

Business Events Bid Fund Program Application

Form Preview

Business Events Bid Fund Program (BFP) Mandatory Eligibility Criteria

* indicates a required field

Managed by Tourism Australia's business events unit, Business Events Australia, the Business Events Bid Fund Program (BFP) is a subvention fund designed to increase the conversion of new international business events for Australia through the offer of financial support at the critical bidding stage. The BFP is designed to deliver conversion of business in situations where Australia is bidding against international competitors for the right to host the business event.

The BFP supports expenditure on goods and services within Australia for the purposes of delivering confirmed, qualified business events.

For more information regarding Mandatory Eligibility Criteria and Terms & Conditions, please check the [Business Events Bid Fund Program - Prospectus](#).

Please note response times for a BFP application assessment and approval take a minimum of 4 weeks from submission to be processed.

Please ensure you press "save progress" at the bottom of each page regularly to avoid losing any data you have entered.

Event type *

- International association event
- International exhibition event
- International incentive event
- International meeting

Before submitting your application, please address the following mandatory criteria.

Only applications that have successfully completed the criteria checklist will be considered for the Business Events Bid Fund Program.

Has Australia been shortlisted for the proposed event? *

- Yes
- No

If you have answered no, please note that to maximise the return on investment, Tourism Australia will only consider bids where Australia is already in consideration.

Is Australia in direct international competition for this event? *

- Yes
- No

Australia must be in direct competition with international destinations in order for your application to the BFP to be eligible

Will the decision on a destination for the event be made before 30 June 2026? *

- Yes
- No

Payment of funds for successful applications to the BFP can be made after June 30 2026, however please note that Tourism Australia Business Events Bid Fund Program is only available to support bids where a decision will be taken by 30 June 2026.

Business Events Bid Fund Program Application

Form Preview

Is the support requested through the BFP at least A\$50,000? *

- Yes No

Please note that the minimum funding request through the BFP is A\$50,000.

I understand that all bid applications are subject to a four-week turnaround time and I have allowed enough time in my application for the process? *

- Yes No

I understand that a bid application cannot be submitted after the international bid submission date has lapsed. *

- Yes No

Please note Tourism Australia are unable to assess bids that have already been submitted to the client by the applicant.

I understand that if the bid decision has not been made by the specified international bid decision date, Tourism Australia has the right to release the pledged or supported BFP funding. *

- Yes No

I understand if a bid that is supported in a specific year, it cannot roll into future financial years and a new bid application for the future year must be submitted. *

- Yes No

For international association or exhibition events, will the event attract 400 or more international visitors? *

- Yes No

If you have answered 'no', please note that to ensure the greatest return on investment for Australia, submissions which meet this criteria will be given precedence.

For international incentive events and meetings, will the event/meeting attract 700 or more international visitors and/or represent economic value of A\$3m or more to the Australian economy? *

- Yes No

If you have answered 'no', please note that events that provide the greatest return on investment for Australia will be given precedence. You will be required to provide justification of your estimate during the application process.

Will the event be held entirely in Australia? *

- Yes No

Please note that no dual destination events will be considered.

You confirm 100% of the funds requested will be used to cover actual event costs only. This excludes administrative, logistics, marketing or delegate acquisition costs *

- Yes No

If you answered 'no', please note that submissions for the purposes of administrative, logistics or marketing costs for bids, or for marketing collateral or delegate acquisition will not be considered.

Do you have the legal capacity to enter into an agreement with Tourism Australia in accordance with Australian law? *

Business Events Bid Fund Program Application

Form Preview

Yes No

Please note that applicants must have the legal capacity to be able to enter into an agreement with Tourism Australia in accordance with Australian law. Applicants must not be insolvent and must be in good financial standing to enter into an agreement with Tourism Australia.

I have read, understood and will comply with the Mandatory Eligibility Criteria and the Terms and Conditions of the Business Events Bid Fund Program *

Yes No

If you have answered 'no' please note all applicants must read, understand and comply with the Business Events Bid Fund Program Mandatory Eligibility Criteria and Terms and Conditions. Tourism Australia reserves the right to reject any application or part thereof at its absolute discretion.

Please consider your responses to the Mandatory Eligibility Criteria before moving onto the BFP Application.

The response to one or more of the Mandatory Eligibility Criteria is No or has been omitted. I understand that the application may not be considered for funding *

Yes

The application cannot be submitted until all questions have been answered

I understand that to ensure the greatest return on investment for Australia, submissions for international association and exhibition events which will attract 400 or more international visitors will be given precedence. *

Yes

I understand that to ensure the greatest return on investment for Australia, submissions for international incentive events or meetings which will attract 700 or more international visitors and/or represent economic value of A\$3m or more to the Australian economy will be given precedence. *

Yes

Business Events Bid Fund Program (BFP) Optional Eligibility Criteria

Before submitting your application, you have the opportunity to answer the following optional criteria.

