2019-20 REGIONAL Events SCHEME
(including the Regional Aboriginal Events Scheme)
GUIDELINES

For more information:
www.tourism.wa.gov.au/res
regionalevents@westernaustralia.com
T: (08) 9262 1780

Tourism
WESTERN AUSTRALIA
# Table of Contents

1. Introduction ............................................................................................................. 3  
   Key Information ......................................................................................................... 4  
   Contact Information ................................................................................................... 4  

2. Regional Aboriginal Events Scheme (RAES) ...................................................... 5  
   Key Information ......................................................................................................... 4  
   RAES Eligibility ......................................................................................................... 4  

3. Criteria and Funding .............................................................................................. 6  
   Application criteria ..................................................................................................... 6  
   Tourism WA’s RES objectives: ................................................................................... 6  
   Important general information ................................................................................... 6  
   Additional funding option ......................................................................................... 6  

4. Eligibility .................................................................................................................. 7  
   Funding requests ....................................................................................................... 7  
   How do I know if my event is eligible/ I should apply? .......................................... 7  
   Boundaries for RES ................................................................................................. 7  
   Risk management/ Insurance/ Access to land ......................................................... 7  

5. Ineligible Applications ............................................................................................ 8  

6. Submitting your application .................................................................................... 9  

7. Application Process ................................................................................................ 10  

8. Frequently Asked Questions ................................................................................ 11  

9. Important Information for Applicants .................................................................... 12  

   Appendix 1 - Regional Development Commission Map ......................................... 13
1. Introduction

The Regional Events Scheme (RES) is an annual funding round administered by Tourism WA. The RES is supported by Royalties for Regions and Tourism WA. The scheme is designed to assist with the development of events as tourist attractions within regional Western Australia.

The scheme is administered through a competitive application process. Applications are reviewed and assessed against the RES criteria and rated in relation to other applications received. Regional dispersal and the diversity of Tourism WA funded events across the calendar will also be taken into consideration.

The funding available for RES will be $850,000. The 2019-20 RES will include the Regional Aboriginal Events Scheme (RAES), an additional quarantined pool of $150,000 that only events delivering Aboriginal activities and experiences through the leadership and participation of Aboriginal people are eligible to apply for. Further information on the RAES is outlined on page 4.
Introduction (continued)

RES aims to assist events that:

- bring additional tourism income to regional communities by increasing visitor numbers and expenditure in the host community (economic impact);
- attract media coverage that will help to raise the profile of the region as a tourist destination (media impact);
- involve and inspire the local community (social benefits);
- extend the length of the traditional tourist seasons and better utilise tourism facilities and services during off-peak or shoulder periods;
- improve the vibrancy and vitality of the State; and
- support job creation in regional WA and benefit social amenity and wellbeing of regional WA.

In addition to the above, it is advantageous if the event has a strong point of difference and/or profiles the unique features of the town and/or region. In the 2018-19 RES round, 69 events were successful for funding, including 10 RAES events.

Key Information

- Total funding of up to $1,000,000 is available for the 2019-20 RES round with a minimum of $150,000 quarantined for the RAES.
- Events must be held between July 1, 2019 and June 30, 2020.
- The closing deadline for applications is 5pm WST on Tuesday, 11 December 2018.
- The application process takes approximately 4 months for assessment, approvals and announcement from the time the round closes.

Contact Information

Regional Events Scheme
Tourism WA
Level 9, 2 Mill Street
Perth WA 6000

Email: regionalevents@westernaustralia.com
Phone: (08) 9262 1780
2. Regional Aboriginal Events Scheme (RAES)

Tourism Western Australia’s Two-Year Action Plan aims to grow the number of visitors to the State over the next two years. Aboriginal Tourism for Marketing and Events has been identified as one of the key strategies within the Action Plan.

The RAES will support start-up and established regional events that showcase and celebrate Aboriginal activities and experiences through the leadership and participation of Aboriginal people. The RAES aims to support events that address the government strategies identified above and contribute to increasing tourism in Western Australia. Additionally, the RAES events will assist to increase visitation to regional Western Australia and position Western Australia as a recognised events destination.

Key Information

- The 2019-20 RAES is administered by Tourism WA and runs alongside the 2019-20 RES.
- Of the $1,000,000 funding available, Tourism WA has quarantined $150,000 that only events delivering Aboriginal activities or experiences through the leadership and participation of Aboriginal people are eligible to apply for. All RAES applications will be considered against both the RES and RAES criteria and only a single application is required. If you are eligible for RAES funding you are entitled to apply for both the regular RES and RAES through the ONE application.

RAES Eligibility

If you are requesting funding through the RAES your event must offer both of the below:

- More than 50% of your event program must offer Aboriginal activities or experiences; and
- Must have the involvement of Aboriginal people in the leadership or coordination and in the delivery of the event program, which may also be related to performers, food and beverage or the production and selling of merchandising.

