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Australian Government

Wine Australia

International Wine Tourism State Grants

Grant program guidelines

November 2017

Opening date:	12 December 2017
Closing date and time:	5.00pm ACDT on 2 March 2018
Commonwealth entity:	Wine Australia
Enquiries:	If you have any questions, please contact Wine Australia, International Wine Tourism State Grants, (08) 8228 2000 Email: grants@wineaustralia.com Questions should be sent no later than 22 February 2018
Date guidelines released:	12 December 2017
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International Wine Tourism State Grants: grant program guidelines are available at:

- <http://erwsp.wineaustralia.com>,
- <https://www.grants.gov.au/>

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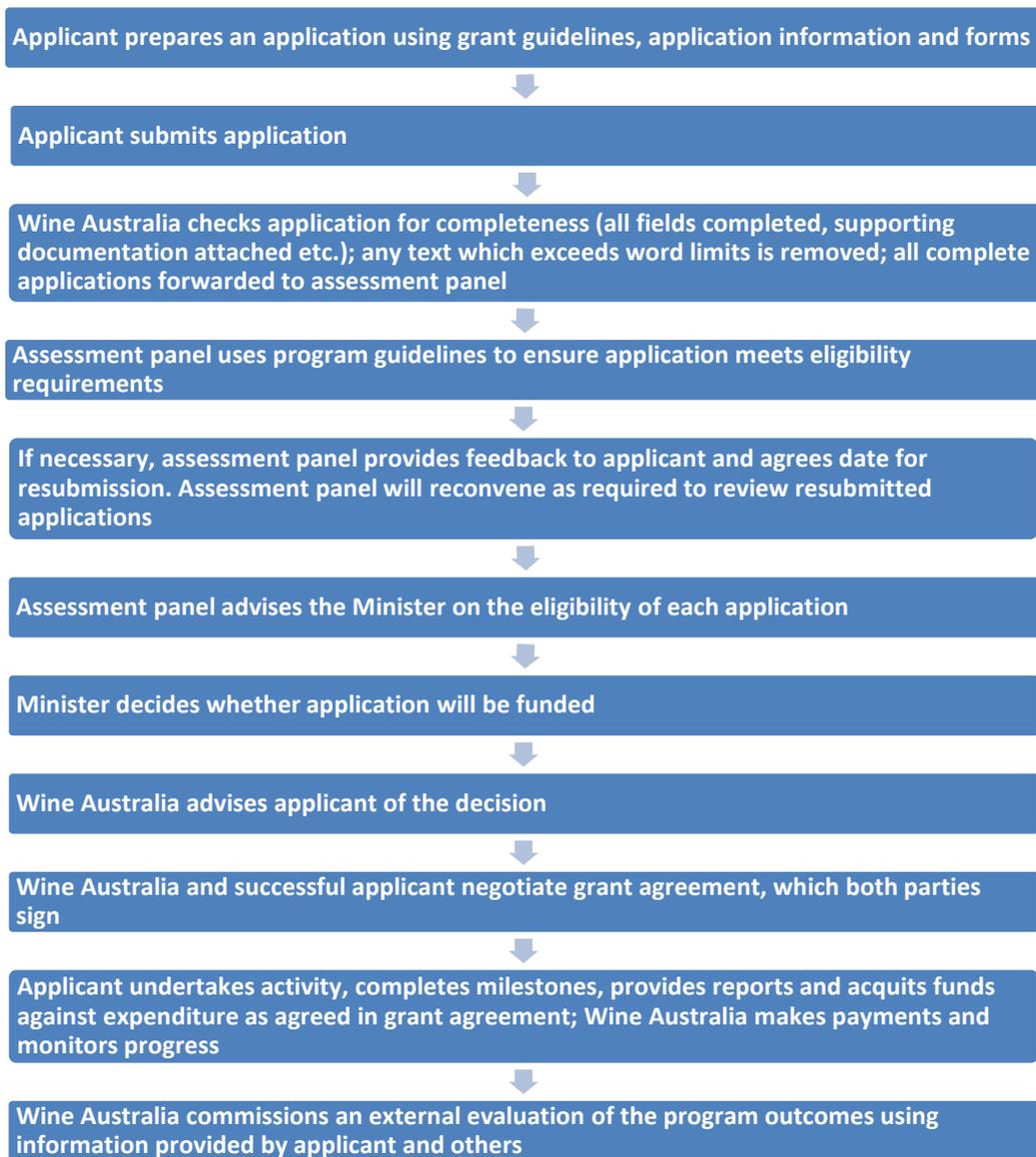
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Figure 1 Grant program process flowchart



