

# WESTERN AUSTRALIA'S REGIONAL EVENTS SCHEME GUIDELINES 2024-25



WESTERN  
AUSTRALIA  
WALKING ON A DREAM

📍 LAKE ARGYLE, THE KIMBERLEY



# REGIONAL EVENTS SCHEME

The Regional Events Scheme (RES) is an annual funding round administered by Tourism Western Australia (Tourism WA). The RES is supported by Royalties for Regions, which supports economic, business and social development in regional WA, and Tourism WA. The scheme is designed to assist with the development of events as tourist attractions within regional Western Australia.

The scheme is administered through a competitive application process. Applications are reviewed and assessed against the RES criteria and rated in relation to the other event applications received for that round of funding. Regional dispersal and the diversity of Tourism WA-funded events across the calendar is also taken into consideration during the assessment process.

The total funding amount available in the 2024-25 RES is up to \$1,100,000. This is inclusive of a separate pool of up to \$250,000 for the Regional Aboriginal Events Scheme (RAES).

RAES funding has been increased by \$100,000 for the 2024-25 financial year to \$250,000 to support the delivery of more Aboriginal tourism events. This increase in funding is one initiative of the Jina: Western Australian Aboriginal Tourism Action Plan 2021-2025 (Jina Plan).

For additional information on the Jina Plan, please visit: [tourism.wa.gov.au/about-us/strategies-plans-reports/pages/jina-wa-aboriginal-tourism-action-plan-2021-2025.aspx#/](https://tourism.wa.gov.au/about-us/strategies-plans-reports/pages/jina-wa-aboriginal-tourism-action-plan-2021-2025.aspx#/)

To be eligible to apply for RAES funding, your event must deliver Aboriginal activities and experiences through the leadership and participation of Aboriginal people. Further information on the RAES is outlined on page 7.

In the 2023-24 RES round, 65 events were successful in securing funding, including 8 RAES events.

## REGIONAL EVENT SCHEME FUNDING 2024-25



## AIMS AND OBJECTIVES

The RES aims to support events that:

- Bring additional tourism income to regional communities by increasing expenditure and visitor numbers in the host community (economic impact);
- Attract media coverage that will help to raise the profile of the region as a tourist destination (media impact);
- Involve and inspire the local community (social benefits);
- Extend the length of the traditional tourist seasons and better utilise tourism facilities and services during off-peak or shoulder periods;
- Improve the vibrancy and vitality of the State; and,
- Support job creation, social amenity and wellbeing in regional Western Australia.

In addition to the above, it is advantageous if the event has a strong point of difference and/or profiles the unique features of the town and/or region which hosts the event.

## KEY DATES & INFORMATION

- Total funding of up to \$1,100,000 is available for the 2024-25 RES round, with \$250,000 assigned to the RAES.
- Events must be held between 1 July 2024 and 30 June 2025.
- Applications will open online on Tuesday, 22 August 2023.
- The closing deadline for applications is 5pm WST on Tuesday, 17 October 2023.
- The application process takes approximately 6 months from the application deadline on 17 October 2023 for assessment, approvals and announcement.



MIGHTY JARRAH TRAIL RUN  
♀ DWELLINGUP



## REGIONAL ABORIGINAL EVENTS SCHEME (RAES)

Aboriginal tourism is an important part of our industry. Western Australia's rich, diverse and authentic Aboriginal cultural experiences give us a unique point of difference over other holiday destinations. Tourism also represents a significant opportunity for Aboriginal people to secure sustainable economic, social and job outcomes.

The RAES is intended to support start-up and established regional events that showcase and celebrate Aboriginal activities and experiences through the leadership and participation of Aboriginal people. The RAES aims to support events that contribute to increasing visitation from outside of the region and showcase engaging Aboriginal experiences. Additionally, the RAES events aim to assist in positioning Western Australia as a recognised cultural events destination.

