation) including audio, visual, rigging, generator hire, fencing, toilets, traffic management, hire equipment (marquees, chairs, tables, staging), waste management and wet weather contingencies
- Capital expenditure relating to the purchase or upgrade of assets for ongoing use by the organisation that will continue to drive economic outcomes for this host community (e.g. toilet blocks and lighting towers).



Outback Queensland is defined as the event host location within the 27 Local Government Areas highlighted.

Ineligible costs

- Costs incurred in the preparation of research, strategies or related activities
- Private events for members or via invitation only
- Expenditure incurred prior to the round closing date
- Expenditure items already committed to be paid by another provider, including a Queensland Government funded program
- Salaries/wages for someone employed by the applicant on an ongoing basis (this includes internal marketing personnel, internal event staff overtime, internal researchers and any related entitlements such as overtime)
- General ongoing administration or routine operations of the organisation such as electricity, phone bills, taxi fares, printer cartridges, stationery and rent
- Expenditure for events held outside Outback Queensland
- Other expenditure which will not meet the program outcomes.

Funding conditions

Program funding may provide up to 50 per cent of overall event costs.

For example, if the event is expected to cost \$50,000 in total, the applicant should have sourced \$25,000 in cash to put towards the project—made up of either their own cash reserves, or that of another entity, or revenue. Applicants must identify any other source of funding including pending applications and indicate their level of certainty (written evidence is required).

Organisations unable to make a cash contribution may also apply and must clearly outline the reasons in the application form.

Applicants will not receive funding under this program if they have already received funding for the same project items from another funding source.

Funding under this program may be offered conditionally upon the organisation receiving funding from other sources listed in the application and is provided on a one-off basis and should not be relied on for continuity of the project or activity.

No additional funding will be provided in the event that the actual total cost exceeds the estimated total cost.

Organisations may be offered a smaller funding amount than applied for. In this circumstance, a revised project plan or budget may be requested.

Successful applicants will be required to comply with the Terms and conditions contained in this document.

Application process

Applications will be assessed for their merit and alignment to the program objectives. Consideration will also be given to local needs, emerging issues, and alternate sources of funding.

If you are successful, you will be required to enter into a funding agreement with the Queensland Government and fulfil any milestones and deliverables outlined.

Requirements of an agreement may include:

- ensuring appropriate leveraging opportunities are provided
- obtaining all appropriate documentation (e.g. permits, approvals, relevant insurances) and providing copies to the Queensland Government on request and in accordance with the funding agreement
- acknowledging the Queensland Government's contribution, by, but not limited to, incorporating and displaying any logos, signage and merchandise provided by the Queensland Government
- providing opportunities or similar for the Premier, Minister or delegate in connection with your initiative (e.g. public address, role at an opening ceremony, program foreword)
- developing and implementing a marketing and communication strategy to promote the event to intrastate and interstate visitors
- providing all advertising material to the Queensland Government for approval prior to production
- if applicable, ensuring the Queensland Government is granted an appropriate licence to use, reproduce and communicate to the public any works produced in the course of, or as a result of, your initiative
- providing the Queensland Government with images of your initiative accompanied by signed photo consent forms and a perpetual, royalty-free, non-exclusive licence to the images
- delivering on milestones as detailed in the funding agreement, including submission of status reports
- delivering the event as per the funding agreement
- providing a final report.

How to submit an application

Applications are only accepted online via the application form available at www.qld.gov.au/outback

The Queensland Government will not accept application forms received by person, post, email or fax.

As part of the application process, you will be requested to submit:

1. a valid ABN/ACN
2. complete responses to all application questions.
The application form can be saved to complete at a later time. We recommend allowing plenty of time to compile comprehensive answers with supporting documentation.
3. event details
4. comprehensive budget information
5. marketing and communications strategy (including details of activity to attract intrastate and/or interstate visitors)
6. key timelines
7. details of any landowners
8. any additional information such as quotes for any musicians, travel, freight or designs for any artwork or installations
9. additional support material if applicable.