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1 Program overview

The Australian Government's *Tourism 2020* strategy is focused on building the resilience and competitiveness of Australia's tourism industry and growing its contribution to the Australian economy. Australia's exceptional food and wine tourism are important planks in this strategy.

The Export and Regional Wine Support Package (the Package) has been designed to complement and contribute to the objectives of *Tourism 2020*. The Package is a \$50 million commitment, focused on building Australia's international wine exports in such a way that will benefit wine producers and assist export-focused businesses to grow. It is also designed to improve the wine tourism experiences and opportunities on offer and build *international wine tourism*. There are two grant components within the Package designed to support the growth of *international wine tourism* in Australia: *International Wine Tourism State Grants* (State Grants) and *International Wine Tourism Competitive Grants* (Competitive Grants).

The State Grants and the Competitive Grants are designed to be mutually reinforcing.

The State Grants provide state wine industry associations with access to a pre-determined funding allocation. These funds are intended to support a collaborative, strategic approach towards attracting and maximising *international wine tourism* in their state. Funding allocations available for each state wine industry association have been determined following consultations with the wine industry and state associations, and broadly reflect the value of production and number of international visitors in each state.

Totalling an investment of \$10 million over the life of the Package, \$5 million will be made available under each of the State Grants and the Competitive Grants. *Cash co-contributions* will be sought under each grant program to leverage additional investment and maximise impact.

2 Program objectives

The objective of the International Wine Tourism State Grants program (the program) is to support stakeholders to implement initiatives, which will grow the number of and/or spend by tourists visiting a region of Australia for the purposes of *international wine tourism*.

All activities supported through the program will need to align with the broader strategic objectives of the Package.

3 Program evaluation

A mid-term review of the Package will be carried out in November 2018 and a final evaluation in May 2020. Both the review and the evaluation will examine the extent to which the program is meeting its stated objectives and the degree to which it is contributing to the broader objectives of the Package.

Successful applicants may be invited to participate in the mid-term review and program evaluation.

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Project level reporting and monitoring will be agreed with successful applicants when negotiating the terms of the grant agreement. For more information, see Section 15: Grant Agreement.

4 How the grant program will operate

The program is a restricted, non-competitive grant program. Applications will be assessed on their own merits against the eligibility criteria.

Allocations for each eligible entity have been decided through industry consultation and agreed in the Business Plan for the Package. Allocations are detailed in Section 6.

Applicants will be able to submit an application for a single grant, up to the amount of their allocation and which meets the eligibility requirements, to Wine Australia by 2 March 2018.

An independent assessment panel convened by Wine Australia will review all applications against the eligibility criteria. The assessment panel will include individuals with expertise related to Australian-based tourism operations, regional economic development, and exporting Australian wine to China and the USA. Membership of the panel will also seek to ensure geographical representation from various states across Australia, and be appointed to meet gender diversity targets.

If an entity has failed to meet the requirements of the grant eligibility criteria, detailed feedback will be provided by the panel and the entity will be asked to resubmit the proposal by an agreed date.

When the proposal meets the eligibility criteria to the satisfaction of the independent assessment panel, the panel will recommend the proposal to the Assistant Minister for Agriculture and Water Resources (the Minister) for review and approval.

Once approved by the Minister, grant recipients will enter a funding agreement with Wine Australia. All project expenditure will need to be complete by April 2020.

If an entity fails to submit an application which meets the eligibility criteria to the satisfaction of the independent assessment panel by 26 October 2018, the funds will be reallocated within the Package. The reallocation will be informed by the findings of the mid-term review in November 2018.

