Regional Tourism Investment Fund 2024

Supporting documentation

Checklist

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| **Mandatory Supporting Category** | **Submitted Document Name (name the document is titled in zip folder) Sub Category** | **Submitted Document Name** (name the document is titled in zip folder) | **Submitted** |
| Detailed Project Management Plan / Project Plan |  |  | Yes  No |
| Evidence of company registration or Aboriginal Organisation  Registration |  |  | Yes  No |
| Project Costing | Project cost over $1 million – Quantity Surveyor not less than 12 months old. |  | Yes  No |
| Project cost under $1 million – Quotes/cost estimates not less than 6 months old. |  | Yes  No |
| Evidence of Financial Stability | Audited Financial Reports for the last three financial years, including:   * ‘Final accounts’ with Directors’ * Report and Declaration * Profit and Loss Statement * Balance Sheet * Cash Flows, and   Notes to the accounts. |  | Yes  No |
| If the latest financial report is more than six months old, Interim Accounts as per list above. |  | Yes  No |
| Company’s financial projections for the next three financial years, including Profit and Loss and Cash Flow Statements. |  | Yes  No |
| Funding structure /evidence confirming all funding sources, including organisation’s ability to finance the co-contribution | ***Funding from a Private Entity*** – letter required from a CEO or person authorised to bind the organisation confirming funding commitment and evidence of available funding via a bank statement/s. |  | Yes  No |
| ***Funding from an LGA*** – Council Resolution or letter from CEO confirming funding amount requested and applicants funding commitment to the project. |  | Yes  No |
| ***Funding from a Government Department*** – evidence of funding via letter or funding agreement must be provided. |  | Yes  No |
| Letters of Support |  |  | Yes  No |
| Evidence of Designs/Plans | Detailed design package including schematic designs. |  | Yes  No |
| Activity Schedule/Project Delivery Timelines | Timeline that demonstrates project commences construction by August 2025 and is completed by June 2024. |  | Yes  No |
| Evidence of relevant reports/plans | • Completed Cultural Heritage Management Plan |  | Yes  No |
| • Vegetation Assessments |  | Yes  No |
| • Environmental Management Plans |  | Yes  No |
| • Heritage Victoria approval |  | Yes  No |
| • Planning Permit approvals – development and use |  | Yes  No |
| • Accessibility Assessment Report/support of Universal |  | Yes  No |
| • Design (if proposing accessibility improvements) |  | Yes  No |
| • Alternatively, evidence that these types of plans are not required. |  | Yes  No |
| Evidence of Landowner Consent (*if applicable*) |  |  | Yes  No |
| Evidence of an Auspice  Organisation (*if applicable*) |  |  | Yes  No |
| Evidence of Insurance | • Public Liability Insurance |  | Yes  No |
| • Certificate of Currency. |  | Yes  No |
| In-kind *(if applicable*) |  |  | Yes  No |
| Stakeholder consultation plan *(if applicable)* |  |  | Yes  No |
| Evidence to demonstrate environmental sustainability (where appropriate) |  |  | Yes  No |
| Other |  |  | Yes  No |