When submitting your application, you must disclose all matters that may affect the Queensland Government's decision to assess the application.

It is expected if the application relates to an event occurring at a location not owned by the applicant organisation, the owner of the land must provide an additional letter of approval for the project or activity and this letter is included as part of the application.

The online application form must be completed by a person authorised to submit an application on behalf of the organisation. The person submitting this form will be asked to declare this and agree to the program terms and conditions on behalf of the organisation.

Judges may also, at their discretion, reconsider applications from previous rounds. Previous applicants will be informed if their past application is being reconsidered. Reconsideration is not guaranteed and any past applicants actively seeking funding are encouraged to review and resubmit an application in the current round.

Assessment criteria

The Queensland Government expects high quality, competitive applications. Organisations should prepare sufficiently detailed applications to assist the assessment panel in making decisions.

Applications will be evaluated and rated against the program objectives, specifically:

Ability to attract visitors and drive economic growth in destinations within Outback Queensland

1. Is this a new or existing event? If new, what is the unique selling point? If existing, how will you use the funding to grow and attract new audiences to the event?
2. Is the event accessible to external visitors (e.g. international, interstate, intrastate)?
3. What is the proposed attendance? What modelling and research has been done to support the anticipated demand?
4. Are key stakeholders and organisations within the host community supportive of the event?
5. How robust and viable is the marketing and communications strategy, including activities to attract intrastate and/or interstate visitors?

Ability to boost the flow and dispersal of tourist visitors throughout Outback Queensland

6. What benefits are there for neighbouring communities? Are they social and/or economic?
7. Is this event programmed for a shoulder/off peak period?

Ability to encourage community participation and engagement

8. What benefits will be derived for the local community?

Ability to promote social, cultural or economic benefit to the community

9. How does the project directly support jobs in the host or surrounding communities?
10. What opportunities are there for the community to be involved in delivering the project/activity?

Ability to enhance the profile of the host destination

11. Could this project be expected to enhance the profile of the destination? How?

Ability to plan and deliver a quality event

12. Does the applicant clearly outline how the event will be promoted and evaluated?
13. Is the budget comprehensive, realistic and correct?

14. Does the project demonstrate value for money and clearly outline eligible expenses?
15. Has the organisation supplied evidence that it has the capacity to deliver and implement all aspects of the project/activity?
16. What is the future sustainability of the event beyond the funding period?
17. Is the application of a high standard?
18. Are the quotes recent and complete?
19. Are the letters of support relevant?
20. Has the organisation sought the approvals required?
21. Have all risks been identified and reasonably mitigated?

Assessment process

Eligible applications will be assessed by an assessment panel against the program's objectives, and the assessment criteria.

The Queensland Government reserves the right to undertake reasonable checks of applicants at its discretion. These may include feedback from Regional Tourism Organisations, due diligence, financial and, on further consent, criminal history checks.

The number and value of applications awarded is at the discretion of the Queensland Government.

Notification of outcome

Applicants will be informed in writing of the outcome of the assessment.

Applicants should contact outbackevents@premiers.qld.gov.au for any further clarification.

Feedback should be sought prior to the opening of applications for the following round.

Complaints about the outcome of an application can be made in accordance with the Department of the Premier and Cabinet's complaints management policy at www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints.aspx

Funding agreement

Successful applicants will be required to enter into a funding agreement with the Queensland Government, represented by the Events and Engagement Unit, Department of the Premier and Cabinet. Emails to successful applicants will contain details of any specific conditions attached to the funding.

The funding agreement will contain the entire agreement between the parties. There is no binding agreement on any party until the funding agreement is agreed to and signed by the applicant's authorised representative and a Queensland Government delegate.

The funding agreement is the legal agreement between the Queensland Government and the successful applicant. In managing funding provided, the successful applicant must comply with the requirements of the funding agreement.

Financial and other arrangements

Funding will be provided to successful applicants once they have entered into a funding agreement with the Queensland Government and provided all requested information

Applicants will be required to hold the appropriate insurances for the term of the project.