This section offers applicants the opportunity to increase their application's return on investment score by demonstrating the sustainability and environmental impact of the event, together with short and long term plans for social impact and legacy post the event.

Does the Event Owner have a sustainability policy?

Yes No

Please provide a copy of the sustainability policy as part of this application.

What is the sustainability goal and/or policy for this event?

Business Events Bid Fund Program Application

Form Preview

Word count:

Which goal of the United Nations Sustainable Development Goals does the event align with, and how?

Word count:

The United Nations Sustainable Development Goals can be viewed here: <https://www.un.org/sustainabledevelopment/>

How does the Event Owner measure/calculate the event's carbon footprint?

Word count:

What are the legacy goal/s for the event in Australia, how it will be measured and the outcomes reported post the event - at three months, one year, two years, and 10 years?

Word count:

New Section

Upload the Event Owner's sustainability policy

Attach a file:

Applicant and Contact Details

* indicates a required field

Applicant Details

Organisation Name *

Applicant Australian Business Number (ABN)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN

Business Events Bid Fund Program Application Form Preview

Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Leave blank if you do not have an ABN

Applicant Street Address *

Address

Address Line 1, Suburb/Town, Postcode, and Country are required.

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, Postcode, and Country are required.

Applicant Phone Number (include area code) *

Applicant Email *

Must be an email address.

Applicant Website

Must be a URL.

Applicant Organisation Type *

- Association
- Business Event Agency (incentive/corporate)
- Convention Bureau
- Convention Centre
- Destination Management Company
- Exhibition Management Company
- Incentive Planner Agency
- Professional Conference Organiser

Contact for Application

Business Events Bid Fund Program Application

Form Preview

Contact Name *

Title

First Name

Last Name

Position *

Contact Phone (include area code) *

Contact Email *

Must be an email address

Secondary Contact for Application

Secondary Contact Name

Title

First Name

Last Name

Secondary Contact Phone (include area code)

Must be an Australian phone number.

Secondary Contact Email

Must be an email address.

Proposed Event Details

* indicates a required field

Event name (in full) *

Details for Association Events

International association membership number

If Association

Australian association membership number

If Association

Search results

Business Events Bid Fund Program Application

Form Preview

Provide any details of any results of any searches and enquiries undertaken in relation to the event and the event underwriter i.e. current company, register/body, corporate extract (e.g. ABN/ASIC extract) or ICCA extract/screenshot.

Further Event Details

Delegate profile *

For example, scientists or corporate professionals etc.

Event underwriter *

If this does not apply, please write 'not applicable' in this field

Upload any relevant documents regarding the event underwriter or the Association including current company register etc.

Attach a file:

Proposed start date *

Provide approximate date if unknown

Proposed end date *

Please note that Tourism Australia's Business Events Bid Fund Program is only available to support bids where the event is being held before 31 December 2029

Proposed event destination/s *

Event Owner

Please provide details, ie; international association, corporation etc.

Event Owner Organisation Name *

Organisation Name

Event Owner Organisation Type *

- Association
- Corporate/Business Entity

Region of origin *

Business Events Bid Fund Program Application Form Preview

- Africa
- Asia
- Europe
- Middle East
- North and Central America
- Oceania
- South America

Country of origin *

Headquarters address *

Address

Address Line 1, Suburb/Town, Postcode, and Country are required.

CEO/MD *

Website

Must be a URL.

Biography *

In addition to providing the results of your investigations of the event and the event underwriter, please attach supporting documentation to assist us assess this application. Please provide as much detail as possible.

Has this event been held before? *

- Yes this event has been held before It is an inaugural event

Alignment with Priority Sectors *

- Agribusiness & Food
- Defence & Space
- Education
- Health
- Infrastructure
- Resource & Energy
- Technology & Manufacturing

Event has been held before

Business Events Bid Fund Program Application

Form Preview

Event frequency *

Annual

Other:

Preceding Event Attendance

Year	Host City/ Destination	Host Country	Number of delegates
Enter as YYYY			

Inaugural Event

Please provide more details on the reasons why you are pitching/bidding for this event *

Event Benefits

* indicates a required field

Expected Delegates

Please include how these figures were calculated. If based on previous event figures, please include Asia-Pacific based event.

Total expected number of delegates *

Number of expected international delegates *

How were the delegate numbers calculated? *

Estimated economic impact to Australia

Please note, Tourism Australia may apply other economic value models during the assessment of your application if appropriate supporting documentation is not provided.

Per delegate expenditure per night (AUD) *

\$
Must be AUD

Number of nights in Australia *

Business Events Bid Fund Program Application

Form Preview

If dual city, please only enter the number of nights in your own destination.

How much is the event worth for Australia (AUD)? *

\$

Must be AUD (Can include event hire, transportation, food and beverage, entertainment etc.)