### KEY INFORMATION

- The 2024-25 RAES is administered by Tourism WA and runs alongside the 2024-25 RES.
- Of the \$1,100,000 funding available in the 2024-25 round, Tourism WA has assigned up to \$250,000 exclusively for events that deliver Aboriginal activities or experiences through the leadership and participation of Aboriginal people.
- If you are eligible for RAES funding you are entitled to apply for both the RES and RAES through the one application.

### RAES ELIGIBILITY

If you are requesting funding through the RAES, your event must offer both of the below:

- More than 50% of your event programming must offer Aboriginal activities or experiences; and
- Must have the involvement of Aboriginal people in the leadership, coordination and delivery of the event program, which may also relate to performers, food and beverage offerings or the production and selling of merchandise.

#### Note:

If your application is deemed successful however your full funding request has not been awarded, it is still a requirement that more than 50% of your event program offers Aboriginal activities or experiences; and must have involvement of Aboriginal people in the leadership, coordination and delivery of the event program.



# CRITERIA AND FUNDING

## RES APPLICATION CRITERIA

### Tourism WA's RES Objectives:

- Bring additional tourism income to regional communities by increasing visitor numbers and expenditure in the host community (economic impact);
- Attract media coverage that will help to raise the profile of the region as a tourist destination (media impact); and,
- Involve and inspire the local community (social benefits).

### Royalties for Regions objectives:

The Department of Primary Industries and Regional Development through Royalties for Regions supports the State Government's long-term commitment to developing Western Australia's regions into strong and vibrant regional communities that are desirable places to live and work by investing in programs that will deliver outcomes of:

1. Jobs Growth;
2. Economic Growth; and,
3. Capable People

For further information on the Royalties for Regions policy, please visit: [wa.gov.au/organisation/departments-of-primary-industries-and-regional-development/royalties-regions](http://wa.gov.au/organisation/departments-of-primary-industries-and-regional-development/royalties-regions)

## IMPORTANT GENERAL INFORMATION

- The funding decisions are final and cannot be contested or appealed.
- Funding may be awarded prior to a previous years' RES event being staged. Should this be the case, the forward funding is awarded in principle. Only after the final event report is received on the current year's event and is deemed satisfactory, will funding be confirmed.
- Applications are evaluated against the RES criteria. Regional dispersal and the diversity of funded events will also be considered. It must be noted that funding is competitive and, on some occasions, events that sufficiently meet the criteria may not be awarded funding as other events have met the criteria to a greater extent and provide a better outcome for State Government funding.
- Assessments are conducted primarily on the information provided in the application. Please ensure you double check the information and complete all sections in your application prior to submitting, including submitting budget information in the template supplied.
- Previous dealings with the event holder and outcomes of previous events are also taken into consideration.
- Applicants are encouraged to request feedback regarding their application, regardless of the outcome.
- If successful, awarded funding amounts are considered strictly confidential.

## ADDITIONAL FUNDING OPTION

Event holders who have a current sponsorship agreement with Tourism WA for RES funding can apply for additional funding through the current round for a newly developed initiative(s) for the event currently receiving funding. Events applying for additional funding must:

- Have a current sponsorship agreement with Tourism WA;
- Ensure the additional funding request includes only new initiative(s) that will further elevate/develop the event; and,
- Note the total sponsorship amount (including the current sponsorship agreement) cannot exceed \$40,000.

The additional funding request will be assessed in the same process as other RES funding applications. Should funding be awarded, a variation to the current sponsorship agreement will be drafted and the proposed new initiative(s) will be set against new payment milestone(s). It is recommended you discuss your application for additional funding with your current Tourism WA Sponsorship Manager.



# ELIGIBILITY

## FUNDING REQUEST

- Funding requests must be between a minimum of \$5,000 and a maximum of \$40,000 per year.
- Successful applications may be awarded lower funding than requested.
- If the request is for \$20,000 or more in any year, applicants must complete the Three-year Strategic Outline section of the application, except where a one-off event is being staged in regional WA i.e. a rotating national event (that is not likely to return to that town/region again).
- Applicants can apply for one, two or three years of funding. Applicants requesting multi-year funding must have received at least one year of RES funding in the past three years for the same event. They must also complete the Three-year Strategic Outline section of the application.
- Applicants should ensure the requested RES funding amount is in proportion to the total event budget and is not completely reliant on Tourism WA funding to proceed. The funding request should also be allocated to defined activities that elevate/develop the event and assist the event to achieve tourism outcomes.
- It is strongly recommended that applicants obtain a signed letter of support from their relevant Regional Development Commission(s) and local Shire.