Milestone payments

Funding will only be released upon specific milestones being achieved, generally as follows:

- up to 75 per cent on signing the funding agreement
- up to 25 per cent on acceptance of the final report (due within six weeks of the event's completion).
For larger funding contributions, a third milestone payment may be applicable.

Reporting requirements and acquittal of grant funds

Periodic monitoring may be undertaken during the project and may be used to provide evidence for ongoing risk assessments.

Successful applicants will be required to report on the project/activity and acquit the expenditure funding at the times and in the manner specified in the funding agreement.

Contact details

For further information on the Year of Outback Tourism Events Program contact:

Events and Engagement
Department of the Premier and Cabinet
Telephone: (07) 3003 9200
Email: outbackevents@premiers.qld.gov.au
Website: www.qld.gov.au/outback

FAQs

What is 'Outback Queensland'?

'Outback Queensland' is defined as the event host location within the Local Government Areas of:

1. Balonne Shire Council
2. Banana Shire Council
3. Barcaldine Regional Council
4. Barcoo Shire Council
5. Blackall–Tambo Regional Council
6. Boulia Shire Council
7. Bulloo Shire Council
8. Burke Shire Council
9. Carpentaria Shire Council
10. Central Highlands Regional Council
11. Cloncurry Shire Council
12. Croydon Shire Council
13. Diamantina Shire Council
14. Doomadgee Aboriginal Shire Council
15. Etheridge Shire Council
16. Flinders Shire Council
17. Longreach Regional Council
18. Maranoa Regional Council
19. McKinlay Shire Council
20. Mornington Shire Council
21. Mount Isa City Council
22. Murweh Shire Council
23. Paroo Shire Council
24. Quilpie Shire Council
25. Richmond Shire Council
26. Winton Shire Council
27. Woorabinda Aboriginal Shire Council.

Please see map on page 4 for visual representation of eligibility.

How does the Year of Outback Tourism Events Program differ from the Queensland Destination Events Program (QDEP), initiated by Tourism and Events Queensland?

The Year of Outback Tourism Events Program differs from the QDEP program via:

	Year of Outback Tourism Events Program	Queensland Destination Events Program
Event type	New or extend existing events in Outback Queensland	Criteria to enable eligibility status
Event host location	Outback Queensland only	Statewide
Funding amounts	Available funding between \$1000 to \$100,000	Available funding between \$10,000 to \$25,000 (Destination Event Funding) and \$25,000 to \$100,000 (Significant Event Funding)
Funding ratio	Up to 50 per cent of total event budget can be applied for	Up to 25 per cent of total event budget can be applied for
Eligible costs	Broader scope of works to include audio hire, headline artists etc. A full list is on page 3.	Predominantly marketing, strategic plans, short-term specialised personnel, temporary infrastructure
Responsible agency	Department of the Premier and Cabinet	Tourism and Events Queensland

If I am delivering an event outside Outback Queensland what other funding options are there?

The Queensland Government recognises the importance of event tourism. There are a number of available options for your event that include:

- Tourism and Events Queensland's Queensland Destination Events Program (QDEP) via teq.queensland.com/events/events-support/queensland-destination-events-program
- Sponsorship funding via www.qld.gov.au/sponsorship
- Various grants available at www.qld.gov.au/grants



Can I receive funding from multiple programs?

Yes. Program funding is available for specific purposes. For example, you may receive funding from Tourism and Events Queensland of \$15,000 for a tourism consultant to produce a strategic plan, and you may receive \$50,000 in funding from the Year of Outback Tourism Events Program for multiple headline artists to drive attendance to your event.

Can I apply more than once for the Year of Outback Tourism Events Program?

Yes. You may receive funding in each round. However, only a maximum of \$100,000 program funding, per event, is available.

For example, if you host an annual event, you are entitled to apply for up to \$100,000 in funding for each year.

What if I was unsuccessful in round one of the program?

You are encouraged to review the criteria before re-submitting.

