



Australian Government

Australian Trade and Investment Commission

Tropical North Queensland International Tourism Recovery Program Round 2 Grant Guidelines

Grant to Tourism Tropical North Queensland Limited (TTNQ)
ABN: 94 009 953 084

Opening date:	8 December 2025
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Commonwealth policy entity:	Australian Trade and Investment Commission (Austrade)
Administering entity:	Australian Trade and Investment Commission (Austrade)
Enquiries:	If you have any questions, please contact Austrade via email ttnqgrant@austrade.gov.au
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Type of grant opportunity:	Closed non-competitive

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TNQ International Tourism Recovery Program Round 2 processes

The Tropical North Queensland International Tourism Recovery Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to Austrade's outcomes aligned to THRIVE 2030. Austrade (we/us) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles 2024 \(CGRPs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



You complete and submit a grant application/proposal

You submit a proposal and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the proposal against eligibility criteria. We assess your eligible proposal against the assessment criteria including an overall consideration of value with relevant money.



We make grant recommendations

We provide advice to the decision maker on the merits of the proposal.



Grant decisions are made

The decision maker decides whether the proposal is successful.



We notify you of the outcome

We advise you of the outcome of your proposal.



We enter into a grant agreement

We will enter into a grant agreement with you. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Program

We evaluate your specific grant activity and the Program as a whole. We base this on information you provide to us and that we collect from various sources.

1. Introduction

These guidelines contain information for the **Tropical North Queensland International Tourism Recovery Program Round 2** grant.

The Program was announced in the Budget on 25 October 2022, as part of the Australian Government's commitment to support the Australian tourism and travel industry to upskill workers, support quality tourism products and deliver infrastructure upgrades. Round one provided \$15 Million to Tourism Tropical North Queensland (TTNQ) over three years to drive growth in international visitation to Tropical North Queensland including the Great Barrier Reef (GBR).

On 10 April 2025, the Australian Government announced an additional \$3 million for the Tourism Tropical North Queensland program to boost reef education and sustainable tourism.

The purpose of this grant aligns with THRIVE 2030¹ Priority 6 – *Build markets and attract visitors*, and Priority 7 – *Grow unique and high-quality products, including Aboriginal and Torres Strait Island experiences* and *Invested: Australia's Southeast Asia Economic Strategy for 2040*.

You must read these guidelines before submitting a proposal.

You must read these guidelines before filling out an application.

This document sets out:

the purpose of the grant program/grant opportunity

- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

We administer the program according to the [Commonwealth Grants Rules and Principles 2024](#) (CGRPs).¹

2. About the grant program

The Tropical North Queensland International Tourism Recovery Program (the program) will run over **five** years from **2022-23 to 2026-27 covering the two rounds**. The program was originally established as part of the tourism and travel support package announced in the 25 October 2022 Budget. The announcement included up to \$15 million to be provided to Tourism Tropical North Queensland region (TTNQ) over three years (2022-23 to 2024-25) to drive growth in international visitation to the Tropical North Queensland (TNQ) region, including visitation to The Great Barrier Reef (GBR).

¹ [Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024](#)

In April 2025, the Australian Government announced the Reef Educational Experience Fund (REEF) providing up to \$3 million in additional funding to TTNQ over two years (2025-26 to 2026-27). The additional funding is to support and drive sustainable international visitation to the GBR.

The tourism sector in the TNQ region and GBR is one of the most economically dependent on international visitation and it has been severely impacted by the COVID-19 pandemic. The Program will help to accelerate the return of international visitors to assist with the region's recovery by reattracting traditional markets, building new and diversified international markets and attracting visitors through innovative marketing approaches and growth in regional tourism.

The objectives of Round Two of the Program are to:

- increase international visitors to the TNQ region and the GBR, including attracting visitors from new and diversified international markets and generating increased overnight visitor expenditure
- support the tourism and travel sectors in the TNQ GBR region to recover from the reduction in international visitation due to the COVID-19 pandemic
- encourage the dispersal of international visitors to other areas of Australia, including regional Australia, and
- raise awareness of the GBR environment and highlight the availability and importance of sustainable tourism.

The Program may complement other funding but must not duplicate assistance that has been or will be provided under any other programs such as any grant provided to TTNQ under the Export Market Development Grant (EMDG), the Recovery for Regional Tourism (RRT) Program or any other Commonwealth or State and Territory Government programs over the course of this program.

