

# Tasmanian Festival and Event Support Fund

## Program Guidelines



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# 1. Acknowledgement of Aboriginal People and Country

The Department of State Growth (State Growth) recognises and values Aboriginal histories, knowledge and lived experiences and is committed to being culturally inclusive and respectful in our working relationships with all Aboriginal people.

State Growth acknowledges all Aboriginal people; the traditional owners of the Land upon which we work and pay our respects to Elders past and present.

## 2. Overview

Events are an important part of the visitor economy. They create a reason for travel, promote regional dispersal of visitors, encourage participation and connectedness between people, and create excitement and entertainment, which in turn increases people's desire to visit or return to Tasmania.

Events Tasmania is committed to attracting people to Tasmania, encouraging people to move around Tasmania and inspiring people to talk about Tasmania through their own circles of influence.

Events Tasmania aims to deliver a balanced events portfolio that enhances Tasmania's brand and reputation as a unique tourism destination while aligning with the [Tasmanian Government Events Strategy 2023-2027](#).

The Tasmanian Government Events Strategy 2023-2027 provides a framework to maintain a sustainable and successful tourism and hospitality sector that delivers greater benefits to the economy and our communities by supporting events that align with the following three pillars:

- I. Economic – Events are a key generator of economic growth opportunities.
- II. Social – Events contribute to our environment, wellbeing and connectedness, and incorporate into their offerings a genuine recognition of our island and its people.
- III. Brand – Events create substantial value for Tasmania and Tasmanians. Tasmania has become a popular destination for visitors seeking to explore the many unique experiences on offer.

## 3. Aim

The \$5 million Tasmanian Festival and Support Fund is part of a suite of initiatives announced by the Tasmanian Government to address the impact of delays in the arrival of the new Spirit of Tasmania vessels on the tourism, hospitality and events sectors. This program is designed to boost regional visitation and strengthen the Tasmanian economy during the shoulder and winter months (from March to November 2025 and 2026) by providing funding for events across the following streams:

1. Event development
2. Event sustainability
3. Emerging events
4. Significant events.

## 4. Funding

Up to \$5 million has been allocated to this grant program to support events over two years.

One-off grants between \$10,000 and \$450,000\* are available to support events scheduled between 1 March and 30 November in 2025 and/or 2026. The funding can be applied to a single event or spread across multiple events over the two-year period.

Please note this is one-off funding to support events over a two-year period. It is recommended that events explore ways to plan for their events to be financially sustainable after the funding period concludes.

Funding is available under four streams:

Stream	Definition
<b>Stream One: Event development</b>	To support the establishment and delivery of new event concepts.
<b>Stream Two: Event sustainability</b>	To support events that have been delivered once before.
<b>Stream Three: Emerging events</b>	<p>To support events that have been delivered twice in the last two years.</p> <p>Funding is available to expand events into a regional area.</p>
<b>Stream Four: Significant events</b>	<p>To support events that have been delivered on at least three occasions in the last four years and attract significant levels of regional dispersal.</p> <p>Funding is available through this stream for events that currently receive support under the Major Event Partnerships Program to expand elements of their event program into a regional area.</p>

\*Note: While requests for funding up to \$450,000 can be made, applicants may not be approved for the total amount they are seeking. The Department may offer an alternative funding amount depending on the submitted proposal and the size and scale of the event activities being requested.

## 5. Eligibility

All applicants must meet the following eligibility criteria:

- 5.1 Be registered for tax purposes in Australia with a continuously active Australian Business Number (ABN) on or before 30 June 2024.
- 5.2 Hold Public Liability Insurance or be able to obtain Public Liability Insurance to the value of \$20 million.

- 5.3 Be an event organiser delivering an event in Tasmania between 1 March and 30 November 2025 and/or 1 March and 30 November 2026. Please note that preference will be given to those events that will be held when the event calendar is less busy.
- 5.4 Submit an application at least 12 weeks prior to the event commencing.

Note, while preference will be given to events held outside of the Greater Hobart\*\* region, existing events operating in the Greater Hobart region may apply for funding to expand into regional areas.

Applicants may be asked to supply documentation to support their eligibility claims, as part of the application process, or as part of an audit process. Information supplied by applicants may be subject to authenticity checks using third-party software.

Performance in previous grants may also be taken into consideration when assessing this application.

\*\*Greater Hobart refers to the Hobart, Clarence and Kingborough local government areas.

