

Destination NSW

# Regional Event Fund - Incubator Event stream

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## Grant Guidelines

1 July 2026 – 30 June 2027

Grants Program Details	
Closing date and time	11.59pm on Sunday, 12 April 2026 – (AEST/Sydney Time)
Application outcome date	30 June 2026
Project delivery timeframe (for successful applications)	1 July 2026 – 30 June 2027
Decision-maker	Minister for Jobs & Tourism and/or nominated delegate
NSW Government Agency	Destination NSW
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	<p>Total funding available for Incubator Event stream: \$560,000.</p> <p>Applicants may apply for any amount up to and including \$20,000 (excl. GST)</p> <p>The final allocation of overall funding available to the Incubator Event stream of the program will be based on the number, eligibility and quality of the applications received.</p>
Enquiries	Grants Administration Team via email <a href="mailto:grants.admin@dnsw.com.au">grants.admin@dnsw.com.au</a>

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# 1

Overview of grant program

# 1 Overview of grant program

The Regional Event Fund was established in 1996. The program is a mechanism to grow regional visitation by assisting events that contribute to the unique character of the tourism regions of NSW to market themselves to visitors from outside their Local Government Area.

The Regional Event Fund comprises three individual funding streams providing a development pipeline for events from inception, through emergence, to their establishment as tourism events in Regional NSW.

The three individual streams of the Regional Event Fund are:

- Incubator Event stream – supports the establishment of new events in their first or second year of operation
- Flagship Event stream – supports the marketing of emerging events that have been held for more than two years to increase their profile and encourage visitation
- Event Development Fund stream – supports the strategic development of established events as drivers of tourism.

Each of the three streams within the Regional Event Fund have different eligibility, selection criteria and assessment processes. Applications for the three streams are managed separately.

Regional destinations play a critical role in the visitor economy, sustaining jobs and driving economic growth. By 2035, 48% of the \$91 billion visitor expenditure stretch goal will be in regional NSW. Regional events drive economic growth by attracting visitors to experience the unique culture and heritage of towns and communities.

The Regional Event Fund will help grow regional events and festivals by supporting and showcasing events that highlight priority experiences, to drive year-round visitation and economic benefits.

The Regional Event Fund provides grants for events in regional NSW which have the potential to become visitor economy drivers for their region, directly contributing to achieving specific NSW Visitor Economy Strategy 2035 targets, by aligning with the following Strategic Pillars:

- **Drive Growth through Events** – Supporting a robust calendar of cultural and sporting events that attract year-round visitation and drive regional dispersal of visitors.
- **Focus on Experiences** – Enhancing immersive and culturally rich offerings that showcase NSW's unique landscapes and produce.

The Regional Event Fund directly supports strategic opportunities identified in the NSW Visitor Economy Strategy 2035 for NSW to create a dynamic, year-round calendar of signature events that spans all seasons and to leverage leisure events to grow seasonal visitation and showcase NSW's strengths. Applicants to the Fund must consider how events align with visitor experience priorities, consumer demand and the NSW Government's ambitions for regional visitor economy growth.

Further, the Fund enables visitor economy stakeholders to strengthen storytelling around NSW's diverse experiences to resonate with travellers' motivations. Events supported through the Fund that have demonstrated they are, or have the potential to become, tourism drivers for their region. The program seeks to support unique events that showcase the region and/or location in which they are held. Depending on the stream, grants are focused on event delivery, event marketing or specific growth initiatives.

Secondary objectives include leveraging supported events through Destination NSW marketing and communications activities to build the profile of NSW and specific destinations, and, through the

application and feedback process, to offer guidance to event organisers to improve event management capabilities.

The Regional Event Fund will deliver value for money by providing targeted funding to event organisers to undertake specific marketing activities directly tied to promoting the event to new markets and attracting increased visitation across regional New South Wales.

Ultimately, the funding program aims to increase visitation to regional events and increase economic benefit to destinations.

The Regional Event Fund (inclusive of all three funding streams) has delivered more than \$15 million to close to 600 events across regional NSW over the past 30 years.

This document provides information on the Incubator Event stream of the Regional Event Fund only. Grant Guidelines for the Flagship Event stream and the Event Development stream are available separately on the Destination NSW [website](#).

