

## Full List of Supporting Documentation for the NBT Co-investment Fund Application

No.	Document type	Reference to the Nature Based Tourism Co-investment Fund Guidelines:	Document Attached Yes/No
1	Evidence of consultations with relevant community members (eg. Registered Native Title Body/Corporate/Aboriginal Landholding Authority, Friends of Park, volunteer groups) and the landholder	<ul style="list-style-type: none"> <li>• <b>Criterion 2:</b> Environmental, social and economic benefit (20%), (Page 13)</li> <li>• <b>3.3. How to apply</b> (Page 9)</li> </ul>	
2	Details of any relevant on-going monitoring, research or reporting associated with the proposed <b>conservation dividend</b>	<ul style="list-style-type: none"> <li>• <b>Criterion 3:</b> Specific Conservation Dividend (20%) (Page 14)</li> <li>• <b>4.2. Providing evidence</b> (Page 17)</li> </ul>	
3	<p><b>A project plan</b> including:</p> <ol style="list-style-type: none"> <li>1. a project outline scope</li> <li>2. key milestones</li> <li>3. deliverables</li> <li>4. budget, and</li> <li>5. timeframes.</li> </ol> <p>This may include photos, graphs, and extracts from plans, tables or other supporting documentation.</p>	<ul style="list-style-type: none"> <li>• <b>Criterion 4:</b> Proposal sustainability and proponent capability and capacity to deliver the project (20%) (Page 15)</li> </ul> <p><b>3.3. How to apply</b> (Page 9)</p>	
4	<p><b>A business case</b> including:</p> <ol style="list-style-type: none"> <li>1. <b>profit and loss, cash flow and balance sheet projections</b> for the construction and operation phase for at least three years (where relevant), which must demonstrate the ongoing viability beyond the grant phase</li> <li>2. <b>key assumptions</b> underpinning cash flow projections and sustainability of the project</li> <li>3. <b>details of project financing</b>, including the availability of secured borrowings or internal financing as well as other sources of financing, including other government grants or private contributions.</li> </ol> <p>For grant funding requests of more than \$100,000 (excl. GST), please refer to <b>Additional information</b> (below)</p>	<ul style="list-style-type: none"> <li>• <b>Criterion 4:</b> Proposal sustainability and proponent capability and capacity to deliver the project (20%) (Page 15)</li> </ul> <p><b>3.3. How to apply</b> (Page 9)</p>	

5	Evidence of <b>previous experience or performance</b> in delivering or operating a similar project	<ul style="list-style-type: none"> <li>• <b>Criterion 4:</b> Proposal sustainability and proponent capability and capacity to deliver the project (20%) (Page 15)</li> <li>• <b>4.2. Providing evidence</b> (Page 17)</li> </ul>	
6	Evidence of <b>any accreditation</b> that may be relevant for the project, which could include Ecotourism Accreditation, International Standards (ISO) certifications, etc.	<ul style="list-style-type: none"> <li>• <b>Criterion 4:</b> Proposal sustainability and proponent capability and capacity to deliver the project (20%) (Page 15)</li> <li>• <b>How to apply</b> (Page 9)</li> <li>• <b>4.2. Providing evidence</b> (Page 17)</li> </ul>	
7	Evidence of the <b>technical competencies</b> to successfully deliver the project and how the proposal will meet applicable commercial and industry standards	<ul style="list-style-type: none"> <li>• <b>Criterion 4:</b> Proposal sustainability and proponent capability and capacity to deliver the project (20%) (Page 15)</li> <li>• <b>4.2. Providing evidence</b> (Page 17)</li> </ul>	
8	Evidence of any <b>reliance on third parties</b> and any additional investment committed to the project	<ul style="list-style-type: none"> <li>• <b>Criterion 4:</b> Proposal sustainability and proponent capability and capacity to deliver the project (20%) (Page 15)</li> </ul>	
9	<b>Formal documentation confirming cash contribution</b> from any another sources (if applicable)	<ul style="list-style-type: none"> <li>• <b>3.3. How to apply</b> (Page 9)</li> </ul>	
10	<b>Written quotes</b> , where available, from suitably qualified contractors or design consultants for all major costs	<ul style="list-style-type: none"> <li>• <b>Criterion 4:</b> Proposal sustainability and proponent capability and capacity to deliver the project (20%) (Page 15)</li> <li>• <b>4.2. Providing evidence</b> (Page 17)</li> </ul>	