## 6. Ineligible applications

- 6.1. Events held in December, January and February 2025 and/or 2026.
- 6.2. Events Tasmania does not support:
- i. conferences
  - ii. conventions
  - iii. symposiums
  - iv. trade fairs
  - v. expos
  - vi. concert series
  - vii. touring acts or shows.
- 6.4 Any organisation that is trading insolvent, under external administration or bankruptcy.
- 6.5 Applicants with **overdue reporting obligations** from previous Events Tasmania grants.
- 6.6 Applicants currently receiving funding through the Championships or Touring Grant Programs are ineligible for funding through this program.

## 7. Ineligible expenditure

- Purchase of equipment, activities and/or services, which are not solely for the purpose of producing and delivering this event.
- Funding for activities that will commence before the funding is approved. Funding will not be provided retrospectively.
- Fines and penalty payments.
- Debt or loans.

- Legal fees.

## 8. Assessment criteria

Applicants must outline how their event will meet the three pillars in the Tasmanian Government Events Strategy 2023-2027:

- Economic
- Social
- Brand.

Additionally, applicants must clearly outline and address each of the points below, relating to the stream they are applying under:

Stream one	Assessment criteria
	<ul style="list-style-type: none"> <li>• How the event concept will relate to the area where the event will be held.</li> <li>• How the event will attract people to the region.</li> <li>• How the event will move people around Tasmania.</li> <li>• The benefit the event will bring to the area.</li> <li>• The anticipated destination promotion to be delivered by the event.</li> <li>• The strength and size of target markets for the event.</li> <li>• Provide a budget that itemises all costs associated with the event.</li> </ul>
Stream two, three and four	<ul style="list-style-type: none"> <li>• How the event will relate to the area where the event will be held.</li> <li>• How the event will attract people to the region.</li> <li>• How the event will move people around Tasmania.</li> <li>• The benefit the event will bring to the area.</li> <li>• How the event will promote the region and partner with or leverage off the local tourism and hospitality businesses to extend the length of stay in the region.</li> <li>• The potential for event growth, development and financial sustainability of the event after the funding period concludes.</li> <li>• Provide a budget that itemises all costs associated with the event.</li> </ul>

If expanding on a current event, the application must also outline:

- the additional benefits the expansion will bring to the region
- the new content concept and how it aligns with the current event.

## 9. Assessment process

Applicants will be assessed based on the quality of the information provided in their responses to the above.

Assessments will occur until the program closes on 30 May 2025 or until the program funding has been fully allocated.

Applications will be assessed in order of receipt by the Department of State Growth and in line with the Departments Grant Management Framework.

Please note that during the assessment process, the Department, at its discretion, may require further information to support or clarify the application. In the event such supplementary information is deemed necessary, the applicant will be repositioned at the end of the queue of submitted applications.

It should also be noted that while applicants may request an amount of funding, the outcome of the assessment may determine that an alternative amount be offered. In these instances, the applicant will be informed that the amount they are seeking will not be recommended for approval, and the applicant will be asked to revise their grant request or not progress their application.

## 10. Approval process

Applications will be approved by the Department of State Growth in line with the Department of State Growth's approved delegations.

## 11. Timeframes

Description	Date/time
Guidelines published	12 December 2024
Program opens for applications	19 December 2024, at 2:00 pm
Program closes	Applications will remain open until 30 May 2025, 2:00 pm or until the funding is exhausted
Applications assessed	Up to six weeks from submission
Applicants notified	Up to six weeks from submission

Applications will not be accepted after the program closes.

## 12. Contact details

For queries about this program, contact:

- Events Tasmania
- [info@eventstasmania.com](mailto:info@eventstasmania.com)
- 1300 880 634



## 13. How to apply

Applications should be submitted using SmartyGrants. For assistance with using SmartyGrants, please see the [applicant help guide](#).

Contact Events Tasmania to discuss any issue preventing you from using SmartyGrants to submit your application.

Step-by-step guide on how to apply for the Tasmanian Festival and Event Support Fund:

1. **Prepare:** Read the program guidelines and make sure you are eligible to apply.
2. **Start:** The application form is available at:  
[eventstasmania.com/grants\\_and\\_funding/funding\\_program/tasmanian-festival-and-event-support-fund](http://eventstasmania.com/grants_and_funding/funding_program/tasmanian-festival-and-event-support-fund)
3. **Confirm:** Ensure all information and documentation is accurate and attached. You may not be able to change an application or provide additional information after you submit your application.
4. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
5. **Assessment:** Applications will be assessed and moderated by the Department of State Growth.
6. **Approval:** Applications will be approved in line with the Department of State Growths Delegation processes.
7. **Notification:** We will notify you with the outcome of your application up to six weeks from submission.

