

## **TOURISM FACILITIES GRANT PROGRAMME**

### **The Tourism Facilities Grant Programme**

The principal objective of the Tourism Facilities Grant Programme is to enhance the understanding and enjoyment of New Zealand by overseas visitors, through increasing the quality and number of nationally significant tourism facilities.

The Programme provides funding to assist with the provision of such facilities where they are not able to be provided on a commercial basis.

Funding of the Programme is by Budget appropriation each year (\$300,000 in 2009/10 inclusive GST).

### **Eligibility Criteria**

Eligible projects must:

- Provide or improve a nationally significant tourism facility which will enhance the understanding and enjoyment of New Zealand by overseas visitors;
- Demonstrate clear public good benefits that could not be realised without the provision of a grant under the Programme; and
- Not compete directly with an existing commercial venture, or be for a facility that could be established commercially.

**Note: This Programme is to assist in the provision of physical facilities.**

**Applications which are not eligible for consideration include:** funding for marketing activities, research, feasibility studies, architectural fees, website development, salaries / volunteer expenses / stipends or underwriting of financial losses.

### **Who Can Apply?**

Grants under the Programme can be made to any organisation, public or private whose proposal meets the requirements of the eligibility criteria.

### **When are Grants Considered?**

The Minister of Tourism considers applications for grants in December of each year. The Minister also has the discretion to consider applications at other times.

## **How to Apply?**

Applications are only accepted on the attached application form.

Completed applications should be forwarded to the Ministry of Tourism by 1 October to be considered in the December round.

## **Other Sources of Funding?**

Projects are seldom fully funded from the Tourism Facilities Grant Programme. Applications made to the Programme must:

- Outline all other sources of funding for the project; and
- Declare if any grant assistance has been received, declined or applied for from other sources including other Government agencies, such as the Lottery Grants Board or a Business Development Board.

## **What Other Conditions are There?**

Any grants made are based on the GST inclusive cost of the project

Successful applicants must undertake:

- To spend the grant within 12 months of receiving the grant;
- To spend the grant for the purpose for which it was approved;
- To ensure your project is carried out by suitably qualified persons with reasonable care, skill and diligence and that all obligations are completed to a professional standard;
- To return an Accountability Report and provide the required supplementary material, following the completion of the project; and
- To avoid any situation (including financial transactions involving the applicant, the applicant organisation, or members of the applicant's family) which might compromise the standing or integrity of the applicant, the applicant organisation or the Ministry of Tourism or the Ministry's relationships with the Government or the public.

## **Who to Contact for Further Information?**

Enquiries about the Tourism Facilities Grant Programme are welcomed. Please contact the Ministry of Tourism, PO Box 5640, Wellington. Phone Jane Baxter on (04) 474 2693 or Email [funding@tourism.govt.nz](mailto:funding@tourism.govt.nz) or [donna.allan@med.govt.nz](mailto:donna.allan@med.govt.nz).

Ministry of Tourism  
January 2009



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## APPLICATION FORM

All applications for grants made under the Tourism Facilities Grant Programme are to be submitted on this application form. All parts of the application form are to be completed. This form is also available on the Ministry of Tourism website [www.tourism.govt.nz](http://www.tourism.govt.nz). If you would like an electronic copy of this form in Microsoft Word format, please contact the Ministry of Tourism on (04) 474 2693.

Applications are to be submitted to the Ministry of Tourism, PO Box 5640, Wellington, or by Fax (04) 498 7445.

### PART A - GENERAL INFORMATION

**Full Legal Name of Applicant Organisation** .....

**Contact Person** .....

**Position in Organisation** .....

**Postal Address** .....

**Street Address** .....

**Telephone Number** .....

**Facsimile Number** .....

**E-mail** .....

**Legal Status of Applicant** .....

**Organisation** (eg. trust, registered charitable trust, incorporated society, regional or district council, government agency, company)

**Successful applicants will be required to provide supporting documentation on the legal status and members of their organisation, such as the trust deed and list of current trustees.**

**PART B – DESCRIPTION OF PROJECT**

Please provide a description of your project, and an outline of key project stages (including start date, milestones and completion date). If you are applying for funding for a particular part of a larger project, please specify. If you require more space, please attach extra pages.

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Please provide an outline of the number of international and domestic visitors that the facility currently attracts or is expected to attract on an annual basis.

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Please provide a brief profile of tourism in the region in which the facility is or will be located, and demonstrate how your project will fit with tourism development in the region. If possible, include information about the number of visitors (international and domestic) who visit the area on an annual basis. If you require more space, please attach extra pages.

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## PART E - ADDITIONAL INFORMATION

Please attach any additional information to support the application e.g. case studies feasibility studies, financial projections, letters of support, location plans, detailed project costings, evidence of resource consents, concept plans, market research, marketing plans (with a focus on international markets) or details on partnerships with other organisations.