This funding must not be used to support domestic tourism recovery.

The intended outcomes of Round 2 of the Program are to deliver demand-driving, and capacity and access building activities and programs leading to:

- increased economic activity driven by increased international visitor numbers and expenditure in the TNQ region and the GBR
- recovery of local operators, supporting businesses and assist new suppliers to commence operations with international-ready products and offerings
- increased awareness of the GBR environment, and the availability and importance of sustainable tourism.

TTNQ must establish and maintain an Advisory Committee consisting of representation from Austrade, Tourism Australia (TA), Tourism and Events Queensland (TEQ) and other relevant visitor economy representative or bodies which could include the Great Barrier Reef Marine Park Authority (GBRMPA). The Advisory Committee must work cooperatively to ensure efficiency and effective alignment across non-duplicated, collaborative activities.

Austrade will administer this grant opportunity according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#)².

3. Grant amount and grant period

Austrade will provide a total of up to \$18 million over five financial years ending in 2026-27 for the Program. For Round 2, up to \$3 million across 2 financial years commencing 2025-26 and ending 2026-27 is available. The funding will not be indexed.

Table 1: Round 2 Total Funding

2025-26 FY (GST exclusive)	2026-27 FY (GST exclusive)	Total Funds (GST exclusive)
\$2.0M	\$1.0M	\$3.0M

TTNQ must complete all project activities prior to the Program end date.

3.1 Grant period

- The maximum grant period is 2 years.

TTNQ must complete the project by 30 June 2027. Following the grant/project period, an evaluation period of 90 days will commence.

4. Eligibility criteria

This grant opportunity is a closed non-competitive grant program. The Australian Government considers this is an appropriate selection process considering the grant does not fall within an existing Austrade program.

The Australian Government has identified TTNQ as the appropriate recipient to deliver the Program as they are the Regional Tourism Organisation (RTO) that has regional knowledge and connections to lead a demand driving and capacity and access building program.

TTNQ must engage and work collaboratively and cooperatively with Austrade, TA, TEQ and GBRMPA to deliver the program.

² [Commonwealth Grants Rules and Principles 2024 - Federal Register of Legislation](#)

4.1 Who is eligible to apply for a grant?

The grantee is Tourism Tropical North Queensland Limited (TTNQ) ABN: 94 009 953 084.

TTNQ must maintain the following minimum eligibility criteria for the duration of the grant and grant agreement:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution
- be a legal entity with the capacity to enter into a legally binding agreement or contract.

You are not eligible to apply for this grant opportunity if you have not received an invitation to apply and are not listed as an eligible invited organisation. No other organisations will be invited or be eligible to apply.

4.2 Who is not eligible to apply for a grant?

TTNQ is not eligible to receive the grant if:

- TTNQ or TTNQ's project partner is listed on the National Redress Scheme's website as an institution that has not joined or signified its intent to join the Scheme (www.nationalredress.gov.au)
- TTNQ is an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.

5. What the grant money can be used for

5.1 Eligible grant activities and expenditure

TTNQ can only spend grant funds on eligible activities and expenditure which have been incurred on agreed projects as defined in the grant agreement.

The grant funding must be used by TTNQ to help accelerate international tourism arrivals in the TNQ region and the GBR, raise awareness of the availability and importance of sustainable tourism to the GBR and must be aligned with the work of and in collaboration with the Australian Government, State Government and through TA and TEQ.

Eligible activities and expenditure may include:

- additional program resources (including staffing) for the delivery of the Program
- capability building activities with TNQ tourism industry businesses and workforce to attract and support international visitors from new and diversified markets
- costs associated with establishing, engaging and collaborating with an advisory committee (including representatives of Austrade, TA, TEQ, GBRMPA and other relevant visitor economy industry representative or bodies)
- costs of activities including:

- promotion of the TNQ region including the GBR, to consumers in priority international markets (including inbound familiarisation programs and relevant content creation)
 - promotion of the TNQ region including the GBR, for international visitation from the cruise ship sector
 - promotion of the TNQ region including the GBR for routes supported through the Queensland Government Attracting Aviation Investment Fund (AAIF) and the new Connecting Queensland Fund in accordance with the guidelines of those programs.
- cost of an independent audit of program expenditure (where we request one) up to a maximum of 1 percent of total program expenditure
 - costs related to capturing and reporting of data analytics
 - domestic travel costs including accommodation, limited to the reasonable cost of accommodation and transport to conduct agreed program activities in Australia
 - identifying and building new relationships with inbound operators, including in new and diversified international markets, and re-establishing relationships in existing international markets
 - international travel costs including accommodation, limited to the reasonable cost of accommodation and transport to conduct agreed program activities (as discussed and agreed to in writing by Austrade)
 - ongoing wages and other staff costs, to engage short term temporary staff employed specifically and exclusively to implement the region's assistance measures or an agreed portion of an existing role to facilitate that role where it would have been ended or reduced. A maximum value of \$125,000 per year of the grant agreement is permitted unless a case is presented in the application or proposal for a higher level of funding.
 - project engagement, consultation and communication that directly relates to project outcomes
 - resources in international markets to support campaign implementation, trade and distribution engagement, aligned to TA's and TEQ's efforts including public relations activity
 - sourcing new and supporting existing products and suppliers in the TNQ region to ensure high-quality offerings to attract international visitation (noting the grant funds cannot be used to attract domestic visitation)
 - staff training that directly relates to project outcomes
 - support for tourism operators, and key distribution partners such as the Airport and Convention Centre, to engage with international trade and business events partners
 - support the acquisition and leveraging of international business events, in collaboration with TA and TEQ, to drive international visitation
 - supporting new partnerships with international airlines and cruise ships to undertake demand driving activities for the region
 - supporting the tourism industry of the TNQ region to diversify or tailor their products, services, signages and promotional materials to meet the needs of new markets, including South-East Asia as well as the key target markets identified by TA, TEQ and TTNQ in collaboration
 - targeted destination marketing to rebuild international markets and source new segments that align with Australian Government and State Government priority markets
 - we may consider allowing the purchase of an asset if it is essential and dedicated exclusively to the delivery of the program. The grant agreement will set out which purchases must be

approved by the Austrade Program Delegate in consultation with advisory committee prior to any purchases

- any other activities and expenditure agreed through consultation and approved by the delegate.

Eligible activities and expenditure can only be incurred after a grant agreement is executed. Any costs incurred before the execution of the grant agreement will not be considered for funding (except when previously discussed and agreed to, in writing by Austrade).

Not all expenditure on the grant activity may be eligible for grant funding. The Austrade Program Delegate makes the final decision on what are eligible activities and expenditure and may give additional guidance on eligible activities and expenditure if required.

TTNQ must undertake the agreed activities between the project start and end date unless stated otherwise.

5.2 What the grant money cannot be used for

TTNQ cannot use the grant for the following ineligible activities and expenditures including:

- activities or costs associated with airline route development and/or underwriting of new and/or existing routes to the TNQ region
- activities targeted towards attracting domestic visitors, including expenditure on domestic (interstate and intrastate) marketing and/or towards specific domestic demand driving activities
- activities and/or expenditure that are already being fully supported through other sources or that are already funded on an ongoing basis by Commonwealth, State/Territory government programs (the funding cannot be used to duplicate activities or effort)
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, boats, computers, printers, or photocopiers
- costs incurred in the preparation of a grant proposal or related documentation
- costs incurred prior to a grant agreement being executed (unless previously discussed and agreed to in writing by Austrade)
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it relates directly to the Program)
- costs of activities for which other Commonwealth, State/Territory or local Government bodies have primary responsibility
- cost of non-project related staff training and development
- costs of purchasing, leasing, depreciation of or development of land, or the purchase or construction of buildings
- costs retrospective to the agreement start date (unless previously discussed with and agreed to, in writing by Austrade)
- demand driving activities and expenditure in Australia (including but not limited to marketing, PR, route development)
- domestic travel costs that exceed one (1) per cent of the Program costs
- expenditure on activities/effort that duplicates other State and Territory/Commonwealth grant funding

- expenditure on demand-driving activities outside of its region, the exception for expenditure that is directly providing benefit to the TNQ and GBR region
- financing costs, including interest and debt financing
- general maintenance costs
- general ongoing administration of an organisation such as communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees, and bank charges
- non-program related staff training and development costs
- ongoing wages and other staff costs, unless those costs are to engage short term temporary staff employed specifically and exclusively to implement the region's assistance measures or an agreed portion of an existing role to facilitate that role where it would have been ended or reduced. A maximum value of \$125,000 per year of the grant agreement is permitted unless a case is presented in the application or proposal for a higher level of funding.
- workforce programs.

