

## Administrative Guidelines

# Ipswich Groups Rebate Program

### Guidelines

These guidelines are to be read in conjunction with Ipswich City Council's Economic Development Incentives Policy.

### Ipswich Groups Rebate Program Overview

The Ipswich Groups Rebate program is an Ipswich City Council initiative that provides a financial incentive to organisations to encourage more groups to visit the City of Ipswich.

#### Timeframe

There are no application deadlines for this grant category and applications are assessed on an ongoing basis.

Applications must be submitted within 30 days of the relevant group visiting Ipswich.

#### Funding Range

- A \$150 rebate is available for groups with between \$750 and \$1,499.99 (including GST) eligible associated expenditure during their visit;
- A \$300 rebate is available for groups with between \$1,500 and \$2,999.99 (including GST) eligible associated expenditure during their visit;
- A \$650 rebate is available for groups with \$3,000 and over (including GST) eligible associated expenditure during their visit.

#### Funding Availability

The total funding available for the Ipswich Groups Rebate Program each year is subject to variation, depending on council's annual budget allocation.

### Eligibility Criteria

To be eligible for an Ipswich Groups Rebate, organisations must:

- have organised a visit to Ipswich for a group of at least 10 paid participants that took place within a 30 day period prior to the application being submitted;
- have an Australian Business Number (ABN);
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate;
- not have any outstanding debts with council (e.g. council facility hire, rates, etc.);
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports; and
- have an adequate risk management plan in place (as required).

### Exclusions

The following are not eligible to receive a rebate via the program:

- Organisations that were not the primary organising body for the group's visit to Ipswich;
- Groups of less than 10 people;
- Groups that originate from within the Ipswich local government area;
- Groups that primarily cater for Ipswich local government area residents;
- Group visits to Ipswich that have not yet taken place;
- Organisations that have already received funding from council for the projects or programs associated with the group's visit to Ipswich;
- Applications received outside of the application timeframes; and
- Organisations that have outstanding acquittals or have not satisfactorily acquitted funds for other council grant or funding programs.

## Eligible Expenses

The rebate an applicant is eligible for is calculated based on the eligible expenditure associated with the group's visit to Ipswich detailed in their application.

To be eligible expenditure for consideration under the Ipswich Groups Rebate program, the expenditure must be:

- Directly related to the group's visit to Ipswich detailed in the application;
- Incurred with an organisation located within the City of Ipswich local government area; and
- Incurred with an approved Ipswich tourism business as indicated by their inclusion on the Ipswich Groups Rebate Eligible Venues and Experiences list (see [Discoveripswich.com.au/groups](https://discoveripswich.com.au/groups)).

The following are not eligible under the Ipswich Groups Rebate Program:

- Expenditure incurred with businesses not located within the City of Ipswich local government area
- Expenditure not incurred by the applicant organisation
- Expenditure incurred with a business without an Australian Business Number (ABN)
- Expenditure not recorded on a valid tax invoice
- Fuel costs and expenses related to repairs, servicing or maintenance
- Tickets, admission fees or entry costs for attending events

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## Funding Principles

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Ipswich City Council applies the following principles when providing support through its Ipswich Groups Rebate Program:

- Grow the Ipswich visitor economy to support local employment growth
- Grow daytrip and overnight visitation
- Supporting local industry collaboration and partnerships
- Developing experiences and itineraries targeted at the domestic and international visitor markets
- Efficient and effective delivery of the Ipswich Groups Rebate program, transparency and accountability in decision making

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## Assessment Process

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All applications will be assessed against the eligibility and exclusion criteria as detailed above and this assessment will include consideration of the Ethics Framework discussed below.

### Ethics Framework

Ipswich City Council will not support any activities, entities, or individuals associated with entities, that are considered to:

- Discriminate, or encourage discriminatory behaviour, including discrimination on the basis of age, disability, race, religion, sex and/or sexual orientation
- Contribute to, or advocate for, the infringement of human rights
- Demonstrate behaviour that does not align to council's strategic intent for the city and community of Ipswich
- Pollute land, air or water, or otherwise damage the natural environment
- Market, promote or advertise products or services in a misleading or deceitful manner
- Produce, promote or distribute products or services likely to be harmful to the community
- Entice people into financial over-commitment
- Exploit people through the payment of below-award wages or poor working conditions
- Represent a reputational risk for Ipswich City Council to partner with or support, or be seen to partner with or support

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## Approval Process

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Unless otherwise provided for in the related policy, final decisions on approval of applications are made by the General Manager (Community, Cultural and Economic Development) or his/her delegate.

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## Making an Application

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Applications for funding through the Ipswich Groups Rebate Program must be made using the online Ipswich Groups Rebate Program Application Form. Representatives of council's Marketing and Promotion Branch can assist organisations in lodging their online application. Council staff however may not act on behalf of applicants in verifying or certifying application information or by submitting the application on behalf of the applicant.

Additional information supporting applications must be attached as required throughout the online application process, for example:

- Itinerary details showing the Ipswich locations visited by the group
- Receipts verifying payment and expenditure made at Ipswich locations visited by the group

Incomplete applications will not be considered. This includes applications which have failed to provide relevant documentation.

Applications must be submitted using the online application form (see [Discoveripswich.com.au/groups-rebate-application](http://Discoveripswich.com.au/groups-rebate-application)).

Once submitted applicants will receive a confirmation notice.

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## Notification of Funding Approval

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Once an application has been decided the applicant will be provided with written advice of the outcome.

Where an application is approved the applicant will be provided with details of any conditions of the approval and any specific requirements which are prerequisite to the payment of the funding.

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## Request for Review

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Applicants who believe there has been an administrative error in the assessment of the application may request a review of the decision.