## HOW DO I KNOW IF MY EVENT IS ELIGIBLE?

Tourism WA cannot advise if you should apply or if your event is eligible. It is recommended that you read through the RES Guidelines and if you feel your event sufficiently meets the criteria then you can submit an application.

It is also recommended that you review the list of previously funded RES events which can be found on Tourism WA's corporate website: [tourism.wa.gov.au/res](http://tourism.wa.gov.au/res)

## BOUNDARIES FOR THE RES

To be eligible for funding, your event must be held within regional Western Australia. The boundaries are determined by Schedule 1 of the Regional Development Commission Act 1993 and comprise of nine regions - Peel, South West, Great Southern, Wheatbelt, Mid-West, Gascoyne, Goldfields-Esperance, the Pilbara and the Kimberley.

Please see Appendix 1 for a map of the regions. For further information please visit the Department of Primary Industries and Regional Development's website: [wa.gov.au/organisation/department-of-primary-industries-and-regional-development](http://wa.gov.au/organisation/department-of-primary-industries-and-regional-development)

# RES SPONSORSHIP AGREEMENT

## RISK MANAGEMENT

All event holders who receive event funding through the RES must:

- Supply a risk management plan which adopts the Australian standard for risk management AS ISO 31000:2018. Tourism WA holds free risk management workshops for successful applicants.
- Please note, Tourism WA engages a risk management specialist to conduct a high-level review of risk management plans supplied by successful applicants. Applicants will receive feedback on the risk management process undertaken for their event.

## INSURANCES

Successful applicants must adhere to the relevant insurance requirements of the RES sponsorship agreement. A sample agreement is available online at the Tourism WA corporate website: [tourism.wa.gov.au/res](http://tourism.wa.gov.au/res)

The Event Holder must effect and maintain insurances for:

- General liability cover of \$20,000,000 for any one occurrence and unlimited in the aggregate.
- Workers compensation/employers indemnity insurance in accordance with the provisions of the Workers Compensation and Injury Management Act 1981 (WA), including cover for common law liability for an amount not less than \$50,000,000 for any one event in respect of workers of the Event Holder.
- Personal accident insurance for persons engaged by the Event Holder on a voluntary basis.

## ACCESS TO LAND

If the event is held on land (whether freehold or Crown land) that is not owned, leased or managed by the event holder, the event holder must obtain and have in place for the duration of the event an agreement or suitable authority to hold the event on that land. In the case of Crown land, this may include a licence under section 91 of the Land Administration Act 1997.



BUSSELTON JETTY SWIM  
♀ BUSSELTON | UNDALUP



## INELIGIBLE APPLICATIONS

### Applications will be deemed ineligible if:

- The event is already in receipt of any other Tourism WA event funding for the same event in the same year (with the exception of applying under RES for a newly developed initiative: see page 9 for detail);
- The event requires the total cost of the event or more to be covered by the RES funding;
- The applicant does not provide proof of an Australian Business Number (ABN) or meet one (1) of the criteria contained in the Australian Taxation Offices Statement by a Supplier form (<https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf>);
- The application is received in any form after the submission deadline;
- The application contains false information.
- Any applications not submitted via the online application form will not be accepted;

- The event occurs outside of the dates July 1, 2024 - June 30, 2025.;
- The event is held within the Perth metropolitan area;
- The funding request is for expenditure associated with a previous event;
- The funding request is for permanent infrastructure.
- The event is classified as any of the following;
  - Conference;
  - Meeting;
  - Annual General Meeting;
  - Promotional/business exhibition;
  - Expo (an expo is defined as an event which showcases products/services in a business to business environment. This also includes trade fairs, showings/ demonstrations etc.);
  - Convention; or
  - Trade show;
- The application does not provide a three-year strategic outline if the event is requesting \$20,000 or more per annum in funding; or if the event is requesting multi-year funding.



