# COMMUNITY
# SUSTAINABILITY
## ACTION GRANTS

**ROUND 4** | HERITAGE CONSERVATION

Queensland Government

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# Contents

# Overview—Heritage Conservation

The Queensland Government's Community Sustainability Action grant program is allocating $18 million to eligible recipients for projects which seek to conserve Queensland's natural and built environment and protect our unique wildlife.

To date, a total of over $10.5 million has been allocated to 293 recipients through regular targeted rounds.

Round 4: Heritage Conservation will provide grants of up to $100,000 (excluding GST) to assist in the conservation of Queensland's heritage-listed places. A total of $960,000 is available.

Grants will be allocated under two categories:

- Category 1: Grants of between $1,000 to $50,000 for smaller scale projects.
- Category 2: Grants of between $50,001 to $100,000 for larger scale projects.

Funding will be provided for projects which utilise best practice in heritage conservation and are able to ensure the community's access to the heritage listed place.

Further details including eligible applicants and activities are provided within these guidelines.

For key program dates, such as when the round opens and closes, please go to www.qld.gov.au/environment/pollution/funding/community-sustainability

For more information please email csagrants@des.qld.gov.au or call the grant program office on (07) 3330 6360.

# Guidelines for applicants

You must read these guidelines in full before applying for funding and are strongly encouraged to familiarise yourself with the online application form before beginning the application process. Application forms are available at www.qld.gov.au/environment.

## Program objective

The objective of this grant program is to support eligible recipients, using best practice, to conserve places entered on the Queensland Government's Heritage Register and to enable the community's access to and understanding of such places.

## Who is eligible to apply?

- owners of places entered on the Queensland Government's Heritage Register, including individuals and trusts.
- non-profit incorporated organisations that are legally/contractually responsible for maintaining heritage-listed places on the Queensland Government's Heritage Register.

## Who is ineligible to apply?

- Local Government Authorities
- Queensland Government agencies
- Australian Government agencies
- government-owned corporations
- statutory bodies and authorities

## How much can my organisation apply for?

Grants of up to $100,000 (excluding GST) will be provided for projects that encourage the conservation of a heritage-listed building over two categories:

**Category 1 – Smaller heritage conservation grants of between $1,000 to $50,000.**

**Category 2 – Larger heritage conservation grants of between $50,001 to $100,000.**

The proposed works identified in Category 2 applications should be supported by a conservation management plan or by written technical advice provided by a Heritage Architect or another suitably qualified heritage consultant.

Applicants seeking funding under either category will be required to clearly demonstrate that best practice in heritage conservation will be implemented.

Only one grant application per heritage-listed place will be accepted.

# What projects and activities are eligible?

Funding will only be provided for activities conducted on places entered on the Queensland Heritage Register (established under the *Queensland Heritage Act 1992*) at the time of application and for the duration of the project.

Eligible projects include those which seek to:

- undertake urgent repair/conservation works on heritage-listed places
- conserve the original heritage features of heritage-listed places
- conserve heritage parks and gardens

Eligible activities include, but are not limited to:

- restumping and repairs to timber framing, weatherboards, windows and doors
- reroofing
- repointing brick or stone work
- painting
- administration costs (including audit fees) up to 10% of the total budget.

# Best practice conservation activities

Projects funded will be those which undertake conservation works which retain the significance of the place and use like-for-like materials.

Works, where appropriate, should be conducted by a suitably qualified heritage tradesperson.

The Queensland Government acknowledges the Australia ICOMOS Burra Charter as a guide to good heritage conservation practice. A core principal of the Burra Charter is to **do as much as is necessary but as little as possible** to heritage places. For more information on the Burra Charter visit: http://australia.icomos.org/publications/charters.

## What projects and activities are ineligible?

Projects and activities that will not be considered for funding include:

- reinstatement of original or missing items on heritage buildings where design, materials, construction, and/or methods are inappropriate or unsympathetic to the period and style of the heritage item, e.g. reroofing a building with modern materials

- reconstruction or restoration that is not based on documentary and physical evidence

- purchase or relocation of a building or item

- construction of buildings or new additions to heritage places

- work which has already commenced or been completed

- projects undertaken on properties owned by the Queensland Government or the Commonwealth Government.

- projects undertaken on properties owned by a local government except where the applicant has a contract/lease in place with the local government which provides the organisation with the responsibility to both occupy and maintain the heritage-listed place.