This is not an exhaustive list and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide they do not directly contribute to achieving the planned outcomes for the Program, or that they are contrary to the objective of the Program.

The Austrade Program Delegate may impose limitations, exclude expenditure and further include ineligible expenditure listed in these guidelines or a grant agreement or otherwise by notice to TTNQ.

6. The assessment criteria

In assessing TTNQ's proposal, we will consider whether:

- TTNQ's project aligns with the policy intent listed under section 2 of these guidelines
- TTNQ's project is appropriately costed and represents value with relevant money
- TTNQ's proposed activities and expenditure are eligible
- TTNQ have demonstrated how they will work effectively with TA and TEQ in the delivery of this program
- TTNQ can deliver the project on time and to budget as identified in supporting documents
- the level of risk associated with the project and its implementation is manageable and acceptable
- required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the project
- any other requirements specific to the grant.

We will assess TTNQ's proposal against all criterion outlined in this section. All criterion has equal weighting.

TTNQ must address all criterion in the proposal for it to be considered and provide attachments and further evidence to substantiate claims.

6.1 Criterion 1

Program alignment with policy intent

TTNQ should demonstrate this by identifying:

- the Program's contributions to the objective and outcomes (as described in section 2) of driving sustainable international tourism visitation to the TNQ region and GBR;
- how the implementation of Program will align to THRIVE 2030³ policy priority 6, Build markets and attract visitors, and policy priority 7, Grow unique and high-quality products, including Aboriginal and Torres Strait islander experiences and *Invested: Australia's Southeast Asia Economic Strategy for 2024*;
- potential for dispersal of international visitors to other areas of Australia, particularly the regions;
- how it will aid in recovery of the TNQ and GBR regions through increased economic activity driven by increased international visitor numbers and expenditure in the TNQ region and the GBR; and
- how it will raise awareness of the GBR environment and highlight the availability and importance of sustainable tourism.

6.2 Criterion 2

Capacity, capability and resources to carry out the program

TTNQ should demonstrate this by identifying how the demand driving activities will be developed and implemented through a program management plan attached to the proposal that includes evidence of:

- how TTNQ will deliver this program and staffing structure;
- terms of reference for the advisory committee comprising of Austrade, TA and TEQ;
- financial modelling and proposed budget outlining the eligible activities and expenditure;
- risk management of the program(s);
- support for the proposal from industry stakeholders, including the GBRMPA, TA and TEQ;
- TTNQ's access to personnel with the right skills and experience to execute the program including details of relevant organisation staff with previous experience/ability to manage programs of an equivalent size and nature of the proposal
- audited financial statements for the two most recent consecutive financial years, including balance sheets, profit and loss statements, cash flow statements and notes to the account
- supporting and respecting the rights and needs of the local traditional owners
- the commitment to environmental sustainability and accessibility in the TNQ region and the GBR.

6.3 Criterion 3

Impact of grant funding and how success will be measured

TTNQ should demonstrate this by:

³ [THRIVE 2030 strategy - Austrade](#)

- identifying clear and measurable key performance indicators for each funded activity that will be included in the grant agreement with KPIs consistent with the objectives and intended outcomes of the grant program
- outline TTNQ's delivery and KPI's for success against the key outcomes for this grant program including:
 - increased economic impact with international visitor numbers and overnight expenditure within the visitor economy in the region trending upwards to pre-pandemic levels (including for the GBR);
 - recovery of local operators and supporting businesses post COVID-19 with international-ready products and offerings along with product and support for new and non-traditional international markets, in Southeast Asia and the other identified key target audiences agreed with TA, TEQ and TTNQ; and
 - increased economic benefits to the region through increased awareness of the Great Barrier Reef, its diverse experiences, and the importance of sustainable tourism.

7. How to apply

TTNQ will need to submit a proposal to Austrade in line with these guidelines. Before applying, TTNQ must read and understand these guidelines. These documents may be found at [GrantConnect](#). GrantConnect is the authoritative source for grants information. Any alterations and addenda⁴ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes to these guidelines.

To submit a proposal, TTNQ must:

- submit a proposal to ttnqgrant@austrade.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

TTNQ must keep a copy of the submitted proposal for their own records.