How much will the Year of Outback Tourism Events Program provide?

The application must be for between \$1000 and \$100,000 (exclusive of GST). The program may provide a maximum of 50 per cent of the event budget.

What do I need to include in the budget?

A budget template is provided as part of the application process. Use the template to itemise:

- the applicant's contribution
- the project's total income (detailed by local or federal government funding, donations, ticket sales, value-in-kind and cash sponsorships)
- all expenditure (including what the requested money will be spent on. Any information including quotes are useful).

The applicant must provide a comprehensive breakdown incorporating all income and expenditure. To demonstrate that all costs have been considered, total revenue must equal total expenditure in the budget. The project budget is part of the assessment criteria and needs to be accurate. Please note all costs must be listed as GST exclusive.

What if my event is held prior to the announcement of successful applicants in this round?

Funding will not be granted retrospectively. The event date must be after 29 February 2020.

Can my organisation begin planning and implementing our event before successful applicants are announced?

If you wish to progress with expending the items proposed in your application, your organisation must be willing to underwrite these costs should your application not be successful.

EXAMPLE BUDGET			
Income	\$ (ex. GST)	Expenditure	\$ (ex. GST)
Event income (ticket sales)	\$10,000	Venue hire	\$5000
Sponsorship – cash (detail organisation name) – naming rights	\$5000	Staging/equipment hire	\$4300
Sponsorship – in-kind (detail organisation name) – radio promotion	\$2000	Entertainment	\$9000
Other Queensland Government grant (eg QDEP) – for marketing	\$4300	Travel and accommodation	\$3000
Year of Outback Tourism Events Program R3 (this application) – for entertainment	\$9000	Marketing	\$5000
		Ticketing	\$2000
		Security	\$2000
Total	\$30,300	Total	\$30,300

What if my organisation isn't registered for Goods and Services Tax (GST)?

Applicants do not need to be registered for GST. If applicants are GST registered, 10 per cent GST will be added to the grant amount. Applicants who are not GST registered will have the opportunity to apply for reimbursement of the GST incurred by the organisation for agreed expenditure items as listed in the funding agreement (up to 10 per cent of the funding support).

For advice on GST, please contact a tax advisor or the Australian Taxation Office on 13 28 69 or via its website at www.ato.gov.au

Will there be tax implications if my organisation receives a grant under the Year of Outback Tourism Events Program?

The taxation implications of any payments made to an applicant under the program may differ depending on the applicant's circumstances. The Queensland Government is unable to provide taxation advice and accordingly recommends consulting your own professional adviser to determine any taxation implications that may apply.

The Australian Taxation Office has publicly available guidance that may also assist you. This information can be accessed via its website at www.ato.gov.au. For example, guidance in relation to GST treatment of financial assistance payments can be found in GST Ruling 2012/2.

What happens if a funded project cannot go ahead?

If an organisation is unable to complete the project or wishes to withdraw from funding for any reason it must notify the Events and Engagement Unit, Department of the Premier in Cabinet, in writing as soon as possible. Contact should be made via email at outbackevents@premiers.qld.gov.au

How is this program assessed?

Each application will be assessed in line with the eligibility and assessment criteria. Applications may be verified with relevant organisations such as landowners, Regional Tourism Organisations and local councils. The application is also subject to due diligence checks.

Terms and conditions (round 3)

1. The Year of Outback Tourism Events Program is conducted by the State of Queensland acting through the Department of the Premier and Cabinet ABN 65 959 415 158 in accordance with the guidelines and on the following terms and conditions.

