

**Torres Strait Regional Economic Investment Strategy (REIS)
BUSINESS GROWTH PACKAGE (TOURISM INDUSTRY)
APPLICATION FORM**

Primary Applicant

All fields require a response.

Business Name (if already operating or registered).

Contact Person

Title

Given Name

Family Name

Position Title

Phone

Mobile

Email

Provide the postal address of the primary contact.

Postal Address

Address line 2

Address line 3

Suburb

State

Postcode

Country

Provide the residential address of the primary contact.

Postal Address

Address line 2

Address line 3

Suburb

State

Postcode

Country

For partnership, joint venture or consortium applications

In an attachment, please list each partner in the proposed or existing partnership, venture or consortium and have an authorised representative of each partner provide their full name, contact details and signature. Signatures must be witnessed and dated.

1. Are you:

- An individual
- An unincorporated body (including sole trader, partnership)
- An incorporated body (including Aboriginal and Torres Strait Islander Corporations)
- Unsure

2. Which category best describes you?

- New business/start-up
- Existing business

3. What type of financial assistance are you looking for?

- Concessional Business Loan
- Grant Funding only (available if loan obtained from other lender or if you can demonstrate your own financial investment in the business or business proposal)
- Both Concessional Business Loan/Grant Funding
- Concessional Business Loan/Grant Funding and Business Support Services such as Mentoring

4. Which 'Tourism Industry' segment best describes your business or business proposal?

(You may nominate more than one category)

- Short-term **accommodation providers** (hotels, motels, bed & breakfast accommodation providers);
- Travel services** (such as travel agents, online tour booking companies, online tourist accommodation booking companies and guided tour operators);
- Transport services** (e.g. ferry transfer service providers, chartered flight operators, scheduled air transport service providers, car hire companies, etc.);
- Those businesses involved in the selling of certain **retail goods** (such as souvenirs, art & craft, jewellery, etc.);
- Those businesses providing **food services** (including restaurants and cafes);
- Private operators providing **visitor information services and materials** (such as maps, information booklets, travel guides, etc.); and
- Privately operated cultural service providers such as **museums and galleries**.

5. What is the current working/trading name of your business or business proposal? (This might change later – that’s OK).

6. Please provide a short description (of no more than 500 words) of your business or business proposal.

In your answer, please provide information about the type of business you want to operate or are operating related to the Tourism Industry.

7. Do you have a business plan attached to this application?

- Yes
- No - Unfortunately you are unable to submit this application without a business plan. (*Note: you may be eligible for support through the TSRA ‘Into Business’ Workshops to develop your business plan*).

Eligibility

This section will help us determine whether you are eligible to apply for BGP assistance. (Refer to Section 5 of the Application Kit for further information).

8a. Will your business operate in the Torres Strait Region of Australia?

- Yes – Answer 7b
- No – You are unfortunately ineligible for this funding; your business must operate in the Torres Strait Region.

8b. Provide the business address if known. If not known, state the community (e.g. town or island name) and state where you intend to operate from.

8c. Do you reside in the Torres Strait Region of Australia?

- Yes
- No – You are unfortunately ineligible for this funding; you must be a resident of the Torres Strait Region.

8d. Will at least 50 per cent of your business be owned by people of Torres Strait Islander and/or Aboriginal descent?

- Yes
- No – You are unfortunately ineligible for this funding; your business must be at least 50 per cent owned by people of Torres Strait Islander and/or Aboriginal descent.

9. Is your business a not-for-profit?

- Yes – You are unfortunately ineligible for this funding, your business must be for profit.
- No
- N/A (if you don't currently own a business)

10. Is your business insolvent?

- Yes – You are unfortunately ineligible for this funding
- No
- N/A (if you don't currently own a business)

11. Are any businesses owned or operated by you under investigation or have received notice of external administration?

- Yes – Please provide further details in the space below.
- No
- N/A (if you don't currently own a business)

12. Are you or your business partners undischarged bankrupts or under consideration for bankruptcy?

- Yes – Please provide further details in the space below.
- No

13. You must have an Australian Business Number (ABN) and be registered for Goods and Services Tax (GST) purposes with the Australian Taxation Office before a grant will be settled upon your business. Do you have an ABN and are you registered for GST?