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5 Program dates

Table 1 Program dates

Milestone	Anticipated date
Applications open	12 December 2017
Applications close [12 weeks from day of announcement]	2 March 2018
Assessment panel reviews applications and resubmissions on a rolling basis	5 March to 26 October 2018
Minister approvals and funding agreement negotiations on a rolling basis	From April 2018
Program ends	April 2020

6 Eligibility criteria

6.1 Eligible applicants

6.1.1. The following eligible applicants are able to apply for a single grant, to a maximum amount (excluding GST) as outlined below.

Table 2 Funding cap for eligible applicants¹

Entity	Amount Available
New South Wales Wine Industry Association Incorporated (which covers the Australian Capital Territory)	\$1,000,000
Queensland Wine Industry Association Incorporated	\$500,000
South Australian Wine Industry Association Incorporated	\$1,000,000
Victorian Wine Industry Association Incorporated	\$1,000,000
Wine Industry Association of Western Australia Incorporated	\$1,000,000
Wine Industry Tasmania Limited	\$500,000

¹ No wine is produced in the Northern Territory.

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6.1.2. Delegating access

a. If an eligible applicant wishes to delegate their access to the grant to an alternative entity or consortium, the board of the eligible applicant will need to provide a letter to their delegated applicant confirming the details of their delegation and their support for the grant application being submitted. This letter of confirmation of the delegation is to be signed by the Chairperson or signatory of the board of the eligible applicant and must be attached to the grant application.

b. Delegating to a single entity

Eligible applicants can delegate their access to this grant to an alternative entity, provided the alternative entity is not a for-profit organisation, individual or partnership.

c. Delegating to a consortium

Eligible entities can delegate their access to this grant to a consortium. Consortium arrangements require a nominated lead entity who will enter into the funding agreement on behalf of the consortium. The lead entity must execute a funding agreement with Wine Australia if the proposal is successful, will be responsible for the delivery of the proposal on behalf of the consortium and will be fully responsible to Wine Australia to carry out the obligations of the consortium.

A consortium can be delegated access provided:

- i. The lead entity in the consortium is not a for-profit organisation, individual or partnership
- ii. The consortium includes at least two members that are not individuals, partnerships or for-profit organisations
- iii. No consortium members are *associated entities* to another consortium member/s
- iv. All consortium members agree to commit financial co-contributions to the project.

6.2 Eligible activities

6.2.1 Grant applications can be made for one or more of the following activities:

- a. Research to inform the development of wine tourism strategies within the state directed at growing *international wine tourism*.
- b. Facilitation of collaborative planning processes to develop wine tourism strategies within the state directed at growing *international wine tourism*.
- c. Implementation of *international wine tourism activities* identified in a strategy developed by an Australian State Wine Association or an Australian State Government.

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- d. Trialling new initiatives specifically aimed at growing *international wine tourism*, provided the proposed activity includes an evaluation of the results of the trial which can be shared publicly.

6.2.2 Ineligible activities and expenditure are:

- a. Preparation of application materials
- b. Activities of a distinctly commercial or proprietary nature that are aimed at selling or attracting investment
- c. Creation of new legal entities
- d. Establishing new commercial ventures
- e. Core business expenses not directly related to carrying out the project, including administrative, overhead and infrastructure costs, staff salaries, living allowances, and travel
- f. Funding for activities related to regulatory reform or changes to public policy
- g. Core funding for business-as-usual activities
- h. Activities for which the applicant or partner organisation(s) have previously received or are currently receiving funding from Wine Australia or any other source.

6.2.3 Funding for events or marketing

Funding for events or marketing activities will only be approved in certain circumstances. It is intended as seed-funding to support inaugural events, trial new approaches or fund a one-off expansion of an existing event or activity. Applicants will need to clearly outline their strategy to fund future and expanded events or activities without Australian Government funding in their applications. Core funding for business-as-usual activities will **not** be eligible.

6.3 Additional requirements

Grant applications must also successfully address all additional requirements.