Definitions

2. In these terms and conditions:
 - a) "application" means the official application for a grant submitted by the applicant as part of the Year of Outback Tourism Events Program
 - b) "closing date" means 5 pm (Australian Eastern Standard Time) on Monday 4 November 2019, or at specified times for out of session rounds
 - c) "DPC" means the State of Queensland acting through the Department of the Premier and Cabinet (ABN 65 959 415 158)
 - d) "Minister" means the Minister with responsibility for the Year of Outback Tourism Events Program
 - e) "project" means the event or activity detailed in the application for which the applicant is seeking a grant
 - f) "personal information" has the same meaning as in the *Information Privacy Act 2009* (Qld)
 - g) "funding agreement" means the written funding agreement to be entered into between DPC and each successful applicant on terms to be further agreed
 - h) "Outback Queensland" is defined as the event host location within the Local Government boundary Areas of the following:
 - Balonne Shire Council
 - Banana Shire Council
 - Barcaldine Regional Council
 - Barcoo Shire Council
 - Blackall-Tambo Regional Council
 - Boulia Shire Council
 - Bulloo Shire Council
 - Burke Shire Council
 - Carpentaria Shire Council
 - Central Highlands Regional Council
 - Cloncurry Shire Council
 - Croydon Shire Council
 - Diamantina Shire Council
 - Doomadgee Aboriginal Shire Council



- Etheridge Shire Council
- Flinders Shire Council
- Longreach Regional Council
- Maranoa Regional Council
- McKinlay Shire Council
- Mornington Shire council
- Mount Isa City Council
- Murweh Shire Council
- Paroo Shire Council
- Quilpie Shire Council
- Richmond Shire Council
- Winton Shire Council
- Woorabinda Aboriginal Shire Council.

Eligibility

- Organisations making an application must be operating with a valid Australian Business Number (ABN) or Australian Company Number (ACN). They must also be one of the following:
 - local councils operating in Outback Queensland (refer to the Definitions section within these Terms and conditions)
 - Regional Tourism Organisations
 - event managers and/or event promoters
 - incorporated associations or bodies
 - corporations including those operating on a not-for-profit basis
 - community and festival organisations.
- The event or activity must be hosted in Outback Queensland.
- Applications must:
 - be received by the closing date
 - contain all information specified in the application form
 - be submitted online through SmartyGrants. Applications submitted through any other means will not be accepted.
- Joint applications may be accepted if all joint applicants are eligible in their own right. Joint applications will be considered as one application, with one organisation required to nominate as the lead.
- Applicants with no outstanding financial accountability, service delivery or performance issues for funding previously provided by the Queensland Government are required to declare this during the application process. Additional performance criteria may be imposed at the discretion of DPC than stated in these terms and conditions.
- DPC's decision upon the eligibility of an application shall be final.

Liability

- Except for any liability that cannot be excluded by law, DPC (including its officers, employees and agents) are excluded from all liability (including negligence) for any loss or damage (including loss of opportunity or personal injury) whether direct, indirect, special or, arising in any way out of an application.
- Applications received, including material and documents accompanying the applications, shall not be returned to the applicant.
- The conduct of inviting applications does not give rise to any legal or equitable relationship.
- DPC may, by direct notification to applicants or via its website at www.qld.gov.au/outback, change the application guidelines (including these terms and conditions) or cancel or vary the application process at any time prior to the closing date.
- No person shall be entitled to claim compensation or loss from DPC for any matter arising out of the application process, including but not limited to cancellation of the Year of Outback Tourism Events Program or failure by DPC to comply with the program guidelines or these terms and conditions.

Withdrawals

- Applicants may withdraw their application at any time up to and including the closing date. After the closing date, applicants wishing to withdraw their application must apply in writing to outbackevents@premiers.qld.gov.au for the withdrawal to be approved.

Disclosure and publication

- By submitting an application, the applicant:
 - authorises the use and/or publication of the applicant's name and details of the project, in relation to any promotional or advertising purposes in conjunction with the Year of Outback Tourism Events Program
 - consents to any information provided with the application being provided to Queensland state members of parliament and the applicant's name, project details and funding being provided to media
 - acknowledges that DPC, its officers, employees, assessment panel members, agents and sub-contractors may use and disclose any of the information provided with the application including personal information, to Queensland Government departments or agencies, Queensland Government bodies, Regional Tourism Organisations, landowners, local councils, non-government organisations and/or the Commonwealth, states or territories for any purpose in connection with the administration of the Year of Outback Tourism Events Program

- d) consents to the applicant's name and details of the project including funding received being published on the Queensland Government Open Data Portal
- e) acknowledges that the *Right to Information Act 2009* (Qld) provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies, subject to the exemptions under the Act
- f) warrants that the applicant is not in breach of any law, constitution or any other requirement the applicant is bound to comply with
- g) warrants that the use of such information or material as above will not infringe the rights of any third party or any law.

