# First Peoples Tourism - Industry Strengthening Program

# Project Application Form

# Please complete this application and return to [darcy.maine@ecodev.vic.gov.au](mailto:darcy.maine@ecodev.vic.gov.au) no later than 10th April 2025.

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| **RAP name** | <insert response here> |
| **Australian Business Number (ABN)**  ABN details as listed in [ABN Lookup](https://abr.business.gov.au/) | <insert response here> |
| **Project name** | <insert response here> |
| **Project contact name and email** | <insert response here> |

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| **Project Summary**  *Handy Information: Section 3.2 of the program guidelines details 2 stages of projects you might consider. Note: mix and match across both stages is acceptable.*  Provide a plain language summary of your proposed project  Max. 500 words |
| <insert response here> |

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| **Project Timing and Key Delivery Dates**  *Handy Information: Start and finish dates need to occur within program timeframes. Section 1.7 of the program guidelines details program timeframes.*   * Provide an indication of the timing for delivery of the project, including start and finish date. * Include proposed delivery stages and steps with corresponding dates to evidence a plan of how it is to be implemented * Please add additional rows as required | |  |
| **Project delivery step** | **Start date** | **Finish date** |
| <insert response here> |  |  |
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| **Project Team**   * Please outline who will oversee, coordinate and deliver the project * Will you engage a third party? If so, please provide details including main contact and a recent quote for the required professional services | |
| **Name/Role** | **Email (if applicable)** |
| <insert response here> | <insert response here> |
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| **Project Objectives Program Alignment**  *Handy Information: Section 1.5 of the program guidelines outlines the objectives of the program.*  How will your proposed project progress any of the following.   * Empower you within the tourism sector in Victoria and increase your organisations capacity to pursue economic development activities as they relate to tourism * Ensure First Peoples have autonomy in setting tourism development priorities * Prioritise protecting and promoting First Peoples' cultural heritage, history, and intellectual property in mainstream tourism * Foster economic prosperity by creating meaningful career pathways in tourism for First Peoples * Improve your capability in line with the principles and objectives of Yuma Yirramboi Strategy (Invest in Tomorrow) and/or Experience Victoria 2033   Max. 500 words |
| <insert response here> |

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| **Project Outcomes Program Alignment**  *Handy Information: Section 1.6 of the program guidelines outlines the outcomes of the program.*  How does your proposed project align with the Program objectives.   * Support you to identify your organisations priorities for tourism development and growth through development of a Cultural Tourism Plan * Identify and promote co-investment opportunities with First Peoples communities * Support the implementation of new tourism initiatives and experiences representing culture and traditions, are respectful to family, community, culture and Country and enable you to tell your stories * Enable the establishment of partnerships with the wider regional tourism network   Max. 500 words |
| <insert response here> |