6.3.1 Explain how the project focuses on growing *international wine tourism* by attracting and/or growing the spend of international tourists

6.3.2 Explain collaboration between two or more of the following:

- a. A registered state or national industry association representing the interests of winemakers or winegrape growers
- b. A local governing body, as defined by the *Local Government (Financial Assistance) Act 1995* (Cth)
- c. An incorporated regional or local tourism organisation
- d. A not-for-profit organisation, defined through one of the following:
 - i. Current registration with the Australian Charities and Not-for-profits Commission (ACNC)
 - ii. Registered as an incorporated association in a State or Territory

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- iii. Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation
 - e. An Australian university, as defined by the *Higher Education Support Act 2003* (Cth)
 - f. A for-profit organisation, individual or partnership
 - g. A State or Territory government, or legal entities incorporated under State or Territory legislation
- 6.3.3 Agree to commit *cash co-contributions* at the rate of \$1 for every \$1 of grant funding
- 6.3.4 Explain how the benefits of the activity will be sustained beyond the life of the grant
- 6.3.5 Articulate any innovative approaches being implemented as part of the activity
- 6.3.6 Explain how the project will achieve value with relevant money
- 6.3.7 Explain risk identification and management strategies.

7 How to apply for funding

7.1 Application preparation

An application form can be downloaded from the Wine Australia website, or obtained by contacting Wine Australia via grants@wineaustralia.com or on (08) 8228 2000.

Applications must be submitted in accordance with the instructions on the application form and be received by Wine Australia by the specified deadline published on the website. All applications will be registered and acknowledged by email within two days of receipt of the application. Wine Australia may post Frequently Asked Questions (FAQs) on the application process on the Wine Australia website.

When preparing the application, ensure that you have:

- a. Read and understood the program guidelines
- b. Met the eligibility criteria
- c. Used the current application form
- d. Provided correct budget details
- e. Had an authorised person sign the form
- f. Attached the required supporting documentation
- g. Submitted the application by the deadline published on Wine Australia's website.

Any modifications to the application form – such as rewording or removing questions or sections – will render your application ineligible.

If you have questions, please read any FAQs provided on Wine Australia's website, or contact Wine Australia directly. Responses to questions will be provided and posted as an update to the Wine Australia website within five business days of receiving the request for information. Questions may be received until 22 February 2018.

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7.2 Attachments to the application

The following documents must be included with your application:

- a. If you are a delegated applicant you will need to include a signed letter of delegation from the relevant entity at table 2 of section 6.1.1
- b. Conflict of interest declarations to be provided where relevant for both applicant and consortium members
- c. A completed risk assessment and management plan
- d. A completed budget template
- e. Letters of support to demonstrate commitment to cash co-contributions.

7.3 Late applications

Applications that are not received by the published closing date may not be accepted. Wine Australia may consider the submission of late applications under extenuating circumstances provided an alternative timeframe has been agreed prior to the closing date or the delay is a result of an issue with Wine Australia's information and communication technology systems. Requests for an extension of time to lodge an application must be made in writing to Wine Australia via grants@wineaustralia.com. Any decision by Wine Australia to accept or not accept a late application will be final.

7.4 Corrections

It is the responsibility of the applicant to ensure their application is complete and correct. Wine Australia will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with the guidelines, or arising from any discrepancies, ambiguities, inconsistencies or errors in an application.

If an applicant discovers any material discrepancy, ambiguity, inconsistency or errors in their application, they must immediately bring it to the attention of Wine Australia in writing via grants@wineaustralia.com. Wine Australia may request clarifying information from an applicant and allow them to remedy any discrepancy, ambiguity, inconsistency or errors in an application. Wine Australia may consider information submitted by an applicant after the closing date for the purpose of resolving any material discrepancy, ambiguity, inconsistency or errors in an application. Wine Australia's decision will be final and will be made at its absolute discretion.

8 Conflict of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if Wine Australia's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a Wine Australia officer
- has a relationship with, an organisation, or in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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 is no conflict of interest.

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If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform Wine Australia in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

Wine Australia reserves the right to reject an application if it is not satisfied that arrangements are in place to address or manage a perceived or actual conflict of interest.