The fund is open to events held in Regional NSW that have been held for more than two years and offers grants specifically to support marketing activities aimed at increasing visibility and driving visitation to the event from outside its local area.

The Incubator Event stream is an open and competitive grants program.

Application to the Incubator Event stream is a single-stage process consisting of an online application form responding to a series of questions that address the selection criteria (eligibility and assessment criteria).

To be considered for funding, events must be delivered between 1 July 2026 and 30 June 2027. No extensions will be considered.

This program is funded and administered by Destination NSW.

Destination NSW is the lead agency, champion and voice for the visitor economy within the NSW Government.

The Regional Event Fund also aligns with other NSW Government priorities and strategies including (but not limited to):

- 24-Hour Economy Strategy
- Creative Communities policy
- Contemporary Music Strategy
- NSW Office of Sport Strategic Plan 2024-2028
- Hospitality and Racing Strategy 2025
- Multicultural NSW Strategic Plan 2025
- The NSW Industry Development Framework.

The Regional Event Fund supports the NSW Creative Communities integrated policy for arts, culture and the creative industries by:

- Promoting NSW arts and cultural venues and activities, including local festivals and events, alongside major international and national experiences.
- Broadening the range of festivals and creative hospitality on the state's calendar to engage local audiences and attract visitors, which play an important part in fostering social cohesion, tourism, and local innovation and celebration.

- Strengthening the co-ordination of festival support in NSW to properly position and grow the festivals sector, leveraging the wide range of industries involved.

For more information on the Creative Communities policy, visit: <https://www.nsw.gov.au/arts-and-culture/engage-nsw-arts-and-culture/resource-hub/creative-communities>

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## 1.1 Purpose and objectives

The purpose of the Incubator Event stream is to offer seed funding to events in Regional NSW to support their first and second year of activity.

The stream supports innovative events that demonstrate sound organisational planning, have a unique alignment with the character and culture of the local region and which can demonstrate a broad appeal likely to promote tourism and attract overnight visitation.

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## 1.2 Grant value

A total budget of up to \$1,500,000 (ex GST) has been allocated to the Regional Event Fund in FY2026/27.

Of this total budget, \$560,000 will be allocated to the Incubator Event stream. This stream offers one-off annual grants of up to \$20,000 (excl. GST) to an event in its first or second year.

The budget allocation for the Incubator Event stream is indicative only. Final allocations will be based on the number, eligibility and quality of the applications received for 2026/27 and may deviate from the indicative allocations within the context of the total Program budget.

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## 1.3 Compliance and delegations under the *NSW Grants Administration Guide*

### 1.3.1 Decision-Maker responsibilities under the Guide

The Regional Event Fund is required to comply with the NSW Grants Administration Guide. The Guide specifies that a 'Decision-Maker' be appointed for a Grants Program, which defaults to the responsible Minister.

A Minister or designated decision-maker who approves or declines a grant must record the decision in writing whilst having regard to the grant guidelines, the selection criteria and the key principle of achieving value for money.

### 1.3.2 Delegation of Decision-Maker responsibilities

Per Section 6.1.6 of the NSW Grants Administration Guide, the Minister can authorise delegating responsibilities for operational matters associated with minor decisions and changes to the Chief Executive Officer, Destination NSW.

Responsibilities for critical decisions for this program include:

- Approval of successful applications – Minister for Jobs and Tourism.
- Successful applicants will be informed by letter from the Minister for Jobs and Tourism.
- Contracts for successful applicants will be executed by Destination NSW and signed by the CEO, Destination NSW

- Approval of unsuccessful applications – Minister for Jobs and Tourism.
- Approval of ineligible applications – CEO, Destination NSW
- Unsuccessful and ineligible applicants will be informed by letter from the CEO, Destination NSW
- Approval of unsuccessful applications – CEO, Destination NSW
- Approval of ineligible applications – CEO, Destination NSW.
- Unsuccessful and ineligible applicants will be informed by letter from the CEO, Destination NSW

# 2

## Selection criteria

## 2 Selection criteria

Applicants are encouraged to thoroughly read the Incubator Event stream Guidelines before beginning their application.

To be considered for funding through the Incubator Event stream, applicants must submit an application that sufficiently addresses and demonstrates it meets the following Incubator Event stream selection criteria. Strong applications require robust data and supporting information.