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| **Project benefits and success measures**  *Handy information: Section 5.1 of the program guidelines provides assessment criteria and scoring/weighting.*   * What benefits do you anticipate from this project? * How will you measure success?   Max. 500 words | | |
| <insert response here> | | |
| **Project Strategic alignment**  *Handy information: Section 1.3 and 1.4 of the program guidelines detail the key pillars and priorities of Yuma Yirramboi and EV33.*   * Is the project based on an existing Country Plan, Tourism Plan or other Economic Strategy or Plan? if so, please provide details and a copy of the plan and/or strategy * Has some of the project work already been completed, if so, please provide details and next steps * How will your proposed project align with your Country Plan or other Economic Strategy or Plan (if applicable)? * How will your proposed project align with any of the key pillars of Yuma Yirramboi Strategy (Invest in Tomorrow)? * How will your proposed project align with the key settings of Experience Victoria 2033 (EV33)?   Max. 500 words | | |
| <insert response here> | | |
| **Project budget** *handy information: Sections 3.3 and 3.4 of the program guidelines detail eligible and ineligible expenses.*  Provide an indication of how the funds will be spent e.g.   * Itemise proposed project expenses (please provide recent quotes if applicable) * All amounts should be exclusive of GST * Please add additional rows as required | | **Amount $ (ex. GST)** |
| <insert response here> | | <insert response here> |
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| **Total:** | |  |
| **Cultural Rights Holders and Stakeholders**   * List key cultural rights holders and stakeholders to be engaged throughout your project * Detail how you plan to engage with them * Please add additional rows as required * Please provide letters of support from identified project partners (where appropriate) | | |
| **Cultural Rights Holder or Stakeholder** | **Engagement approach** | |
| <insert response here> | <insert response here> | |
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| **Risk Management**   * Identify any risks to project implementation, e.g. timelines, resources, cultural rights holders, stakeholders, logistics, etc. * Detail mitigation steps to reduce the likelihood and/or impact of the risk * Please add additional rows as required | | |
| **Risks** | **Mitigation approach** | |
| <insert response here> | <insert response here> | |
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| **Attachments for your application**  *For example: these maybe an existing project plan or strategy, letters of support, quotes, copies of any other documents relevant to your tourism project.*   * Please list all attachments you have provided/emailed with your application to ensure program assessors review these documents. | | |
| **Attachment name** | **Date emailed** | |
| <insert response here> | <insert response here> | |
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| **Financial Reports attachments checklist.**  Applicants may be subject to due diligence checks to enable the department to assess financial and other non-financial risks associated with the application.  The following outlines the standard documentation required to be submitted with this application for due diligence assessments.  **Audited Financial Reports\* for the last three financial years\*\* This should be the ‘final accounts’ with Directors’ Report and Declaration and should include:**  Profit and Loss Statement  Balance Sheet  Cash Flow Statement  Notes to the accounts (if applicable)  Parent Company Financial Statements (if applicable)  Ownership Structure (Corporate Tree)  **And.**  **Financial Projections\*\*\* for the next three financial years, including:**  Profit and Loss  Cash Flow  *\*If the applicant’s financial reports are not audited, unaudited financial reports, can only be accepted if they have been prepared by an accountant registered on the Tax Practitioner Board*  *\*\*We do not accept comparative figures within another Final Report*  *\*\*\* The cash flow projections should include project expenditure and project funding as separate items in cash outflow and inflow. The financial projections should cover the life of the project and should reflect the financial benefits expected to be generated from the project*  **Where the Audited or Accountant prepared financials for the most recent reporting period is more than six months, the following are required:**  Management prepared Profit and Loss Statement and Balance Sheet  **Requirements for applicants without trading history:**  Business Plan: Current business plan, including detailed projections for revenue, expenses, and cash flow for the next three years. This will help assess the business growth potential and the feasibility of its plans.  Management and Key Personnel: including profiles of management and key personnel, including their experience and expertise that are crucial factors in assessing the start-up’s ability to manage financial risks.  Any other supporting documentation. | | |

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| **Program Survey Question**  *This information is requested for internal use only to evaluate program effectiveness.*   * Do you have an existing relationship with the Regional Tourism Board/s and/or Visitor Economy Partnership/s operating on your Country?   Yes  No |

## Privacy and Commercial Confidentiality

The Department is collecting your personal information such as your name, contact details and the evidence you submit to assess your eligibility for grant funding and may contact you about your application. The Department may also use the information you provide to administration, review and evaluation or for auditing and monitoring purposes.

Your information will be held by the Department and be managed in accordance with the Privacy and Data Protection Act 2014 and any other applicable laws. In the assessment of the application, the Department shares your personal information with Australian, State and local departments and agencies.

If there is an intention to include personal information about third parties in the application, please ensure they are aware of and consent to the contents set out in this privacy statement.

You can request access to, and the correction of, any personal information provided in this form. Requests for access, or correction should be sent to [darcy.maine@ecodev.vic.gov.au](mailto:darcy.maine@ecodev.vic.gov.au) or for other concerns regarding the privacy of your personal information you can email the Department's Privacy unit at [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au). A copy of our privacy statement is located at [www.djsir.vic.gov.au/privacy](http://www.djsir.vic.gov.au/privacy).