- Yes Australian Business Number (ABN)
- No – but, if successful, I agree to register for an ABN and for GST purposes with the Australian Taxation Office (ATO).

14. Have you or any of your partners or any of your businesses been named as non-compliant under the Workplace Gender Equality legislation or any other relevant workplace legislation under Queensland or Australian law?

- Yes – You are unfortunately ineligible for this funding
- No
- Unsure (please provide information for assessment)

Assessment Criteria

Potential for Financial and Commercial Success

Your answers to these questions will help us assess if your proposed business has the potential to be financially and commercially viable.

If you are a start-up business, you may not be able to answer all of these questions in detail. If you are having difficulty answering these questions you may like to consider applying to undertake the 'Into Business' Workshops.

Financial documentation should be included where applicable, especially from existing businesses. All figures provided should be GST-exclusive.

15. What Tourism Industry related goods or services will your business sell?

16. If you already operate a business, tell us what your business currently does and how you will be changing or growing the business.

17. Who are your customers and how do you know that there is demand for your product(s) and/or service(s)?

For example:

- How many customers will you have (please provide an estimate)?
- What are their characteristics, e.g. are they from your local community, from elsewhere in the Torres Strait Region, or outside the region? Add any other defining features for your customer base you think might be relevant.
- How do you know your customers will pay the prices you intend to charge?
- Are your products or services intended for an underserved community?
- How will you advertise to your customers so they know you exist?
- How will you get the products or services to your customers?

18. What are your expenses and who are your suppliers?

For example:

- What will your major expenses be?
- What machinery, IT systems, 'soft' systems (e.g. website development), rent, assets, wages, legal services, etc. will you need to pay for?
- What supplies/business inputs (e.g. materials, machinery, equipment, stationery, advertising, transport/freight services, etc.) do you require and what do they cost?
- Where do you expect to get your supplies from?
- Are your suppliers based locally (in the Torres Strait Region), elsewhere in Australia (please specify) or overseas?

19. Who is your competition (other businesses that offer similar products/services to your target customers)?

For example:

- Who is the competition?
- How do you know there is enough space in the market for you / your business?
- What do you believe makes you / your business different to your competitors?

20. What assets or capital have you invested in the business or intend to invest?

For example:

- Do you have an existing business loan?
- Do you own or lease machinery, equipment like computers or tools that you paid for from your own resources?
- Do you have any property, royalty payments, shares or savings?
- Have you received (or do you anticipate that you will receive) grants or gifts from other Government or non-Government sources? If yes, please specify.

21. Please complete the following table to show what you expect your costs, income and profit to be over the next 3 years. (More detailed table – as per table below/attached)

If you cannot fill out this table, please do not continue with this application. You may be eligible for other TSRA business support services to help you with your business planning / financial planning.

- Revenue = money you get from selling your product or service.
- Other income = money you get from any other sources, excluding the TSRA, such as funding from State or Territory governments.
- Expenses = costs of equipment (whether bought or hired), tools, machinery, studio fit-out, wages, advertising, IT systems, and all business related bills like rent, power, etc.).
- Profit = the amount of money you have left after paying your expenses. You can calculate this number by subtracting your Expenses from your Revenue.

	YEAR 1	YEAR 2	YEAR 3
Revenue (money you get from sales)			
Other income			
Expenses			
Profit/breakeven/loss			

22a. Details of Your Own Financial Investment in the Business

Please outline your own investment or commitment to invest financially in the business and the means of investment (e.g. savings, commercial loan or other forms of borrowing).

Breakdown of your own investment in the business (please leave value at \$0 if not applicable):

Item	Value
Savings	\$
Commercial Loan	\$
Other borrowings	\$

22b. Funding Sought

In seeking funding from the TSRA and having regard to your own financial investment in the business, what is the TOTAL amount of additional funding you need to establish/expand your business?

(This should be enough to cover your start-up/expansion costs and the difference between your costs and income until you start making a profit)

Total Funding Sought (\$ excluding GST)	
--------------------------------------------	--

Breakdown of required funding (e.g. studio or office fit-outs, machinery, equipment, vehicles, working capital)

Item	Cost
	\$
	\$
	\$
	\$

Skills and Capability

This section captures information about the business skills and capabilities you have, and where you think you need to improve your skills to run the business effectively.

- 23. What business skills or experience do you have that would help you run your business? For example, work experience in the industry, business planning, advertising, distribution, financial management, payroll, managing staff, etc.**

- 24. Are there any skills or is there any advice you think you need to help you set up or run your business?**

- 25. Business success relies upon good governance (decision-making). In the space below, describe how you will make decisions about your business. For example, who will make decisions? How will disagreements be resolved?**

Employment and Economic Development Impact

You must demonstrate that the business will positively contribute to the community(ies) in which it will operate, especially in terms of job creation and economic development.

26. How will your business contribute to Indigenous economic development?

- At least 50 per cent of my business will be owned by people of Torres Strait Islander and/or Aboriginal descent.

Please be aware that you may be required to sign a statutory declaration.

Please provide some details

27. If you are an existing business, do you employ Torres Strait Islander and/or Aboriginal Australians?

- Yes
 No
 N/A – I do not currently operate a business

If yes – how many and what proportion of your employees identify as being of Torres Strait Islander and/or Aboriginal descent?

28. Will your business create new jobs? Please provide details, including:

- Expected number of jobs (including any self-employment by the Applicant)
- If the positions will be full-time, part-time or casual
- How many jobs are likely to be filled by Torres Strait Islander and/or Aboriginal people from the Torres Strait Region?

Support for Application

Referees

Please provide contact details of two referees that can vouch for your business experience and personal character. Do not include immediate family members (an immediate family member is a parent (including step-parent), grandparent, child (including step-child), brother, sister, grandparent, spouse/partner, or any relative that lives with you).

Referee 1

Referee 2

Other information

29. Is there anything else you would like to add or is there anything else we should be aware of when considering your application?

30. By submitting your application you agree that for the purposes of assessing your application, the TSRA may use and disclose to other relevant parties your personal information and any information or documentation concerning this application. Please read the statement below and tick the box if you agree.

- I have read the Application Kit for the TSRA Business Growth Package funding and authorise the TSRA to collect, use, store and disclose my personal information and any information or documentation concerning my affairs relating to my application for TSRA Business Growth Package funding to other relevant parties.

31. If you have an Australian Company Number (ACN) or an Office of Registered Indigenous Corporations (ORIC) please enter it here:

Australian Company Number (ACN):	
Office of Registered Indigenous Corporations (ORIC):	

32. Please list any attachments you have added to the application.

You should attach any additional information you feel would support your application, including business plans, proposed budgets or a resume highlighting your credentials.

33. Do you have a preferred commercial lender?

If yes, please provide the name of the commercial lender.

34. In the past 12 months have you applied for and/or received funding or support from any Commonwealth, State/Territory or local government agency or programme (including the TSRA), private sector organisation or not-for-profit organisation?

- No
- Yes – please specify

Applicant's Certification

To the best of my knowledge, the information I have given in this application is complete, true and correct in every aspect. I am duly authorised to make this application for and on behalf of the Applicant organisation. I declare that:

- the information, including documentation provided and contained in this form is true and accurate;
- I have read the relevant guidelines for the TSRA Business Growth Package;
- I have read, understood and accepted the terms and conditions, including incorporation requirements, of funding and my organisation will be able to fully comply with those conditions;
- I understand that incomplete applications will not be considered;
- if this application is successful, I will enter into a Standard Funding Agreement with the TSRA, unless otherwise stated (with supporting reasoning) in my application at the time of this submission;
- if and where any personal details of a third party are included, the third party has been made aware of, and given their permission for, those details to appear in this application; and
- I am not aware of (or have declared in this application) any perceived or actual conflict of interest that will arise by submitting this application.

I understand that this application is not an offer on the part of the TSRA nor does it create any obligation on the part of the TSRA to enter into a commercial or other relationship with any sponsor organisation.

I understand that the TSRA may request further information. I also understand that the TSRA may conduct a credentials check and may conduct a financial viability assessment if deemed appropriate.

Name of Applicant's authorised representative (print)

Position held

Signature Applicant's authorised representative

Date

Name of Witness (print)

Signature of Witness

Date