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### 2.1 Eligibility criteria

#### Eligible Applicants

To be eligible to apply for any of the three streams of the Regional Event Fund, applicants must agree or warrant that:

- They are the event owner (i.e. own the rights to the event and hold the relevant approvals for the event) at the time of application and contract
- be financially solvent or be financially viable and able to demonstrate that they are likely to remain so over the duration of the funding period
- must have an Australian Business Number (ABN)
- be a sole trader, company, partnership, unincorporated and incorporated associations, or company trust entity
- have at least \$20 million public liability insurance, or be able to secure before entering into a Funding Agreement
- the recipient must be a legal entity and not a business name.

#### Ineligible Applicants

Ineligible applicants include:

- Australian, State or Territory Government agencies or entities, including New South Wales Destination Networks
- Political parties
- Organisations that have not met project requirements (including acquittal and reporting) for previous funding received from Destination NSW
- Events receiving any other financial support from Destination NSW (Event Investment and/or any other grant programs including other streams of the Regional Event Fund) per Financial Year, across all programs.

#### Eligible Events

To be eligible for the **Incubator Event Annual** grant, your event must:

- take place between 1 July 2026 and 30 June 2027
- be held for the first or second year in the year of funding
- be held in one of the seven Destination Network regions listed, as listed below:
  - Destination Central West NSW
  - Destination Country & Outback NSW
  - Destination North Coast NSW incl. Lord Howe Island
  - Destination Riverina Murray NSW
  - Destination Southern NSW
  - Destination Sydney Surrounds North

- o Destination Sydney Surrounds South

(Please note: the Local Government Areas of Penrith, Hawkesbury, Blue Mountains and Wollondilly are not included in the above Destination Networks. For further information on Destination Networks, including a boundary map, please visit <https://www.destinationnsw.com.au/about-us/destination-networks>)

### Ineligible Events

The following events are ineligible for funding from the three streams of the Regional Event Fund, including the Incubator Event stream:

- Regular and/or recurring (weekly/monthly) community events, including:
  - o Local markets and bazaars, club gatherings (RSL, Rotary, Chambers of Commerce),
  - o Local sporting matches (home & away season games), regional tournaments and regional race meets
  - o One-off events that are not planned to continue after a single year (e.g.: anniversary celebrations, concerts, exhibitions, theatre seasons, footloose or rotational sporting championships etc.)
  - o Education classes/workshops
- Any event which forms part of an annual 'event series' (or season of events) that is held in multiple locations across NSW and/or Australia and is not considered an exclusive/standalone event. This includes sporting season matches, music festivals, exhibition showcases, concert tours, circuses and fun-fairs
- NSW public holidays where the holiday is the primary focus of the celebration – including Christmas Day, Anzac Day, Australia Day, King's Birthday - <https://www.nsw.gov.au/about-nsw/public-holidays>. Note: Events held over public holidays will be considered if the holiday is not the primary focus of the event (e.g. a food or music festival)
- Promotional activations, charitable, political and/or activism events
- Religious and/or cultural important/sensitive gatherings
- Industry or Business events including trade shows, exhibitions, conferences, and industry meetings
- Events owned and/or operated by an agency or entity of the Federal Government, or a State or Territory Government including New South Wales.

### Eligible Costs

The Incubator Event stream offers seed funding for activities that are likely to establish the event as a driver of visitation. Activities for which funding will be offered include, but are not limited to:

- venue hire and other costs specific to the event, determined on a case by case basis
- temporary event infrastructure (marquees, stages etc.) that is likely to improve the visitor experience
- marketing and promotions
- marketing, PR and digital specialist or consultancy fees subject to Destination NSW pre-approval of a brief
- brand design and development
- event and visitor research.

Destination NSW funding is intended to supplement existing expenditure and support the event to deliver a superior visitor experience or raise its profile outside of its immediate area.

### Ineligible Costs

Grant funds cannot be used to replace previous or other funding for the Event, such as:

- prize money, gifts, or contributions to charitable groups

- travel expenses
- local Council fees
- purchase of capital equipment and/or permanent infrastructure that could be on-sold
- general administration costs such as staff costs, salaries, administration and services
- costs incurred in the preparation of a grant application or related documentation.