Upload documents that support your reasoning for this calculation *

Attach a file:

This could include but is not limited to details of your organisations' own economic modelling for this event.

Delegate country of origin

Please provide estimated breakdown by percentage

Country	Percentage
<input type="text"/>	<input type="text"/>
<input type="text"/>	a number

Total Percentage

This number/amount is calculated.
Please ensure the percentage is 100%

Please include your reasoning for these calculations. If these are based on previous events, please outline these below. *

Must be no more than 50 words

Analysis of the Bid Situation

* indicates a required field

Bid Situation

International Decision Date *

Do you know the bid submission date? *

Yes

No

Please note that this date cannot be in the past.

What is the bid submission date? *

Business Events Bid Fund Program Application

Form Preview

Must be a date.

Please note response times for application to the BFP will take a minimum of 4 weeks to be processed.

If the bid submission date outlined above means a response is required by a specific time, please note this below

If you do not know the bid submission date, please explain why this is unknown. *

International Competitors

What international cities/countries is Australia bidding against?

City / Country

Competitor analysis

City / Country	Competitor analysis
<input type="text"/>	<input type="text"/>

Are there other Australian destinations in consideration for this event? *

Yes

No

Don't know

Australian domestic decision date

Must be a date

What Australian destinations are in consideration for this bid?

Destination

Competitor analysis

Destination	Competitor analysis
<input type="text"/>	<input type="text"/>

Please provide some background information on the origin of this bid. How long have you been working on this bid? How did the bid originate, who are your partners (if any)? *

Business Events Bid Fund Program Application

Form Preview

Please provide information on the current status of the bid including any insights on decision maker, key influencers and Australia's chances of success. *

Word count:

Please provide details on any bid specifics or criteria that must be met in order to be successful - i.e. Welcome events, delegate acquisition programs etc. *

Word count:

How will the decision be made? I.e. General assembly bid, CEO decision, committee choice etc. *

Word count:

no more than 300 words

Funding Requested

* indicates a required field

Amount Requested *

\$

Amount requested must be minimum AUD\$50,000

Please provide details on why this amount has been selected *

Please detail how the funds will be used *

Provide a copy of the Official Bid Criteria (if applicable) / Prospectus Document *

Attach a file:

This must outline the rules and conditions for host applicants including host destination/host responsibilities.

Business Events Bid Fund Program Application

Form Preview

Funding from other sources

Note: It is a mandatory requirement of your application that you disclose all funding from other sources for this bid, and provide full details of the expected usage of these funds. Should your information be insufficient to assess your application Tourism Australia will request clarification and processing times may be delayed. If funding sources change after you have submitted this application, you must contact Tourism Australia in writing to advise of these changes.

Amount (AUD)	Details/usage	Provided by	Cash / In kind	Confirmed?
\$				
Must be a dollar amount				

Total funding from other sources (AUD)

This number/amount is calculated.

Due Diligence

* indicates a required field

In addition to providing the results of your investigations of the event and the event underwriter, (if applicable) please attach supporting documentation to assist TA in assessing this application. Please provide as much detail as possible.

SITUATION SUMMARY

Provide any further information relevant to the bid submission (include details of your relationship with the bidding team/key players)

What is the process of the destination selection and the criteria behind the selection?

BID CRITERIA

What is the likelihood of your bid being successful? *

High Medium Low

Please provide reasoning for this assessment *

Business Events Bid Fund Program Application

Form Preview

ADDITIONAL INFORMATION / INSIGHTS

Please identify what potential legacies the event will deliver to the community and/or to the relevant industry sector?

For example: knowledge sharing, ongoing opportunities for universities, government relations and sustainable practices.

Declaration

* indicates a required field

Declaration *

- I confirm the information provided in this application submission is true and correct and that I completed all mandatory questions in the Business Events Bid Fund Program (BFP) application form.
- I confirm that should any of the information provided in this form change, I will notify Tourism Australia immediately.
- I confirm that I have read and understood the BFP Prospectus which includes the Checklist, Criteria and Terms & Conditions for the BFP.
- I understand that by submitting an application, I accept the Criteria and the BFP Terms & Conditions form part of the application for the BFP and that these Criteria and Terms & Conditions are non-negotiable.
- I understand that Tourism Australia (TA) reserves the right to reject application submissions which do not complete all mandatory questions.
- I understand that TA will determine successful applications to the BFP at its absolute discretion.
- I understand that TA reserves the right to reject any application or part thereof at its absolute discretion.
- I understand that TA reserves the right to request information additional to that supplied in the application submission in order to assist its decision-making process.
- I am authorised to complete this application and have read and understood this Declaration and privacy statement (link below)

Tourism Australia privacy statement: <http://www.tourism.australia.com/en/privacy-policy.html>

Authorised Person Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorised Person Position held *

Business Events Bid Fund Program Application

Form Preview

Date of declaration *

Word count: