



Guidelines for the Territory Small Business Roadhouse to Recovery Grant

Round Three





Program overview

The Northern Territory Government is providing \$2 million of grant funding through the Territory Small Business Roadhouse to Recovery Grant to assist regional and remote wayside inns, roadhouses and remote caravan park operators to undertake projects that will improve the on-ground visitor experience in the Northern Territory.

The program is aimed at improving the visitor experience at our more remote, drive-focused businesses in the Northern Territory as we continue to grow our tourism drive market.

Drive holidays provide freedom of choice, affordability, flexibility and time for personal and family connection. The Roadhouse to Recovery grant program seeks to enable eligible businesses to improve their customer experience and build on the Northern Territory's reputation as a compelling destination for self-drive visitors in a competitive Australia wide market.

Funding has been made available to assist remote wayside inns, roadhouses and remote caravan parks to improve their visitor experience, with grants of up to \$150,000 in funding to support infrastructure improvements to ablution facilities and family amenities.

For the purpose of this program, wayside inns, roadhouses and remote caravan parks are defined as small mixed use premises typically built on or near a major highway or important thoroughfare in sparsely populated or remote areas. These businesses provide meals and/or groceries, accommodation and/or accommodation sites, activities and fuel for travellers while on a road journey.

One off funding of up to \$150,000 (excluding GST) is available per business.

Businesses will be expected to provide a matched cash contribution.

Successful projects must:

- a) demonstrate how the proposal will enhance the visitor experience, increase favourable visitor reviews and increase visitor numbers or length of stay
- b) be strategic in nature by delivering benefits to an individual business, multiple businesses or to a region and align to the relevant Destination Management Plan, NT Drive Tourism Strategy, Long-Term Business Events Strategy, NT Aboriginal Tourism Strategy 2030 or the NT's Tourism Industry Strategy 2030
- c) provide an itemised project budget accompanied by quotes. Applications without accompanying budget and quotes will not be considered. Quotes and invoices from family or other registered businesses aligned to the applicant will not be accepted
- d) be able to be completed by the date listed in the guidelines
- e) include the minimum matching cash co-contribution. The Northern Territory Government will contribute \$1 for every \$1 of the total project value, up to \$150,000.

This means if you are requesting a \$50,000 grant then you need to provide a minimum further \$50,000 in cash towards the nominated project. Please note that in-kind contributions will not be considered.



Funding available

The Northern Territory Government has assigned a budget allocation of \$2 million.

Priority will be given to:

- projects from remote wayside inns, roadhouses and remote caravan parks that demonstrate the greatest need for visitor enhancement, focusing on ablution facilities and family amenities as supported by evidence
- projects that improve accessibility
- businesses that did not receive funding in both round one and two.

Applicants should provide evidence that local NT suppliers and local content will be used to deliver the project where possible.



Eligible applicants

To be supported through this program, applicants will be assessed on a competitive basis, with priority given to remote wayside inns, roadhouses and caravan parks. Applicants must:

- have a significant Northern Territory tourism focus, currently servicing drive travellers
- be able to identify / provide evidence of the customer experience “problem” or gap and how the funding will improve that gap

- have a current Australian Tourism Data Warehouse (ATDW) listing
- have online bookable product or be in the process of developing an online bookable product*
- provide, at a minimum, three of the five services: onsite accommodation, sites for caravans or other self-contained mobile accommodation (i.e. tents), meals and/or groceries, fuel or activities
- be a member of an industry peak body, e.g. Tourism Top End, Tourism Central Australia or Hospitality NT.

*for information on becoming online bookable contact distribution.tourismnt@nt.gov.au



Eligible projects and activities

Eligible projects that will be considered under round three include:

- infrastructure upgrades to ablution facilities to address shortcomings in the existing tourism visitor experience
- implementation of new or improved family amenities.

Projects must align to the relevant Destination Management Plan, NT Drive Tourism Strategy, Long-Term Business Events Strategy, NT Aboriginal Tourism Strategy 2030 or the NT’s Tourism Industry Strategy 2030.



Ineligible activities

Applications will not be accepted for:

- activities that have commenced before the grant has been approved
- upgrading or developing facilities predominantly for local community use or where there is no clearly defined tourism visitor benefit
- upgrading facilities relating to fuel pumps and services
- marketing, advertising and product promotion activities
- regular repairs and maintenance
- travel costs for staff, suppliers or consultants
- administrative or running costs that are normally the responsibility of a business (e.g. rent, insurances, auditing and finance costs etc.), state or territory administration or local council
- wages or salaries for an applicant's employees or consultants
- the purchase or lease of mobile / portable and attractive assets, including but not limited to, computers (e.g desktops, iPad, projectors or laptops), appliances (coffee machines, till systems, white and electrical goods), motor vehicles (e.g. cars, buses or motorcycles) and boats. Portable and attractive assets can be defined as items that are susceptible to theft or loss due to their size, utility and marketability
- purchase or lease of real estate of any type.

Applications will not be accepted where an applicant has not fully acquitted any previous funding from the Department of Industry, Tourism and Trade, including Tourism NT.

Please take care to ensure ineligible activities are not included in any application as this will preclude further consideration.



Indicative dates

Closing date for nominations

4 pm 18 July 2022

Consideration of projects

July 2022

Notification of successful recipients

August 2022

First payment

on receipt of signed funding agreement

Second/final payment

on acquittal

Final date for projects to be completed

31 March 2023

These dates are indicative and may be changed if necessary (for example, if a larger than anticipated volume of potential projects is received).

Projects may be supported that have been identified through this or another process.





Nomination process

The program will operate via a merit based nomination process. Assessment of projects is by a panel based on written project proposals.

Applicants who have received funding in either rounds 1 or 2 will be considered, however preference will be given to new applicants. Applicants that have received previous funding in both rounds one and two are unlikely to be successful.

All nominations will be accepted via the Grants NT portal only. Businesses can register online via **grantsnt.nt.gov.au**. Late applications will not be accepted and the business must allow time to ensure the application process is completed prior to the closing date.

Handwritten submissions will not be accepted.

An email confirmation will be sent within two working days of receipt of each application. In the event a confirmation is not received, applicants should phone 8999 3808 to check progress of the nomination form.

Further discussions with applicants may be required to confirm details in the nomination form and/ or supporting documents.

It is recommended that prior to submitting an application, businesses contact the Tourism NT team to discuss their project and whether it meets eligibility criteria.

In accordance with its Buy Local policy, the NT Government is committed to the development of business and industry in the NT and supporting Territory enterprises. Except where it is impractical for technical reasons, projects must use labour available within the NT and source services, supplies and materials from within the NT.

Tourism operators who operate on Aboriginal Freehold Land will be required to provide a copy of the relevant Section 19 lease documentation as part of their application.

All applications must include a copy of your current Public Liability Insurance.

The NT Government may conduct credit checks and other due diligence processes, including checks with other Government agencies including but not limited to Parks, Licensing and Health as part of the assessment process.



Assessment criteria

Projects will be assessed based on alignment with eligible applicants criteria detailed on page two.

Applicants must be able to demonstrate how the nominated project will enhance the tourism visitor experience, increase favourable visitor reviews and increase visitor numbers or length of stay. This could be through providing evidence of:

- customer feedback via social or other platforms, e.g. Tripadvisor or hotel review websites
- customer satisfaction surveys where there is a documented product gap or identified upgrade
- current photos of the wayside inn or roadhouse with details of proposed project enhancements.