11	<p>For grant funding requests of up to \$100,000 (excl. GST), evidence of <b>audited financial statements</b> for the previous two years (where possible), including a profit and loss statement, balance sheet and cash flow statement.</p> <p>For grant funding requests of more than \$100,000 (excl. GST), please refer to <b>Additional information</b> (below)</p>	<ul style="list-style-type: none"> <li>• <b>Criterion 4:</b> Proposal sustainability and proponent capability and capacity to deliver the project (20%) (Page 15)</li> </ul>	
12	<p>Evidence of <b>project management</b>, including:</p> <ol style="list-style-type: none"> <li>1. confirmation that the required development, environmental and any other regulatory approvals are in place or are being sought</li> <li>2. details of how goods and services will be procured</li> <li>3. details of how they will ensure that the project is delivered on time, on budget and to the required standard (e.g. who will manage the project and what governance arrangements are in place).</li> </ol>	<ul style="list-style-type: none"> <li>• <b>4.2. Providing evidence</b> (Page 17)</li> </ul>	
13	<p>Evidence that <b>project risks</b> have been addressed, including evidence that:</p> <ol style="list-style-type: none"> <li>1. a risk assessment has been undertaken (i.e., details of at least three key risks and the mitigation/management strategies in place across the life of the project); and</li> <li>2. contingencies have been identified to withstand unexpected external changes.</li> </ol>	<ul style="list-style-type: none"> <li>• <b>4.2. Providing evidence</b> (Page 17)</li> </ul>	
14	<p>Details how the <b>project benefits will be maintained</b>, including:</p> <ol style="list-style-type: none"> <li>1. An outline of the operational needs of the project into the future,</li> <li>2. a strategy to manage the project, and</li> <li>3. how you will maintain the ongoing viability of the completed project.</li> </ol>	<ul style="list-style-type: none"> <li>• <b>4.2. Providing evidence</b> (Page 17)</li> </ul>	

## Additional information

**For grant funding requests of more than \$100,000** (excl. GST), the minimum financial information that is required is tabled below. If any information is unable to be provided, applicants must detail why that is the case. Additional relevant supporting information is welcome.

No.	Document type	Reference to the Nature Based Tourism Co-investment Fund Guidelines:	Document Attached Yes/No
1	<p><b>Project business case</b></p> <ol style="list-style-type: none"> <li>1. Project overview/rationale</li> <li>2. State government funding request: <ul style="list-style-type: none"> <li>• proposed security.</li> </ul> </li> <li>3. Overall project funding: <ul style="list-style-type: none"> <li>• funding sources and existing commitments</li> <li>• project capital expenditure</li> <li>• project milestones and timeline.</li> </ul> </li> <li>4. Competitive environment/SWOT analysis (or alternative analysis)</li> <li>5. Project's competitive advantage</li> <li>6. Regulatory environment (i.e. approvals, authorisations, patents, licences etc)</li> <li>7. Economic benefit: <ul style="list-style-type: none"> <li>• target market</li> <li>• existing commitments for project products/services</li> <li>• project phases and impacts</li> <li>• direct employment</li> <li>• indirect employment – if known</li> <li>• export capacity – if relevant</li> <li>• sales growth</li> <li>• project risks.</li> </ul> </li> <li>8. Project forecasts for 3 years (financial forecasts are to be for the whole entity – not just project specific) including supporting assumptions. It is preferred the forecasts consist of: <ul style="list-style-type: none"> <li>• 3 years (minimum) cashflow (month by month)</li> <li>• 3 years (minimum) profit and loss (annual)</li> <li>• 3 years (minimum) balance sheet forecasts (annual).</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• <b>3.3. How to apply</b> (Page 9)</li> <li>• <b>Appendix 1: Financial information required</b> (Page 21)</li> </ul>	

2	<p><b>Prior year financial statements</b></p> <p>Please provide the group's:</p> <ol style="list-style-type: none"> <li>1. annual financial statements for the last 3-5 financial years (cashflow statement, profit and lost, balance sheet) and</li> <li>2. the most recent management accounts for the current financial year</li> </ol>	<ul style="list-style-type: none"> <li>• <b>3.3. How to apply</b> (Page 9)</li> <li>• <b>Appendix 1: Financial information required</b> (Page 21)</li> </ul>	
3	<p><b>Corporate structure and strategic plan</b></p> <p>Please provide:</p> <ol style="list-style-type: none"> <li>1. An overview of the ownership and governance structure. This is to include, but is not limited to, the structure and nature of operations of each entity;</li> <li>2. Details of key management personnel, including experience; and</li> <li>3. Overview of key sales and supplier contracts currently held, and any recent material changes in these.</li> </ol>	<ul style="list-style-type: none"> <li>• <b>3.3. How to apply</b> (Page 9)</li> <li>• <b>Appendix 1: Financial information required</b> (Page 21)</li> </ul>	