#### Additional Eligibility

- An event awarded a grant through previous Regional Event Fund rounds that has been deferred to FY2026/27 as a result of exceptional circumstances such as extreme weather is not eligible to apply for additional funding for the same event from the Regional Event Fund in 2026/27.
- A single event may not receive grant funding from more than one stream of the Regional Event Fund program (Incubator, Flagship or Event Development) in the same year.

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## 2.2 Assessment criteria

The Regional Event Fund Incubator Event stream is an open, competitive grants program. Eligible applications will be assessed on their merits against the selection criteria, be compared with and ranked against other applications. Applications with the highest scores are more likely to be funded.

Assessment will be based on the following assessment criteria:

Criteria	Specific information and evidence required	Weighting
1. Economic Impact	<p>Destination NSW invests in events that will deliver new expenditure into a region through visitation.</p> <p>Your event proposal should clearly show how it will attract new visitors and benefit the local region.</p> <p>What we're looking for:</p> <p><b>a.) Event Concept and Appeal to Visitors (10%)</b></p> <p>A unique and compelling event concept – that has broad appeal and will attract attendees from outside your Local Government Area.</p> <p><b>b.) Showcase Local Identity, Experiences and Culture (10%)</b></p> <p>Events that reflect and showcase a town or region's unique character, culture, or heritage.</p> <p><b>c.) Alignment with the NSW Visitor Economy Strategy 2035 (10%)</b></p> <p>Show how your event supports the objectives of the <u>NSW Visitor Economy Strategy 2035   Destination NSW</u> – particularly around:</p> <ul style="list-style-type: none"> <li>• Growing regional visitation</li> <li>• Showcasing distinctive regional experiences</li> <li>• Supporting a balanced year-round NSW events calendar that supports local business and strengthens the resilience of the visitor economy</li> <li>• Promoting authentic and immersive experiences that are sustainable, inclusive and aligned with NSW Visitor Economy Strategy 2035 visitor experience priorities, such as: <ul style="list-style-type: none"> <li>○ Nature and adventure</li> <li>○ Culinary including local produce, food and wine</li> <li>○ Agritourism</li> <li>○ Arts, culture, and lifestyle including Aboriginal tourism</li> <li>○ Journeys and the promotion of road trips</li> <li>○ Wellness</li> </ul> </li> </ul>	30%

Criteria	Specific information and evidence required	Weighting
2. Strategic marketing alignment and community impact	<p>Your marketing approach should show how you will <b>reach visitors beyond your region</b> while <b>engaging your local community</b>.</p> <p>What we're looking for:</p> <p><b>a.) Strategic Marketing Plan (15%)</b> Provide a clear marketing plan overview that includes:</p> <ul style="list-style-type: none"> <li>• Situation analysis / SWOT (brief)</li> <li>• Key target audience and campaign objectives</li> <li>• Marketing activities and timeline for reaching your target audiences, including: <ul style="list-style-type: none"> <li>○ Advertising (e.g. TV, print, radio, outdoor, digital (display, search), social (Facebook, Twitter, YouTube, Instagram)</li> <li>○ Printing</li> <li>○ Signage</li> <li>○ Promotions/publicity</li> <li>○ Digital (website, SEO, owned EDM)</li> <li>○ Other marketing (e.g. content creation, photography, videography, design)</li> </ul> </li> </ul> <p><b>b.) Clear Marketing Objectives and Sustainable Audience Growth (10%)</b> Identify measurable objectives and activities you will implement through your event marketing in order to achieve sustainable growth.</p> <ul style="list-style-type: none"> <li>• What are the baseline numbers for each objective?</li> <li>• List the targets for FY2026/27</li> <li>• What activities you will undertake to achieve the target numbers and if funded, how will these activities and strategies achieve value for money?</li> </ul> <p><b>c.) Industry Alignment and Community Partnerships (5%)</b> Describe how you are or plan to work with others to strengthen your event, including:</p> <ul style="list-style-type: none"> <li>• Council and other relevant authorities</li> <li>• Your relevant NSW Destination Network including aligning to your regional Destination Management Plan (DMP)</li> <li>• Partnerships with local tourism operators, businesses, and community groups</li> </ul>	30%