Note: If your application is deemed successful however your full funding request has not been awarded, it is still a requirement that more than 50% of your event program must offer Aboriginal activities or experiences; and must have an involvement of Aboriginal people in the delivery of the event program.
3. Criteria and Funding

Application criteria

Tourism WA’s RES objectives:
- Bring additional tourism income to regional communities by increasing visitor numbers and expenditure in the host community (economic impact).
- Attract media coverage that will help to raise the profile of the region as a tourist destination (media impact).
- Involve and inspire the local community (social benefits).

Department of Primary Industries and Regional Development Strategic Intent 2018-2021
The Department of Primary Industries and Regional Development aims to create enduring prosperity for all Western Australians by capturing regional opportunities through projects that drive:
- Jobs creation
- Economic Growth
- Local capability; and
- Social amenity.

Important general information
- The funding decisions are final and cannot be contested or appealed.
- Funding may be awarded prior to a previous years’ RES event being staged. Should this be the case, the forward funding is awarded in principle. Only after the final event report is received on the current year’s event and is deemed satisfactory will funding be confirmed.
- Applications are evaluated against the RES criteria. Regional dispersal and the diversity of funded events will also be considered. It must be noted that funding is competitive and on some occasions, events that sufficiently meet the criteria may not be awarded funding as other events deliver more strongly against the criteria.
- Assessments are conducted primarily on the information provided in the application. Please make sure you double check the information and complete all sections in your application prior to submitting.
- Previous dealings with the event holder and outcomes of previous events are also taken into consideration.
- Applicants are encouraged to request feedback regarding their application once the announcement of successful and unsuccessful events occurs.
- If successful, awarded funding amounts are considered strictly confidential.

Additional funding option
Event holders who have a current sponsorship agreement with Tourism WA for RES funding can apply for additional funding through the current round for a new initiative(s) for the event currently receiving funding. Events applying for additional funding must:
- Have a current sponsorship agreement with Tourism WA;
- Ensure the additional funding request includes only new initiative(s) that will further elevate/develop the event; and
- Note the total sponsorship amount (including the current sponsorship agreement) cannot exceed $40,000.

The additional funding request will be assessed in the same process as other RES funding applications. Should funding be awarded, a variation to the current sponsorship agreement will be drawn up and the proposed new initiative(s) will be set against new milestone(s). It is recommended you discuss your application for additional funding with your Sponsorship Manager.
4. Eligibility

Funding requests
- Funding requests must be between a minimum of $5,000 and a maximum of $40,000 per year.
- Lower amounts than what is requested by the applicant may be awarded.
- If the request is for $20,000 or more in any year, applicants must complete the three-year strategic outline section of the application, except where a one-off event is being staged in regional WA i.e. a rotating national event (that is not likely to return to that town/region again).
- Applicants can apply for one, two or three years of funding. Applicants requesting multi-year funding must have had at least one year of funding via the RES for the event they are applying for in the past three years, and complete the Three-year Strategic Outline section of the application.
- It is strongly recommended that applicants ensure that the requested funding amount is proportionate in comparison to the total event budget and is allocated to defined activities that elevate/develop the event and assist it in better meeting the funding criteria.
- It is strongly recommended that applicants obtain a letter of support from their relevant Regional Development Commission(s) and local Shire.

How do I know if my event is eligible/ I should apply?
Tourism WA cannot advise if you should apply or if your event is eligible. It is recommended that you read through the Guidelines and if you feel your event sufficiently meets the criteria then it is recommended that you submit an application. It is also recommended that you review the list of previously funded RES events which can be found on Tourism WA's corporate website:

Boundaries for RES
To be eligible for funding, your event must be held within regional Western Australia. The boundaries are determined by Schedule 1 of the Regional Development Commission Act 1993 and comprise nine regions - Peel, South West, Great Southern, Wheatbelt, Mid-West, Gascoyne, Goldfields-Esperance, Pilbara and Kimberley. Please see Appendix 1 for a map of the regions.

Risk management/ Insurance/ Access to land
All event holders who receive event funding through the RES must:

- Risk management - supply a risk management plan which adopts the Australian standard for risk management AS/NZS ISO 31000:2009.
- Insurances - adhere to the relevant insurance requirements as stated in the sample RES sponsorship agreement available online at the Tourism WA corporate website.
- Access to land - if the event is held on land (whether freehold or Crown land) that is not owned, leased or managed by the event holder, the event holder must obtain and have in place for the duration of the event an agreement or suitable authority to hold the event on that land. In the case of Crown land, this may include a licence under section 91 of the Land Administration Act 1997.
5. Ineligible Applications

Applications with the following will be deemed ineligible:

- Events that require the total cost of the event or more to be covered by the RES funding.
- Applicants without proof of an Australian Business Number (ABN) are ineligible for funding unless they meet one (1) of the criteria contained in the Australian Taxation Offices Statement by a Supplier form. ([www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf](http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf))
- Applications received in any form after the submission deadline.
- Applications containing false information.
- Any applicants that do not submit their application using the application form and budget spreadsheet.
- Events that occur outside of the dates July 1, 2019 - June 30, 2020.
- Events already in receipt of any other Tourism WA event funding for the same event in the same year.
- Any event within the Perth metropolitan area.
- The funding request is for expenditure associated with a previous event.
- Funding requests for permanent infrastructure.
- The following types of events are not eligible for funding:
  - Conferences;
  - Meetings;
  - Annual General Meetings;
  - Promotional/business exhibitions;
  - Expos (an expo is defined as an event which showcases products/services in a business to business environment. This also includes trade fairs, showings/demonstrations etc.);
  - Conventions; and
  - Trade shows.
6. Submitting your application

- Ensure you read all information contained in the 2019-20 RES Guidelines.