Assessment

- 16. Members of the assessment panel will assess applications against the assessment criteria and will provide recommendations to the Premier for approval via the Sponsorship and Events Advisory Group.
- 17. All decisions and recommendations are binding and final and there is no process of appeal.
- 18. At its discretion, DPC and the assessment panel may reconsider an application from an earlier round for funding in the current round.

Successful applications

- 19. Successful applicants will be required to:
 - a) enter into a funding agreement with DPC within a reasonable time of being notified that the application has been successful. Provision of the funding support to the successful applicant will be subject to and conditional upon the applicant further agreeing to and executing the funding agreement
 - b) obtain all appropriate documentation (e.g. permits, approvals, bank details, insurances) and provide copies to DPC on request and in accordance with the funding agreement
 - c) for the purposes of verifying bank account details, provide DPC with the applicant's most recent bank account statement
 - d) acknowledge the Queensland Government's contribution, including but not limited to:
 - i. logo acknowledgement (in print and online form)
 - ii. display of provided Queensland Government signage in connection with the project
 - iii. coordinating with DPC, an opportunity for the Premier, or delegate to participate at events
 - iv. in person, or provide forewords or messages for the project

- e) provide all advertising material to DPC for approval prior to production
- f) work with DPC on any matter related to advertising and promotion of the project
- g) if applicable, ensure DPC is granted an appropriate licence to use, reproduce and communicate to the public any works produced in the course of or as a result of the project
- h) provide DPC with images of the project accompanied by signed photo consent forms and a perpetual, royalty-free, non-exclusive licence to the images
- i) complete the project by 31 December 2020 unless otherwise stated in the funding agreement
- j) advise DPC of all project changes immediately, including changes to programming and sponsors
- k) fulfill all reporting and acquittal requirements as per the funding agreement
- l) return all unspent funds to DPC and repay funds spent on purposes not approved by the date of acquittal.

Insurance

- 20. Successful applicants agree that they must hold and maintain the relevant insurances as per the funding agreement.
- 21. Applicants must provide to DPC copies of certificates demonstrating appropriate insurance covers as per the funding agreement.

Payments, GST and reporting

- 22. Grants are subject to GST. The grant amount sought will be GST exclusive.
- 23. The total amount of funding committed to the applicant's project will be paid by DPC in milestones, generally as follows:
 - a) up to 75 per cent on signing the funding agreement
 - b) up to 25 per cent on DPC's acceptance of a final report detailing the outcomes of the project and financial acquittal (due within six weeks of the project's completion), or
 - c) as otherwise approved by DPC.
- 24. If an application for a project exceeding 12 months (from the date of the funding agreement to the nominated project end date) is successful, the applicant may be required to provide a bi-monthly status report beyond the first 12 months. The above-mentioned milestone payments may be subject to DPC's acceptance of these reports.
- 24. The applicant will be required to submit valid tax invoices to DPC in accordance with the GST legislation and reporting requirements.
- 25. Payments will be made via electronic funds transfer.

Other

26. DPC reserves the right to amend these Terms and conditions at any time up to the closing date.
27. DPC reserves the right not to allocate the total amount of funding available in a funding round if, in the opinion of the assessment panel, there are insufficient applications of suitable merit.
28. All costs associated with the preparation of applications and any associated costs will be the responsibility of the applicant.
29. Additional terms and conditions will be included in the funding agreement.
30. Complaints pertaining to the outcome of an application will be dealt with in accordance with DPC's complaints management policy at www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints.



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