Criteria	Specific information and evidence required	Weighting
3. Event planning and due diligence	<p>Show that your event is <b>well-planned, safe, and financially sound</b>, with systems in place to measure success.</p> <p><b>What we're looking for:</b></p> <p><b>a.) Event Management Plan (20%)</b></p> <p>Applicants need to submit a clear event management plan detailing:</p> <ul style="list-style-type: none"> <li>• event overview</li> <li>• strategy for long term growth including ensuring your event is self-sustaining (e.g. attracting sponsors and a reduced reliance on grants)</li> <li>• operational processes incl. accessibility and sustainability</li> <li>• risk management</li> <li>• team structure</li> <li>• rationale for timing of the event</li> <li>• relevant insurance cover</li> </ul> <p><b>b.) Financial Management &amp; Viability (10%)</b></p> <p>Include a clear, itemised budget that lists all income and expenses.</p> <ul style="list-style-type: none"> <li>• Show that your event is financially viable and has realistic funding sources</li> </ul> <p><b>c.) Data Collection and Evaluation (10%)</b></p> <p>Applicants should have a clear plan for collecting data as an input to measure and evaluate their event and understand their audience to make data-driven decisions to improve their event:</p> <ul style="list-style-type: none"> <li>• registration and attendance, including attendee demographic data for visitation</li> <li>• attendee feedback and engagement data to improve the visitor experience</li> </ul>	40%

# 3

## Application process

## 3 Application process

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### 3.1 How to apply

Applicants are encouraged to:

- read the program Guidelines in full
- check their eligibility for the program
- speak to their Destination Network to advise of their intent to apply
- start their applications early during the application period to ensure they are completed before the closing date. Destination NSW is not responsible for delays to the submission of applications caused by technology, connection or other issues outside of its control.

Grants in the 2026/27 Incubator Event stream will be allocated in a single round for events taking place between 1 July 2026 and 30 June 2027.

All applications for grants from the 2026/27 Incubator Event stream must be submitted through the Destination NSW on-line application platform.

Applications sent via email, post or fax will not be accepted.

The Application Form includes multiple opportunities to upload supplementary information in support of the application and applicants are encouraged to do so.

Applicants will be required to attach the following documents to their online application:

- completed marketing plan overview (2 pages max) that includes:
  - Situation analysis / SWOT (brief)
  - Key target audience and campaign objectives
  - Marketing activities and timeline for reaching your target audiences, including:
    - Advertising (e.g. TV, print, radio, outdoor, digital (display, search), social (Facebook, Twitter, YouTube, Instagram))
    - Printing
    - Signage
    - Promotions/publicity
    - Digital (website, SEO, owned EDM)
    - Other marketing (e.g. content creation, photography, videography, design)
- completed Event Plan detailing:
  - event overview
  - strategy for long term growth including ensuring the event is self-sustaining (e.g. attracting sponsors and a reduced reliance on grants)
  - operational processes incl. accessibility and sustainability
  - risk management
  - team structure
  - relevant insurance cover
  - event evaluation

- itemised budget for the 2026/27 event including projected revenue and expenditure
- certificate of currency for at least \$20 million public liability insurance, or evidence of ability to secure before entering into a Funding Agreement. This Certificate of Currency must cover your event.

All applications must be received by Destination NSW no later than the advertised closing date.

Applications received after the closing date and time will not be accepted. No extensions to the submission date and time will be provided.

Receipt of applications will be acknowledged by email following submission.

If an acknowledgment email is not received following submission, or if require support throughout the application process please contact the Grants Administration team via email [grants.admin@dnsw.com.au](mailto:grants.admin@dnsw.com.au)

Applicants may be contacted by Destination NSW for verification or for further information provided in their application.

Applicants must not provide false or misleading information.

# 4

## Assessment process

## 4 Assessment process

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### 4.1 Assessment of grant applications

The Incubator Event stream is an open and competitive grants program.

Applications will be assessed against the eligibility criteria and the assessment criteria outlined in these Guidelines. Eligible applications are assessed on their comparative merits against the nominated criteria.

All applications received will initially be reviewed for eligibility by Destination NSW. All eligible applications will then be assessed by a panel convened by Destination NSW. The assessment panel consists of representatives with experience in events and regional tourism. Each application is assessed by a minimum of three different members of the assessment panel.