Wine Australia will maintain a register of notified conflicts of interest throughout the application and assessment process. The register will list applicants' conflicts of interest and those of the assessment panel and Authority officers. Those involved in the assessment process must sign and keep up-to-date conflict of interest declarations to ensure identification and management of any conflicts of interest.

9 False and misleading information

Intentionally giving false or misleading information is an offence under the *Criminal Code Act 1995* (Cth).

10 Confidential information

Applicants must identify information in their applications or in any supporting documents that they want treated as confidential and provide reasons for the request. Wine Australia reserves the right to accept or refuse requests to treat information as confidential.

Any information not granted confidentiality may be published or shared by Wine Australia. Confidential information granted may be released as required by law or parliamentary privilege.

Please also note Section 16 of these guidelines – 'Publishing information about successful applicants'.

11 Freedom of information

All documents held by Wine Australia, including those relating to the State Grants applications and awarded projects, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The FOI Act creates a general right of access to documents held by Wine Australia. Unless a document falls under an exemption provision, it will be made available to the public if requested under the FOI Act.

For more information about the FOI process or to make an FOI request, contact Wine Australia.

12 Privacy statement

'Personal information' means any information or opinion about an identified individual or an individual who is reasonably identifiable.

'Sensitive personal information' is a subset of personal information and includes any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional

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associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

Wine Australia collects your personal information, as defined in the *Privacy Act 1988* (Cth) (Privacy Act), to assess your application and for related purposes. If you fail to provide some or all of the personal information requested in this form, Wine Australia will not be able to process your application.

Wine Australia may disclose your personal information to other Australian Government agencies, persons or organisations where necessary for these purposes, provided the disclosure is consistent with the Privacy Act and other relevant laws. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See Wine Australia's Privacy Policy to learn more about accessing or correcting personal information or making a complaint. Alternatively, call Wine Australia on (08) 8228 2000.

13 How applications are assessed

Projects will be approved by the Minister based on the recommendations of an independent expert assessment panel.

Wine Australia will appoint a panel of up to seven members to provide industry and technical expertise in the assessment of applications. Panel members will have relevant experience in regional tourism, wine tourism and/or regional economic development. Wine Australia will provide secretariat support to the panel.

Applications will be examined initially by Wine Australia to ensure the applications are complete (all fields completed, supporting documentation attached etc.). Only complete applications will be provided to the panel.

Where word limits have been applied in the application forms, all words exceeding the word limit will be removed by Wine Australia prior to the application being considered by the panel. Use of diagrams and images is permissible and will not count towards the word limit.

All complete applications will be assessed by each independent expert assessment panel member on their own merit against the eligibility criteria. The panel will make recommendations to the Minister on applications which meet all eligibility criteria. This may include recommendations on areas where the application could be improved by negotiation.

Where there is insufficient information to support claims being made in the application, the independent expert assessment panel may request clarification or additional information from the applicant. They may also seek information about you or your application from the Commonwealth, even if the sources are not nominated by you. Wine Australia may also consider information about you or your application that is available through the normal course of business.

The assessment panel may be assisted by technical, financial, legal and other experts as required. The experts are not members of the panel, but are available, if requested by the assessment panel, to analyse applications and prepare factual reports against one or more of the assessment criteria for the assessment panel's consideration.

If the assessment panel deems an application does not meet the eligibility requirements as set out in the grant guidelines, and is unable to recommend the application to the Minister, the panel will provide detailed feedback to the applicant and request a resubmission at an agreed date. This will be an iterative process, with multiple reviews and resubmissions accepted, if

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required, through until 26 October 2018. Wine Australia will not accept responsibility for any delays to project implementation as a result of the need for resubmissions.

If a successful submission is not completed to the satisfaction of the assessment panel by 26 October 2018, the funds will be reallocated within the Package. The reallocation will be informed by the findings of the mid-term review in November 2018.

In cases where an application is recommended for grant funding, and the grant is approved subject to certain conditions, Wine Australia will negotiate with the applicant based on the conditions of the funding approval. A grant may not be awarded where the applicant is unable or unwilling to meet the conditions of the recommendation.