- Fill out your online application titled **2019-20 Regional Events Scheme Application** as well as the Microsoft Excel spreadsheet titled **2019-20 Regional Events Scheme Budget** available on the Regional Events Scheme homepage on Tourism WA’s website: [www.tourism.wa.gov.au/res](http://www.tourism.wa.gov.au/res).

- It is the responsibility of the applicant to inform Tourism WA of any change in the status or circumstances of the application (including cancellation of the event) between lodgement, assessment and announcement including date, location, event name and program changes.

- All applications must be received by Tourism WA before **5pm WST on Tuesday, 11 December 2018** via the online application. If you experience difficulty with lodging your application by clicking ‘Submit’ once you have completed it, please contact Tourism WA on 08 9292 1780.

- **Attachments and supporting material** must be provided by the deadline and titled appropriately within your online application form. No additional information will be accepted after the deadline.

- **Late submissions** will not be accepted. No extensions will be given. Applications will not be reviewed prior to the deadline so please ensure you include all relevant information within your application and that the information you have provided is correct.

- **Confirmation of application received**: each applicant will receive an email confirming their application has been received with a PDF copy of their application attached. Should you not receive this email automatically after submitting your application, please contact Tourism WA on 08 9262 1780.
7. Application Process

1. RES opens
   2 October 2018
   (10 weeks to apply)

2. RES closes
   11 December 2018

3. Applications assessed

4. RES Panel Meeting forms recommendations

5. Review and approvals

6. Successful / unsuccessful applicants notified

7. Successful applicants receive sponsorship agreement
8. Frequently Asked Questions

How should I submit my application?
You must submit your online application form by clicking the ‘Submit’ button once you are satisfied with the information you have provided. Once you submit your application, you will NOT be able to make any changes. Should you experience difficulties in submitting your application via the online form, please contact Tourism WA on 08 9292 1780.

What is the deadline for applications?
Applications must be received before 5pm WST on Tuesday, 11 December 2018 via the online application form. No extensions will be given and late submissions will not be accepted.

Who can Tourism WA contract with?
Tourism WA can contract (through a sponsorship agreement) with a local Shire/Council, an incorporated body, a proprietary limited company (Pty Ltd) or an individual person (e.g. John Smith).

When will successful applicants be announced?
The selection and approval process is expected to take approximately 22 weeks from the date the RES round closes. Both successful and unsuccessful applicants will be notified in writing. Please see page 9 for more information on the application and approval process.

When will successful applicants receive the funding?
On confirmation of the successful application, a sponsorship agreement (contract) will be prepared by Tourism WA for the purpose of detailing the obligations of both parties - the recipient of funding and Tourism WA. Both parties will be required to sign the contract and funding will be distributed according to the contract conditions. Funds will not be available until the contract is signed, milestone met, conditions are adhered to and a relevant tax invoice is received.

What are milestones?
The funding amount allocated to each successful applicant will be divided into ‘milestone payments’ i.e. amounts allocated against specific targets/obligations, for example the completion of risk management and insurance clauses and acceptance of a final event report, which must be fulfilled by the funding recipient. The allocated amounts will be payable on achievement of each milestone.

What happens if I don’t achieve a milestone?
Failure to achieve a milestone will result in non-payment of the amount for the particular milestone not delivered.

When does the next RES round open?
RES is an annual funding round therefore the next opportunity to apply for RES funding (after the 2019-20 round) is through the 2020-21 round which is planned to open around October 2019 and close around December 2019 for events held between July 1, 2020 and June 30, 2021. You can supply your email address to the RES online database to receive up-to-date information regarding RES. Email regionalevents@westernaustralia.com to register. Please note the above opening and closing times are subject to change so please ensure you check the website or contact Tourism WA.
9. Important Information for Applicants

Tax information for applicants

The Western Australian Tourism Commission (Tourism WA) is registered for GST and has been issued with an ABN 95 468 665 668. Tourism WA regards sponsorship funding under RES as payment for supply and normal GST provisions are applicable.

For GST-registered applicants, the GST component will be included in payments made by Tourism WA.

For applicants not registered for GST, Tourism WA will not reimburse any GST components. Where the applicants do not hold an ABN, Tourism WA will be required to withhold 48.5 per cent of the amount payable.

Funding will be provided according to the contract conditions negotiated between Tourism WA and the event holder.

Release of information

Applicants for RES are informed that Tourism WA is subject to the Freedom of Information Act 1992 (WA), which provides a general right of access to documents held by State and Local Government agencies.

Please also note that information provided in your application may be tabled in the Western Australian Parliament.

Should you require more information in relation to this issue, please contact Tourism WA's Freedom of Information Coordinator on 9262 1700.
Appendix 1 - Regional Development Commission Map