The Panel will make its recommendations for which events should receive Incubator Event stream grants according to the following principles of the Fund:

- the Incubator Event stream is a co-operative arrangement between Destination NSW and the regional event.
- the Incubator Event stream is a Destination NSW grant program that supports the promotion of selected regional events to achieve tourism outcomes of benefit to regional NSW.
- the Incubator Event stream seeks to assist the promotion of those events that expressly contribute to the unique identity of the tourism regions of the State, and that demonstrate the potential to act as 'flagships' for those regions.
- it is the aim of Destination NSW, but not a certainty, that at least one event will be supported in each of the seven Destination Network regions, subject to the quality and eligibility of the applications received. Destination NSW reserves the right not to award funding in any region if the applications are of insufficient merit in the opinion of the Panel.
- receipt of a grant through the Regional Event Fund in a previous year is no indication that a current application will be successful. The Panel will make its recommendations for future funding based on the merits of the event's application for that year.

The panel reserves the right to prioritise applications based on the overall objectives the Fund is aiming to achieve.

Destination NSW reserves the right not to award funding if the applications are of insufficient merit in the opinion of the internal assessment panel. Similarly, the Decision-Maker reserves the right to award an amount less than applied for if the assessment panel deem the amount requested is not warranted.

Based on the assessments, a recommendation will then be made in writing to the Decision-Maker.

The Decision-Maker will provide the final funding approval of the event and funding amount.

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### 4.2 Notification of application outcome

Applicants will be advised via email and/or letter of the outcome of their grant application once approval is determined by the Decision-Maker.

Unsuccessful applicants will be notified in writing and offered the opportunity of a feedback session about their application (upon request made to Destination NSW).

Successful applicants will be advised of their application status and may be requested to keep the status and details confidential until an announcement is made.

Successful applications will be announced publicly. Successful applicants will receive a letter of notification following this announcement.

Following the announcement of events to be funded in the 2026/27 Incubator Event stream, no further Incubator Event stream grants will be available until a future Regional Event Fund program opens.

### 4.2.1 Feedback on applications

Unsuccessful applicants will have the opportunity to contact Destination NSW to receive feedback on their applications following assessment but should note that:

- information provided by Destination NSW is a guide only and is prepared in good faith. Destination NSW has sought to ensure that the information is true and correct at the time of presentation.
- feedback supplied is based on the information provided to Destination NSW. Destination NSW does not make any representation or warranty about the accuracy, suitability, reliability, currency or completeness of any feedback provided.
- Destination NSW cannot commit to any results or benefits in future applications from an applicant's participation in feedback. All applicants are responsible for determining any further investigations, information and consideration that might be required.
- it is the applicant and event owner's responsibility to decide, based on their full knowledge and understanding of their business situation, how relevant the information is. Destination NSW recommends seeking independent professional advice (legal, financial or otherwise).
- Destination NSW is not liable for any loss resulting from any action taken or reliance made by the applicant on any feedback and information provided. No guarantees are made of any particular outcome if an applicant chooses to rely on the feedback.

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## 4.3 Publication of grants information

The Grants Administration Guide requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the *Government Information (Public Access) Act 2009 (NSW) (GIPA Act)*, which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998 (NSW)*.

5

Successful grant  
applications

## 5 Successful grant applications

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### 5.1 Grant agreement

The provision of Incubator Event stream grants by Destination NSW to successful applicants is subject to the event owner entering into and abiding by the terms of a Funding Agreement signed by the event owner and Destination NSW.

Successful applicants are required to:

- enter into a Funding Agreement with Destination NSW by 30 June 2026, or as otherwise agreed with successful applicants
  - deliver on grant milestones prior to receiving grant payment
  - acknowledge the support of the NSW Government in accordance with the Funding Acknowledgement Guidelines
  - notify Destination NSW in writing of any proposed changes such as event date – requests for variations or changes to the event will be considered in limited circumstances
  - pay back unspent funds, or any funds not spent in accordance with the Funding Agreement
- 

### 5.2 Grant payment

Funds will not be available until a Funding Agreement is signed by Destination NSW and the successful applicant, and all requirements of each milestone are met. All successful applicants registered for GST will be paid the approved grant amount plus 10 percent GST.