# SUBMITTING YOUR APPLICATION

1. Read all the information contained in these RES Guidelines.
2. Complete the online application and submit with any other supporting material. The online application portal is found on the RES homepage of the Tourism WA website: [www.tourism.wa.gov.au/res](http://www.tourism.wa.gov.au/res). The portal will only be accessible from 22 August 2023 - 17 October 2023.
3. Once submitted, you will receive a confirmation email with a PDF copy of the completed application.

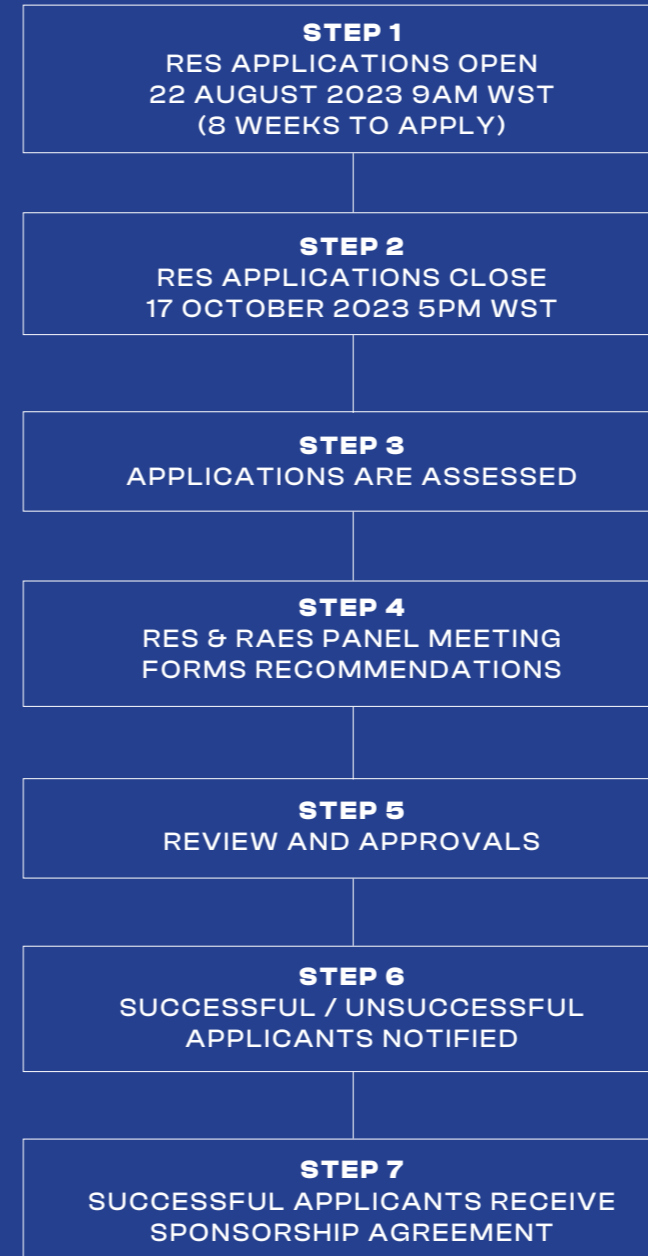
## Note:

- It is the responsibility of the applicant to inform Tourism WA of any change in the status or circumstances of the application (including cancellation of the event) between lodgement, assessment and announcement. This includes date, location, event name, event holder, event manager and any program changes.
- All applications must be received by Tourism WA before 5pm WST on Tuesday, 17 October 2023 via the online application. If you experience difficulty with lodging your application, please contact Tourism WA on (08) 9262 1780.