TTNQ are responsible for ensuring that their application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995 \(Cth\)](#). We will investigate any false or misleading information and may exclude TTNQ's application from further consideration.

If TTNQ finds an error in their proposal after submitting it, you should contact us immediately on ttnqgrant@austrade.gov.au.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to

⁴ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

accept any additional information from you that would change your submission after the application closing time.

We will acknowledge that we have received TTNQ's proposal within three working days.

If TTNQ need further guidance around the application process, contact us at ttnqgrant@austrade.gov.au.

7.1 Attachments to the application

TTNQ must attach all supporting documentation outlined under section 6 including:

- a proposal that addresses all criteria as outlined in section 6 of these Guidelines
- a project management plan
- a proposed budget for each project in the proposal
- a risk management plan
- proposed marketing strategy/plan outlining proposed partnerships, activities and expenditure and reach
- details of how TTNQ plan to resource the administration and delivery of the programs, including a delivery schedule for all projects in the proposal
- details of who and how TTNQ consulted across the tourism and travel sectors to arrive at the programs in the proposal or the proposed plan, including timeline to consult with relevant stakeholders across the tourism and travel sectors
- evidence of support from TTNQ organisation's board, CEO or equivalent
- trust deed (if applicable)
- audited financial statements for the two most recent consecutive financial years, including balance sheets, profit and loss statements, cash flow statements and notes to the accounts.

TTNQ may also include a Reconciliation Action Plan and/or diversity plan (if available).

7.2 Timing of grant opportunity processes

You must submit a proposal between the published opening and closing dates.

If you are successful, we expect you to commence your project activity on execution of the grant agreement.

Table 2: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of proposal and approval of outcomes of selection process	2-3 weeks
Negotiations and award of grant agreements	2-3 weeks
Earliest start date of project activity	On execution of the grant agreement
Progress reporting	Due every 6 months (or as outlined in the grant agreement)

Final project report due	Within 90 days of the Program end date
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7.3 Questions during the application process

If TTNQ have any questions during the application period, contact Austrade at ttnqgrant@austrade.gov.au.

Austrade will respond to emailed questions within three working days.

8. The grant selection process

8.1 Assessment of grant applications

We will review your proposal against the eligibility criteria.

We will then assess your proposal against the assessment criteria (see section 6). We consider the proposal on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

When assessing the extent to which the proposal represents value with relevant money, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the extent to which the geographic location of the proposal matches identified priorities
- the extent to which the evidence in the proposal demonstrates that it will contribute to meeting the outcomes/objectives.

We may seek additional information about you or your proposal if we are unsure whether the proposal meets the eligibility criteria.

8.2 Who will assess proposals?

An assessment committee will assess the proposal on its merits. The assessment committee will be made up of Austrade staff with expertise in areas relating to the criteria set out in section 6 including risk, policy and project planning. And where Austrade deems appropriate other subject matter experts from industry, state and Commonwealth Government Agencies may also be included as assessors. Any assessor who is not a Commonwealth Official will be required to perform their duties in accordance with the CGRPs.

The assessment committee recommends to the Program Delegate which applications to approve for a grant.

8.3 Who will approve grants?

Austrade's Program Delegate is the decision maker who decides grant approval, taking into consideration the recommendations of the assessment committee.

The Program Delegates decision is final in all matters, including:

- the approval of the grant
- the grant amount and milestones payments to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

The Austrade Program Delegate must not approve grant funding if they reasonably consider the program funding across financial years will not accommodate the grant funding offer or if the proposal does not represent value for relevant money.

9. Notification of application outcomes

We will advise TTNQ of the outcome of the proposal in writing including any specific conditions attached to the grant.

10. Successful grant applications

10.1 The grant agreement

TTNQ must enter into a legally binding grant agreement with the Commonwealth. We will use a standard grant agreement⁵. The agreement has general terms and conditions that cannot be changed. We will use project level grant agreement/schedule to outline the specific grant requirements.

TTNQ will need to accept the offer and sign the grant agreement. After you have accepted it, we will execute the agreement. Execute means both TTNQ and the Commonwealth Government have entered into the grant agreement. We will provide you with a copy of the executed agreement. The agreement will not become binding until it is executed.

Austrade must execute a grant agreement with TTNQ before we can make payments. TTNQ must not start the grant activity until a grant agreement is executed. We are not responsible for any expenditure until a grant agreement is executed.