Grants will be paid in full upon:

- execution of a Funding Agreement
- receipt by Destination NSW of a valid certificate of currency for public liability insurance
- evidence of a current event listing of the Event on [www.visitnsw.com](http://www.visitnsw.com)

For more information on the Destination NSW Funding Agreement please contact [grants.admin@dnsw.com.au](mailto:grants.admin@dnsw.com.au).

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### 5.3 Indicative reporting and acquittal requirements

Successful applicants are required to complete and submit a post event report via the online platform no later than 2 months after the last day of the event. Failure to submit the post event report may jeopardise the applicant's future eligibility for Destination NSW funding.

Destination NSW will, from time to time, request event information and high resolution imagery and video content to assist with the marketing of Incubator events. A photo brief can be requested from Destination NSW. Successful applicants may also be required to provide progress reports or status updates on the delivery of the event to Destination NSW, upon request, and at regular intervals in accordance with the Funding Agreement.

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### 5.4 Evaluation

Destination NSW will undertake an evaluation of the Program, including a process evaluation that considers how the program is delivered, whether it has been implemented as intended, and any issues arising in its implementation.

# 6

## Additional information and resources

## 6 Additional information and resources

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### 6.1 Complaint handling

Complaints about the program or individual applications should be made in writing to [grants.admin@dnsw.com.au](mailto:grants.admin@dnsw.com.au)

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### 6.2 Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

For information relating to Destination NSW's Access to Information, please visit <https://www.destinationnsw.com.au/access-to-information>

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### 6.3 Ethical conduct

#### 6.3.1 Conflict of interest management

All parties involved in the assessment process must declare all conflicts of interest. Actual, perceived or potential conflicts of interest will be managed in accordance with the Code of Ethics and Conduct for NSW Government Sector Employees. A Conflict of Interest register will be maintained for the program.

#### 6.3.2 Confidentiality

By lodging an application, applicants give consent for the application, information in the application and the applicant's contact details to be shared with the staff members of Destination NSW, the relevant Destination Network and external advisors of Destination NSW for the purposes of assessment and communication and for information purposes to certain NSW Government Ministerial Representatives.

All assessors are bound by confidentiality agreements and codes of conduct. Your business information will be treated as Commercial-in-Confidence.

Detail relating to successful applicants will be published on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined. Detail published includes the recipient name, recipient location, event delivery location, and the individual funding amount.

For further information, please consult our Privacy Policy on the management of Privacy [www.destinationnsw.com.au/privacy-policy](http://www.destinationnsw.com.au/privacy-policy).

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## 6.4 Additional Conditions

The following other conditions apply:

- Destination NSW may provide additional in-kind marketing support to events funded by the Incubator Event stream as part of its ongoing marketing activities.
- Destination NSW reserves the right, as a condition of funding, to make use of event data for the purposes of market research and evaluation to enable the long-term development of events in New South Wales
- Successful applicants should retain all records relating to the event, including expenditure, and make them available for audit purposes if required.
- Destination NSW is not liable for any costs incurred in the preparation of a grant application including the Regional Event Fund or related documentation.
- All events financially supported by Destination NSW through the Incubator Event stream are encouraged to consolidate their financial position through corporate and other support whilst they are part of the Incubator Event stream.

All events financially supported by Destination NSW through the Regional Event Fund (all streams) are encouraged to implement plastic-free and sustainability initiatives as part of event planning and delivery where appropriate.

All events financially supported by Destination NSW through the Regional Event Fund (all streams) must implement accessibility measures for the event where appropriate.

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## 6.5 Destination NSW Discretion

Potential applicants should note that:

- no funding application is guaranteed to result in funding from Destination NSW
  - no applicant is guaranteed funding to the full amount requested in their application.
  - Destination NSW reserves the right to vary the amount of funding at any time.
  - Destination NSW reserves the right to vary the terms of Incubator Event stream funding at any time in particular the awarding of funding.
  - the number and location of events that will be funded by Destination NSW will be determined by the Decision-Maker, at their discretion.
  - funding through the 2026/27 Incubator Event stream is available to events taking place between 1 July 2026 to 30 June 2027, although Destination NSW reserves the right to vary this as it requires.
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