Other information to consider:

- Applications must be received at least 12 weeks prior to the event start date.
- If you are working with another organisation on delivering your event, please make sure you discuss this application with them prior to applying. Events Tasmania will not accept more than one application for grant funding against the event and associated interstate visitation.
- You may be asked to provide additional information or documentation after you have submitted your application.

## 14. Grant funding agreement

If your application is successful, you will be required to enter a legally binding funding agreement.

The funding agreement, along with these program guidelines, provides the grant terms and conditions.

You will not receive payments until the funding agreement is completed.

## 15. Appealing a decision

If your application is unsuccessful, you may appeal the decision.



The appeals process ensures that all applicants have been treated fairly.

We will consider appeals that relate to administrative process issues in grants management.

All requests must be in writing and addressed to the Director of Events Tasmania. Your request must be received within 28 days from the date of State Growth notifying you of the decision about your application.

For further information about the appeals process, contact Events Tasmania at [info@eventstasmania.com](mailto:info@eventstasmania.com)

## 16. Grant payments

If your application is successful, you will be asked for your bank account details to receive your grant payment.

The bank account must be in your name. You may be asked to provide a copy of your bank statement or a letter from your bank as confirmation.

Providing incorrect bank account details may result in significant delays or not receiving your grant payment. We cannot guarantee the recovery of funds paid to an incorrect bank account.

You will be required to return some or all the funds if:

- you do not complete the activities required under the funding agreement;
- you do not use any or all of the funding provided;
- your situation changes in a way that prevents completion of the grant; or
- we find that the information provided to us is false or misleading.

## 17. Taxation and financial implications

Grants distributed under this program may be treated as income by the Australian Tax Office (ATO).

We strongly recommend that, prior to applying, you seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Grants distributed under this program attract Goods and Services Tax (GST).

If you are registered for GST, the grant amount will be grossed up to include GST. A valid tax invoice must be supplied by the successful applicant to State Growth.

Information on invoices can be found on our Business Tasmania website:

[www.business.tas.gov.au/manage\\_a\\_business/invoices](http://www.business.tas.gov.au/manage_a_business/invoices)

## 18. Acquittal

If your application is successful, you must provide an acquittal at the conclusion of the grant.

An acquittal is a statement that is requested from successful grant recipients, confirming that the grant funding provided was used as it was intended and as per the statements made on the application form.

It is a requirement that all grant recipients under this program acquit their grant. When successful applicants are notified, they will automatically receive their acquittal form. This will be via an email from SmartyGrants. The email will include a link to the acquittal form and detail the due date for completion.

If a grant recipient cannot meet the expected acquittal due date, they must contact Events Tasmania on 1300 880 634 or [info@eventstasmania.com](mailto:info@eventstasmania.com).

## 18.1. How to acquit your grant

We will send you an acquittal form using SmartyGrants.

Your acquittal must include:

- a report on the activities completed and their outcomes
- a report on the income and expenditure
- evidence such as invoices, receipts and images.

We may ask you to provide a Statement of Expenditure certified by an independent, professional auditor. You will be responsible for the cost of obtaining the certified Statement of Expenditure.

## 18.2. Failure to complete an acquittal

If you do not satisfactorily acquit your grant by the due date:

- you may be required to return the funding to the State Growth; and
- you may be ineligible for other grants from State Growth.

Contact us to discuss any issue preventing you from acquitting your grant.

## 19. Publicity of grant assistance

State Growth is accountable for its spending of public funds, including providing grants. As part of the accountability process, State Growth may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from State Growth:

- despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party, and you consent to the disclosure of your name in this context
- all obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

## 20. True and accurate information

You must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, may be required to be repaid to State Growth.

## 21. Right to information

Information provided to State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

## 22. Information collection and usage

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it relates, on request to State Growth.

State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

## 23. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



Department of State Growth

Events Tasmania  
GPO Box 536  
Hobart TAS 7001 Australia

Phone: 1300 880 634

Email: [info@eventstasmania.com](mailto:info@eventstasmania.com)

Web: [www.eventstasmania.com](http://www.eventstasmania.com)

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