

Tourism Development Application Form

Form Preview

Horsham Rural City Council Tourism Development Support Program Application

Horsham Rural City Council's Tourism Development Support Program was established to provide support to new and existing tourism businesses and organisations wanting to expand or increase tourism offerings within the Horsham Rural City Council area.

The program supports initiatives that strengthen the Horsham region as a place to live, work and invest, by encouraging business growth, tourism development, employment creation, innovation, and community benefit.

Examples of this could be:

- New or expanding tourism business operations
- Development of new tourism attractions, events, experiences, or products
- Accessibility and inclusion improvements tourism initiatives
- Feasibility studies, business case development, or planning applications relating to tourism initiatives

Council support may include financial contributions, in kind support, advocacy, access to data and intelligence, connections to networks, and assistance with approvals or planning processes. Support is discretionary and determined on a case-by-case basis.

The application form must be completed online. If you require assistance to complete the on-line form, our Business and Tourism Development Team can help, please contact 5382 9507 to make an appointment.

Privacy

Horsham Rural City Council (Council) is collecting the information in this form for the purposes of supporting your application. We will take all reasonable measures to protect your information from unauthorised access, loss or misuse. For further details of Council's privacy policy and privacy statement please click [here](#).

Eligibility

Does your organisation have an ABN or do you have an auspice organisation for this application?

- Yes
- No

Are you starting a new tourism business or event or expanding an existing tourism business or event in the Horsham Rural City Council municipality?

- Yes - Tourism Business Development
- Yes - Tourism Event Development
- No

Tourism Development Application Form

Form Preview

Does your organisation (or auspice) have public liability insurance?

- Yes
- No

You must have Public Liability Insurance in order to apply for this program

Not eligible to apply

Unfortunately, you answered **no** to one or more of the above eligibility requirements and are not eligible to apply for this support. If you would like further information please contact the Business and Tourism Team on 5382 9507.

Event Eligibility

Tourism events funded by this program are defined as an event held within the Horsham Rural City Council municipality that attract over 500 patrons from **outside** the municipality. These have a minimum of 500 forecast participants per day and may be multi-day events involving several locations.

How many attendees do you anticipate will attend your event?

- Less than 500
- 500 - 1000
- 1000 - 5000
- 5000+

How many local people do you anticipate will attend your event?

- Less than 500
- 500 - 1000
- 1000 - 5000
- 5000+

Local people are defined as residents within the Horsham Rural City Council area

How many regional and interstate people do you anticipate will attend your event?

- Less than 500
- 500 - 1000
- 1000 - 5000
- 5000+

Regional and interstate people are defined as people who reside outside the Horsham Rural City Council area

Not eligible to apply

Unfortunately, your event doesn't meet the eligibility requirements and you are not eligible to apply for this support. If you would like further information please contact the Business and Tourism Team on 5382 9507.

Not eligible to apply

Tourism Development Application Form

Form Preview

Unfortunately, your event doesn't meet the eligibility requirements and you are not eligible to apply for this support. If you would like further information please contact the Business and Tourism Team on 5382 9507.

About your organisation

* indicates a required field

Organisation Details

Organisation Name *

Postal Address

Address

Head of organisation *

Title

First Name

Last Name

Organisation telephone contact *

Organisation email address: *

Contact for Application

Contact Name *

Title

First Name

Last Name

Position held *

Must be an Office Bearer of the organisation

Contact phone number: *

Contact Email *

Auspice Organisation

If your organisation is not incorporated you will require an auspice organisation that is incorporated to manage your grant.

Tourism Development Application Form

Form Preview

**Do you require an
auspice organisation? ***

- Yes
 No

If you choose yes, you must attach a signed Auspice Agreement (below). Click [here](#) to download the template

Auspice Contact details

Auspice Organisation *

Organisation Name

Must be a not-for-profit organisation

Auspice Primary Address *

Address

Auspice Primary Phone Number *

Must be an Australian phone number.
i.e. 0353829777

Auspice Primary Email *

Must be an email address.

Auspice Contact Officer (name) *

Attach signed Auspice Agreement *

Attach a file:

Template available [here](#)

ABN Number

If your organisation or your auspice organisation do not have an ABN - your organisation needs to complete an Australian Taxation Office Statement by Supplier form and submit it with your application. Template available [here](#)

Failure to provide either an ABN number or Statement by Supplier form will result in Council being obliged to withhold 46.5% of the grant allocation (if successful)

Please note that if you have nominated an auspice, this ABN must be for the auspice organisation.

Tourism Development Application Form

Form Preview

Does your organisation or auspice have an ABN Number? *

- Yes
 No

Australian Business Number (ABN) for your organisation or auspice (if applicable)

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Attach Statement of Supplier form (if required)

Attach a file:

Template available [here](#)

Bank Account

If your application is successful, the grant will be paid into your organisation's bank account or your auspice organisation's bank account (as applicable)

Bank Account *

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Tourism Development Application Form

Form Preview

Project Details

* indicates a required field

Project Title *

Project start date: *

Must be a date and between 1/7/2025 and 31/12/2026.

Project end date: *

Must be a date and between 1/7/2025 and 31/12/2026.