The grant agreement may have specific conditions determined by the assessment process or other considerations made by the Austrade Program Delegate or Minister. We will identify these in the agreement.

⁵ <https://www.finance.gov.au/sites/default/files/2024-10/Commonwealth%20Standard%20Grant%20Agreement%20Template.docx>

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

The grant agreement will state the:

- the maximum grant amount per project
- the maximum grant amount to be paid in each financial year
- the proportion of eligible expenditure covered by the grant (grant percentage) where there is a co-contribution from another party
- any in-kind contributions TTNQ will make.

TTNQ will have 30 days from the date of a written offer to execute this grant agreement. During this time, Austrade will work with TTNQ to finalise details in the agreement.

10.2 How we pay the grant

Austrade will make an initial payment on execution of a grant agreement. Any subsequent payments will be made upon the grant agreement, progress report and milestone reporting requirements. These payments may be quarterly, six monthly, annually, as agreed in advance, based on the forecast of eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress.

Austrade will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the Program and associated project.

Austrade will set aside two (2) per cent of the total grant funding for the final payment. This will be paid when a satisfactory final report is submitted demonstrating completion of outstanding obligations. All project activities must be completed by Program end date. The final report must be submitted within 90 days of Program end date.

Austrade may need to adjust progress payments to align with available grant Program funds across financial years and/or to ensure we retain a minimum two percent of grant funding for the final payment.

Austrade will not exceed the maximum grant amount under any circumstances. Any extra costs and non-eligible grant activities must be managed by TTNQ.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.3 Grants payments and GST

We will not add GST to your grant payments.

GST does not apply to grant payments to Government related entities.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend TTNQ seek independent professional advice on the taxation obligations or seek assistance from the [Australian Taxation Office](https://www.ato.gov.au/).⁶ We do not provide advice on taxation.

⁶ <https://www.ato.gov.au/>

We will only make grant payments when we receive satisfactory progress reports.

TTNQ must discuss any program or milestone reporting delays with us as soon as you become aware of them.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than twenty-one calendar days after the date of effect as required by Section 5.4 of the [CGRPs](#).

We may also publish this information on business.gov.au. This information may include:

- business name
- title of the project
- description of the project and its intended outcomes
- amount of grant funding awarded
- Australian Business Number
- business location.

12. How we monitor your grant activity

12.1 Keeping us informed

TTNQ should let us know if anything is likely to affect the grant activity or project/services or bank account details.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your program, carry on business and pay debts due.

TTNQ must also inform us of any changes to the:

- name
- addresses
- nominated contact details
- bank account details

If TTNQ becomes aware of a breach of terms and conditions under the grant agreement, you must contact us immediately at ttnqgrant@austrade.gov.au.

TTNQ must notify us of events relating to the grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

TTNQ must submit reports in line with the timeframes in the grant agreement using a specific template that we will provide. We will provide the requirements for these reports as appendices in the grant agreement. We will remind TTNQ of reporting obligations before a report is due. If TTNQ need further guidance around the reporting process, contact us at ttnqgrant@austrade.gov.au.

We will expect TTNQ to report on:

- progress against agreed project milestones, outcomes and KPIs
- contributions of participants directly related to the grant activity
- project expenditure including eligible expenditure of grant monies

The amount of detail provided in progress reports should be relative to the size, complexity and grant amount.

12.2.1 Progress reports

Progress reports must:

- include evidence of your progress towards completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

TTNQ must discuss any reporting delays with us as soon as you become aware of them.

12.2.2 Ad-hoc reports

Austrade may ask TTNQ for ad-hoc reports on the grant and Program. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity or projects.

12.2.3 Final report

When you complete the project, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved, including KPIs
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- include a declaration that grant money was spent in accordance with the grant agreement
- provide an independent audit of Program expenditure
- be submitted by the report due date

12.3 Audited financial acquittal report

TTNQ will provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. TTNQ can request a variation to the grant agreement, including:

- changing project milestones
- changing project activities
- extending the timeframe for completing the project.

If TTNQ want to propose changes to the grant agreement, they must be put in writing before the project grant agreement end date, for the Program delegate to consider.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to year after you finish your grant for more information to assist with this evaluation.

12.6 Acknowledgement

If TTNQ make a public statement about a project funded under the Program, including in media releases, on social media and in a brochure or publication, TTNQ must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government administered by Austrade.'