The Minister will make the final decisions on which applications are successful and approved for funding. All decisions are final and there is no right of appeal. Feedback will be provided to those applicants or consortium members who request it.

14 Notifying applicants of funding decisions

Successful applications will receive a letter of offer outlining the grant and the amount of funding they will be offered. The letter of offer does not constitute a grant agreement. Successful applicants must not begin a project until a grant agreement has been agreed and signed by Wine Australia and the successful applicant.

Unsuccessful applications will be notified in writing by Wine Australia.

15 Grant agreement

Successful applicants must sign a grant agreement with Wine Australia.

The draft grant agreement contains the terms and conditions of the grant. Read the agreement before submitting your application. Consider seeking independent legal advice before entering into a grant agreement. No legally binding relationship exists until the agreement is signed by all parties.

Reporting requirements in the agreement will reflect the risk level of the project. Recipients may be asked to submit milestone and/or annual reports, financial acquittals and audited financial statements.

Successful applicants may be required to submit regular progress reports under the milestones in the agreement. These reports will cover the activities, outputs and outcomes and other evidence to verify results.

Grant recipients will also be asked to undertake baseline and monitoring surveys with project beneficiaries and/or stakeholders to track perceptions of international tourist services, products and experiences. These surveys will be standardised surveys, designed by Wine Australia, which generate numerical scores which can be aggregated across the program and used for comparative purposes over time.

If a grant recipient fails to comply with grant agreement requirements, they may have to repay some or all of the grant money received.

If a grant recipient exceeds the project budget in the course of implementing the grant activity no further grant funding will be made available. Any such costs will need to be borne by the grant recipient and/or any consortium members.

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Timing of milestones and reports is negotiated as part of the grant agreement.

16 Publishing information about successful applicants

If successful, your grant will be listed on the Wine Australia website (wineaustralia.com) and the GrantConnect website (grants.gov.au) 21 days after the date of effect as required by Section 5.3 of the *Commonwealth Grants Rules and Guidelines* reporting requirements. Information will include the:

- name of the entity receiving the grant
- project title and purpose
- amount of funding received
- term of grant
- funding location.

By submitting an application for funding under this grant program, the applicant consents to this information being published on the GrantConnect website.

17 Management of grant agreements and evaluation

Wine Australia will manage grant agreements and the Wine Australia CEO, in consultation with the Minister, will make decisions about variations during the life of the agreement. Variations can be requested by the grant recipient or suggested by Wine Australia. Wine Australia officials and others may contact grant recipients during or after the grant as part of program evaluation.

18 Handling applicant complaints

Wine Australia does not have an appeal mechanism for unsuccessful applicants. If an applicant is dissatisfied with the way an application has been handled by Wine Australia, they can contact Wine Australia in writing and lodge a complaint. The complaint will be reviewed by one or more independent areas within Wine Australia.

If no resolution is achieved, the applicant can contact the Commonwealth Ombudsman. The Ombudsman will usually not investigate a complaint unless the matter has first been raised with Wine Australia and Wine Australia has been provided with a reasonable opportunity to respond.

19 Taxation

Funding may have taxation implications for your organisation. Consider seeking independent taxation and financial advice from a suitably qualified professional before submitting your application. GST is payable on grants and the grant agreement will include GST where applicable.

Glossary

Associated Entities

has the same definition as that provided under section 50AAA of the *Corporations Act 2001* (Cth), including terms

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used in that definition that are defined elsewhere in that Act.

Cash Co-Contributions

means cash contributions, not including any in-kind contributions, made to the project budget by the applicant, a consortium member, or another project stakeholder.

International wine tourism

means tourism undertaken by international tourists in Australia for the purposes of, or relating to, tasting, consuming or purchasing wine.

International wine tourism activities

means *international wine tourism*, and services, products and experiences that complement *international wine tourism*.

Contacts

International Wine Tourism State Grants

Wine Australia Telephone: (08) 8228 2000

Email: grants@wineaustralia.com

Web: <http://erwsp.wineaustralia.com>

Postal address: PO Box 2733, Kent Town SA 5071