First Peoples Tourism Growth Program

Documentation and Information Requirements Checklist

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| **Mandatory Document Requirement** | **Description**  | **Submitted Document Name** (name the document is titled) | **Submitted**  |
| **Detailed Project Management Plan / Project Plan** | * Refer to the project plan template
 |  | Yes [ ]  No [ ]  [x]  |
| **Project Costing** | * Quotes/cost estimates less than 6 months old.
 |  | Yes [ ]  No [ ]  N/A [ ]  |
| **Financial Information** *(if the grant amount equals or exceeds $50,000)* | Audited Financial Reports for the last three financial years, including: * 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)
 |  | Yes [ ]  No [ ]  N/A [ ]  |
| If the latest financial report is more than six months old* Management prepared Profit and Loss Statement and Balance Sheet
 |  | Yes [ ]  No [ ]  N/A [ ]  |
| **Financial Information requirements for applicants without trading history** *(if the grant amount equals or exceeds $50,000)* | 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.
 |  | Yes [ ]  No [ ]  N/A [ ]  |
| **Co-contribution of funds evidence *(****if applicable*) | Where the applicant decides to include a co-contribution or where the project value is greater than the grant amount requested, details confirming co-contribution, including: * written confirmation from the applicant organisation’s board or authorised representative that the organisation can undertake the project and meet the required co-contribution amount and,
* a bank statement showing sufficient cash in the organisation’s bank account to cover the co-contribution.
 |  | Yes [ ]  No [ ]  N/A [ ]  |
| **Letters of Support** | * Any letters of support for the project
 |  | Yes [ ]  No [ ]  N/A [ ]  |
| **Evidence of Designs/Plans** | * Detailed design package including schematic designs.
 |  | Yes [ ]  No [ ]  N/A [ ]  |
| **Evidence of** planning approvals *(if applicable*) | * Planning approval documents
 |  | Yes [ ]  No [ ]  |
| **Approvals and permits** *(For projects involving minor building works or upgrades, operations on land managed by others)* | * Copy of relevant approvals and permits (e.g. local council planning or building approvals)
* Evidence of land ownership/tenure or evidence of landowner Consent (*if applicable complete the landowner consent form*)
 |  | Yes [ ]  No [ ]  N/A [ ]  |
| **Evidence of Child Safety Compliance** *(if applicable)* *If your funded activity involves the direct delivery of ‘services to children” Services to children’ refers to recurring events or activities for children where your organisation is responsible for the supervision of, or authority over, a child.***Services to children does not include:***one-off activities or events for children, activities or events involving only incidental or ad-hoc contact with children, recurring activities or events for children where a parent, guardian, caregiver or teacher is present and supervising their participating child/children.* | * incorporated as a separate legal entity
* appropriately insured against child abuse.
 |  | Yes [ ]  No [ ]  N/A [ ]  |
| **Information related to the acquisition or lease of fixed and/or moveable assets** *Assets must be used solely or predominantly for the purposes of the project (e.g. not for personal use). Ownership and use of those assets must be maintained for a set period and applicants must provide evidence how the asset would support the growth of their tourism business.**All asset associated costs including ongoing lease costs, maintenance and other to be incurred post the funded project completion date is solely covered by the business.* | * Strategic Asset Management Plan – Operational plan to ensure ongoing viability
 |  | Yes [ ]  No [ ]  N/A [ ]  |