If you intend to run an event to publicise this grant, or any projects funded under your grant agreement, you are required to give us at least three weeks' notice of the event and provide an opportunity for the Minister or their representative to attend the event or issue a media release.

12.7 Australia's Nation Brand

Australia's Nation Brand is a unifying brand identity designed to help Australian businesses showcase their products and services to the world. With over 800 free resources available in Australia's Nation Brand Toolkit, the brand is a powerful marketing tool that strengthens Australia's international presence and reputation. When promoting products and services to an international audience, the Australian Government encourages businesses to use of the Australia's Nation Brand

logo^[1] and other branding elements as appropriate. Australia's Nation Brand assets are available free of charge - Find out more at www.brandaustralia.com.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, is conducted according to the published grant opportunity guidelines, incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

These guidelines may be changed from time-to-time by Austrade. When this happens, the revised grant opportunity guidelines will be published on [GrantConnect](#). By registering on this website, you will be automatically notified of any changes to these guidelines.

You should be aware of your obligations under the [National Anti-Corruption Commission Act 2022](#), noting that under the Act grantees will generally be considered 'contracted service providers'.

13.1 Enquiries and feedback

For further information or clarification, you can contact Austrade at tourism.grants@austrade.gov.au. All complaints about a grant process must be provided in writing.

If you are not satisfied with the way we handle your complaint, you can contact:

Dannielle Green
Branch Head, Grants Management Branch
Austrade Level 1-2,
Nishi Building 2 Philip Law Street
CANBERRA ACT 2601
Dannielle.green@austrade.gov.au

If you do not agree with the way the Austrade has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with Austrade.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflict of interest

[1] Which must abide to appropriate use of image protocols for use of First Nations related marketing and content ⁸ <http://www.ombudsman.gov.au/>

Any conflicts of interest, or perceived conflicts of interest can affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Austrade's staff, any member of a committee or advisor and/or you or any of your personnel, including sub-contractors:

- have a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer
- have a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- have a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.
- You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there are no conflicts of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Austrade's in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#)). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict-of-interest policy on Austrade's website.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of TTNQ's application, you declare your ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and your intention to impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by Austrade would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where TTNQ are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- other Commonwealth employees and contractors to help us manage the program effectively, including for an integrity purpose
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman, Privacy Commissioner or National Anti-Corruption Commissioner, or staff of their agencies
- the responsible Minister or Parliamentary Secretary, or
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 How we use personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting TTNQ know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information

We may give the personal information we collect from TTNQ to our employees and contractors, the committee, where applicable and other Commonwealth employees and contractors, so we can:

- manage the Program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicant to the public
- publish personal information on Austrade website and GrantConnect.

Our Privacy Policy is on Austrade's website, for more information on:

- what is personal information
- how we collect, use, disclose and store TTNQ's personal information
- how TTNQ can access and correct personal information.

13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Contact Officer
 Legal Procurement and Fraud
 Austrade
 GPO Box 2386
 Canberra ACT 2601

By email: foi.coordination.officer@austrade.gov.au

14. Glossary

<u>Term</u>	<u>Definition</u>
accountable authority	See subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
addenda	Additions to a written document most commonly a change or explanation of a variation of a contract
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
Attracting Aviation Investment Fund (AAIF)	refers to the Queensland Government Attracting Aviation Investment Fund aimed at securing more direct international flights into Queensland, to rebuild the international visitor economy
Austrade	Australian Trade and Investment Commission
Austrade Program Delegate	a senior officer in Austrade with responsibility for the program.
commencement date	the expected start date for the grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
completion date	the expected date that the grant activity must be completed and the grant spent
contracted service provider	A contracted service provider is a person who is a party to a Commonwealth contract or is a party to a subcontract with a contracted service provider and is responsible for the provision of goods or services under contract, either directly or indirectly.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who makes a decision to award a grant
eligible business	a business that meets criteria of section 4.1 as decided by the Program Delegate

eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Eligibility criteria should be developed to enable objective validation and are either 'met' or 'not met'. Assessment criteria may apply in addition to eligibility criteria.
<i>Commonwealth Grants Rules and Principles 2024 (CGRPs)</i>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	<p>for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <p>a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth; and</p> <p>which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</p>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement and specifies the details of the grant.
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant.
National Anti-Corruption Commission (NACC)	The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the National Anti-Corruption Commission Act 2022 .
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.

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