- Attachments and supporting material must be provided by the deadline and titled appropriately within your online application form. No additional information will be accepted after the deadline.
- Late submissions will not be accepted. No extensions will be given. Applications will not be reviewed prior to the deadline, so please ensure you include all relevant information within your application and that the information you have provided is correct.
- Confirmation of application will be received by each applicant via email with a PDF copy of their application attached. Should you not receive this email automatically after submitting your application, please contact Tourism WA on (08) 9262 1780.

## APPLICATION PROCESS

(APPROX. 6 MONTHS)





## FREQUENTLY ASKED QUESTIONS

### How should I submit my application?

You must submit your online application form by clicking the 'Submit' button once you are satisfied with the information you have provided. Once you submit your application, you will not be able to make any changes. Should you experience difficulties in submitting your application via the online form, please contact Tourism WA on (08) 9262 1780.

### What is the deadline for applications?

Applications must be received before 5pm WST on Tuesday, 17 October 2023 via the online application form. No extensions will be given and late submissions will not be accepted.

### Who can Tourism WA contract with?

Tourism WA can contract (through a sponsorship agreement) with a local Shire/Council, an incorporated body, a proprietary limited company (Pty Ltd) or an individual person (e.g. John Smith).

### Who forms part of the RES and RAES panel?

The panel comprise of members from Tourism WA, Department of Primary Industries and Regional Development (DPIRD) and Western Australian Indigenous Tourism Operators Council (WAITOC).

### When will successful applicants be announced?

The selection and approval process is expected to take approximately 6 months from the date the RES round closes. Both successful and unsuccessful applicants will be notified in writing.

### When will successful applicants receive the funding?

On confirmation of the successful application, a sponsorship agreement (contract) will be prepared by Tourism WA for the purpose of detailing the obligations of both parties - the recipient of funding and Tourism WA. Both parties will be required to sign the contract and funding will be distributed according to the contract conditions. Funds will not be available until the contract is signed, milestones are met, conditions are adhered to and a relevant tax invoice is received.

### What are milestones?

The funding amount allocated to each successful applicant will be divided into 'milestone payments' i.e. amounts allocated against specific targets/obligations. For example, the completion of risk management and insurance clauses and acceptance of a final event report, which must be fulfilled by the funding recipient. The allocated amounts will be payable on achievement of each milestone.

### What happens if I don't achieve a milestone?

Failure to achieve a milestone will result in non-payment of the amount for the particular milestone not delivered.

### When does the next RES round open?

The RES is an annual funding round, therefore the next opportunity to apply for RES funding (after the 2024-25 round) is through the 2025-26 scheme which is planned to open and close in August 2024 for events held between July 1, 2025 and June 30, 2026.

You can supply your email address to the RES online database to receive up-to-date information regarding the RES, please email [regionalevents@westernaustralia.com](mailto:regionalevents@westernaustralia.com) to register. Please check the website or contact Tourism WA for exact opening and closing dates.

# IMPORTANT INFORMATION FOR APPLICANTS

## Tax Information for Applicants

The Western Australian Tourism Commission (Tourism WA) is registered for GST and has been issued with an ABN 95 468 665 668. Tourism WA regards sponsorship funding under the RES as payment for supply and normal GST provisions are applicable.

For GST-registered applicants, the GST component will be included in payments made by Tourism WA.

For applicants not registered for GST, Tourism WA will not reimburse any GST components. Where the applicants do not hold an ABN, Tourism WA will be required to withhold 48.5 per cent of the amount payable.