Funding agreement

A legally binding funding agreement will be entered into between the Northern Territory Government and successful applicants. The terms and conditions of the agreement will be determined based on the nature of the activity proposed. The agreement will set out:

- the rights and obligations of the Northern Territory Government and the funding recipient
- requirements with respect to “buy local” provisions and cash co-contribution, noting if these conditions, where applicable, are not met during project acquittal, applicants will be required to repay grant funding to the Department
- agreed project plan and budget as per application
- half way progress report requirements
- reporting and funding acquittal requirements
- requirements for recognising NT Government support and promotional obligations arising from receipt of funding. Applicants should note details of successful funding recipients will be advised publicly and recorded in the Department’s annual report
- professional indemnity insurance requirements.



Payment of funding

Successful recipients will receive their funding via two payments. The payments will be made as follows:

First payment

Successful recipients will have 14 days from notification to accept the funding offer. Half of the funding will be paid to the successful recipient on receipt of the signed funding agreement and a signed statutory declaration form to confirm the applicant is project ready and will meet the guidelines of the grant program.

Second payment

The remaining funding will be paid on receipt of accepted acquittal documentations including a final report (attaching photos and images of the project/s), copies of invoices, permits and insurances.

The panel may include special conditions such as evidence of financial contribution, permits in place or project support from third parties which may be imposed as a condition of releasing any funding payments.



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Mandatory vaccination requirements (COVID-19)

(a) In this clause:

- i. “the contract” means the documents that constitute the final agreement between the parties, including this clause;
- ii. “exemption” means a certificate issued by the Commonwealth that certifies the person has a permanent or temporary contraindication to all approved COVID-19 vaccines (or such other certificate as is accepted by us from time to time);
- iii. “fully vaccinated” means receiving three doses of an approved COVID-19 vaccine;
- iv. “personnel” includes your directors and officers (including board members and committee members), whether paid or unpaid, an incorporated association of volunteers, and your workers (as defined in s 7 of the Work Health and Safety (National Uniform Legislation Act 2011);
- v. “we” and its other grammatical forms means the party to the contract that is the Northern Territory of Australia; and
- vi. “you” and “your” means the party or parties to the contract that are not us.

(b) You acknowledge it is our policy that it is a prerequisite to entering into any contract with us that you and your personnel are fully vaccinated for COVID-19 or have an exemption.

(c) It is an essential term of the contract that:

- i. you and your personnel who are located in the Northern Territory are fully vaccinated for COVID-19 or have evidence of an exemption;
- ii. you maintain processes, systems and records (including a register if required) of your personnel’s vaccination status and exemptions, and you promptly permit us to sight those processes, systems or records on our request; and
- iii. you include in any subcontracts arising out of the contract substantially the same rights and obligations as this clause.

(d) Despite any other provision of the contract, in the event of your failure to comply with this clause,

we may, at our discretion, do one or more of the following by written notice:

- i. immediately suspend or reduce any payment to be made by us to you;
- ii. recover from you a payment (or part of a payment) applicable to a period during which you failed to fully comply with this clause;
- iii. immediately suspend or terminate the contract, and we will not be liable for, and you will not be entitled to, further payments, damages, compensation, or any other remedy, whether in contract, tort or equity, in connection with us having taken action under this sub-clause (d).

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Requests for variations

Once a funding agreement has been signed, successful recipients may find that their project needs to alter. Any variations to approved funding recipients must be requested in writing.

The panel will consider minor variations to successful projects such as:

- minor variation to the project completion date
- minor variation to the materials used
- minor total budget variations.

Requests for a major variation to successful projects will not be considered. For example, if a project is approved to build new accommodation, the project cannot be varied to build an ablution block.

Requests for a major variation to successful project budgets may be considered. For example, if a project is approved to build new cabins and the recipient is granted \$150,000 based on a total project spend of \$300,000, if the project is subsequently revised to only be a total spend of \$200,000, the panel reserves the right to review the grant funding offered.



Further information

For further information contact strategy.tourism@nt.gov.au or telephone 08 8999 3808.

A copy of these guidelines is available at tourismnt.com.au/en/industry-resources/grants-and-funding

Tourism NT's corporate website tourismnt.com.au is a valuable resource for accessing information to support applications including tourism research and strategies.