Total dollar amount being requested: *

Financial contributions will be capped at:

\$1,000 ex GST for training and workshops

\$2,000 ex GST for Council fees and charges

\$4,000 ex GST for master planning, feasibility and business case development fees

\$10,000 ex GST for a major tourism event

Total Project Budget: *

Must be a dollar amount.

Project description: *

Word count:

200 maximum

Project location

Projects must be undertaken within the Horsham Rural City municipality.

Project location - please add address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Tourism Development Application Form

Form Preview

Is your project taking place on: *

- Private land owned by your organisation
- Private land owned by another person or organisation
- Land owned or managed (Crown Land) by Horsham Rural City Council
- Crown land managed by another committee or organisation

Permits

PLEASE NOTE: Your project may require a permit application or other documentation to be submitted to Council.

For example:

- If your project is being delivered on private land, depending on the zone, a Planning Permit may be required.
- If you are planning an event you will be required to complete an Emergency Management Plan.

Contact Council's Planning Department on 03 53829781 or planning@hrcc.vic.gov.au to discuss your permit requirements.

Land owner consent

If your project is taking place on:

- private land owned by another person or organisation; or
- Crown Land managed by a Committee of Management other than Horsham Rural City Council;

you need to provide evidence of Land Owner consent. Please attach a letter of consent.

Attach Land Owner Consent *

Attach a file:

Template available [here](#)

Council Land Owner Consent

If your project is taking place on land owned or managed (Crown Land) by Horsham Rural City Council you will need you will need to:

- Complete the on-line event notification form at [via Greenlight](#)
- Download, complete and attach the Council's [land owner consent application form](#).

Attach Council Land Owner Consent Application

Attach a file:

Assessment Criteria - Program Objectives (20%)

Tourism Development Application Form

Form Preview

* indicates a required field

How does your project support Council Plan themes of Liveability, Sustainability and Accessibility? *

Word count:

Must be no more than 200 words.

Explain how your project contributes to our community and the liveability of our municipality; supports sustainability of our environment and improves accessibility for our diverse community. NOTE: your project may support all or some of these Council Plan themes.

How does your project support growth, innovation and new initiatives in the tourism sector? *

Word count:

Must be no more than 200 words.

How will your project increase visitation and enhance the tourism offering in the Horsham region? *

Word count:

Must be no more than 200 words.

Assessment Criteria - Community Outcomes (40%)

* indicates a required field

Community Benefits

How does the project contribute social and environmental benefits to the Horsham region? *

Word count:

Must be no more than 200 words.

How will the project benefit the community by using local suppliers (if applicable)? *

Word count:

Must be no more than 200 words.

Accessible and Inclusive

Please explain how the project specifically addresses barriers to participation for members of our community *

Tourism Development Application Form

Form Preview

Word count:

Must be no more than 200 words.

Explain how your event assists people living with a disability, or people from different cultural backgrounds to attend.

Volunteer opportunities

What opportunities does the project offer for volunteers, collaboration and sharing of resources? *

Word count:

Must be no more than 200 words.

Explain how your event uses local volunteers or how you may collaborate with other local organisations.

Cultural significance

Does the project specifically support different cultures within our community? *

- Yes (please explain)
- No

Explain how the project specifically supports different cultures within our community? *

Word count:

Must be no more than 100 words.

Assessment Criteria - Economic Outcomes (20%)

* indicates a required field

Economic Benefits

What are the economic benefits that will flow from the project? *

Word count:

Must be no more than 200 words.

Point of Difference/Unique Selling Proposition

Tourism Development Application Form

Form Preview

Please list all cash contributions		Please list all cash expenditure items	
Grant request			
Applicant cash			
Other cash sponsorship			

Cash Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Estimated Project Profit or Loss

This number/amount is calculated.

In-kind support/sponsorship

Please provide details of any in-kind support or sponsorship. For example: volunteer labour to run an event (calculate using a rate of \$30 per hour) or advertising sponsorship.

Details of In-kind support/sponsorship \$

Total of In-kind support

Total In-kind support

This number/amount is calculated.

Quotations

Quotations must be attached for any event expenditure items above \$1,000.

Add quotation(s) here

Attach a file:

Additional budget information

Tourism Development Application Form

Form Preview

Council may request additional financial sustainability information about your organisation as part of the assessment process.

The grant amount requested in this application may be reduced. Should the grant amount be reduced, please indicate the minimum grant required to allow the event to proceed *

Must be a dollar amount.

Application Check List

* indicates a required field

Please indicate whether you have considered and submitted (as required) all components of the application by checking the appropriate box.

- * Signed Auspice form has been attached if required
- The applicant organisation (or auspice) has public liability insurance
- Quotations have been attached for all budget items more than \$1,000
- Completed Land Owner Consent requirements

Support Material:

Please attach any additional information that may help explain your event i.e. flyers or brochures

Attach Files:

Attach a file:

Declaration

* indicates a required field

Declaration statement

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact Horsham Rural City Council immediately if any information provided in this application changes or is incorrect.

I agree that the grant funds (if successful) will be used to deliver the project as detailed in this application.

Tourism Development Application Form

Form Preview

I agree to submit a Completion Report to Council as soon as the project is complete.

I am authorised to complete this application and have read and understood this Declaration statement *

Yes

Authorised Person's Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position held *

Must be an office bearer

Date of declaration *