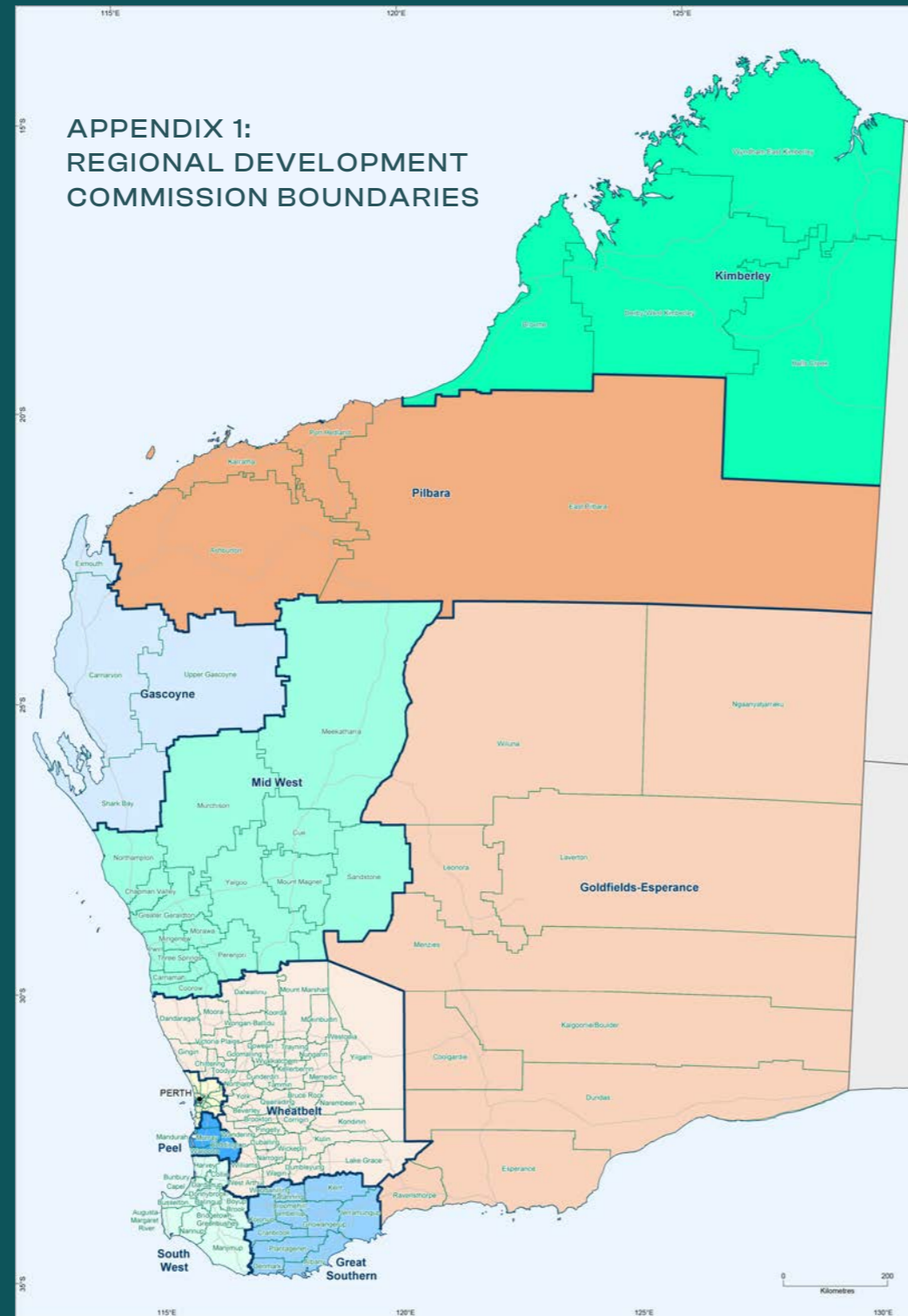
Funding will be provided according to the contract conditions negotiated between Tourism WA and the event holder.

## Release of Information

Applicants for the RES are informed that Tourism WA is subject to the Freedom of Information Act 1992 (WA), which provides a general right of access to documents held by State and Local Government agencies.

Please also note that information provided in your application may be tabled in the Western Australian Parliament.

Should you require more information in relation to this issue, please contact Tourism WA's Freedom of Information Coordinator on (08) 9262 1700.



## Contact Information

Regional Events Scheme

Tourism Western Australia

Level 10, 1 William Street

Perth WA 6000

Email: [regionalevents@westernaustralia.com](mailto:regionalevents@westernaustralia.com)

Phone: (08) 9262 1780

Web: [tourism.wa.gov.au/res](http://tourism.wa.gov.au/res)

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