- administrative costs exceeding 10% of the total budget (including audit costs)

- publications or research projects

- projects relating to moveable heritage or shipwrecks

- website development

- fire regulation upgrades to enable contemporary use of heritage places

- demolition or other works that may affect the heritage significance of a heritage place

- interpretation projects

- regular maintenance work that should normally be undertaken to keep the place in good repair, i.e. blocked gutters and downpipes, clearing or repairing blocked or broken stormwater and sewer lines, general painting works, leaking taps, damaged and defective lights.

## Will any projects or activities receive priority?

The following projects and activities may be given priority in heritage funding:

- projects that demonstrate best practice conservation and are supported by a work schedule documented in a conservation management plan

- projects seeking to undertake urgent conservation works on heritage-listed places

- projects that promote the involvement of the broader community in conserving heritage-listed places

- projects on heritage-listed places which are accessible to the community and enable/increase the community's use of the place.

# How will my application be assessed?

All Applications will be assessed by an Assessment Panel comprised of departmental staff and external representatives with expertise in the field of built heritage.

Projects will be assessed based on the following criteria:

- **Meets the program's objectives**
  - The project's ability to ensure that the place's heritage values are maintained and promoted in the community.
  - The extent the project will provide worthwhile heritage outcomes.

- **Value for money**
  - Is the scale of the project activities commensurate with the funding sought?
  - Is the funding sought, and individual line items identified in the budget, necessary for the successful completion of the project?
  - Is the applicant providing any in-kind contributions (either through material, labour or through direct financial contributions)?
  - Have two quotes been provided for contractor costs and any other expenditure items over $5,000 (excluding GST)?

- **Community benefit**
  - The extent the community is able to access, engage with and appreciate the place.
  - The extent the project will improve or maintain the community's current access to the place.

- **Project methodology**
  - The urgency of the proposed project
  - The extent the project activities respect and maintain the place's heritage values, taking into consideration whether:
    - activities represent best practice in regard to the conservation of the place
    - heritage tradespersons used where possible
    - materials used are like-for-like
    - the work is compliant with a Conservation Management Plan and/or if an expert has been consulted.

- **Project management**
  - How sound the project methodology is in regards to ensuring the project is able to be completed
  - The capacity/ability of the applicant to complete the project within a twelve month timeframe.

The assessment criteria is not weighted.

Where relevant, an applicant's past performance under another grant program managed by the department, including if there are any outstanding reports, will be taken into consideration.

Based on their assessment, the Assessment Panel recommends projects for funding to the Director-General, Department of Environment and Science. The Director-General is the decision maker for all grants recommended for funding by the Assessment Panel.

All decisions are final. Applicants not granted funding can request feedback on their application by emailing csagrants@des.qld.gov.au

Departmental staff involved in the assessment will operate under the Queensland Public Service Code of Conduct.

External representatives will be required to sign a Confidentiality Agreement and Disclosure Statement.

# How should in-kind contributions be calculated?

Projects that demonstrate co-funding will be highly favoured, such as:

- direct cash input to the project—such as donations and fundraising

- in-kind contributions—such as donated supplies, materials or services, volunteering time such as labour and expert advice.

Volunteer time or labour contributed to a project should be calculated at $25 per hour. Professional or contractor time contributed should be calculated at $75 per hour.

# What if I am not the legal owner of the place?

You may apply for a grant if you are not the legal owner of the place. However, you MUST provide supporting documentation with the application which provides permission for you to undertake the project.

Failure to provide the relevant supporting documentation will deem your application ineligible.

The supporting documentation required will be determined by the legal status of the property owner (e.g. if the owner is an individual, a trust or a local government agency) as follows.

If the place is owned by another individual, company or trust

A letter of support is required signed by the legal owner, an accountable officer of the company or a trustee of the trust. This letter must state that you have permission to undertake all proposed project activities.

If the place is owned by a local government agency (LGA)

You must provide a lease agreement/contract specifying that your organisation has both:

- the right to occupy the place until at least 30 June 2023; and

- the responsibility to maintain the place.

If the place is owned by the Queensland Government or the Commonwealth Government

Applications seeking funding for activities on places owned by the Queensland Government or the Commonwealth Government are ineligible.

# What if I am not registered for GST?

Applications from organisations not registered for GST will not be prejudiced.

If you are not registered for GST, you should account for any costs associated with GST in the application form's budget and total funding sought. It is recommended that you contact the grant program office on (07) 3330 6360 to discuss your proposed budget.

Registering for GST is free. Non-registered organisations should seek advice from the Australian Tax Office (ATO) on this matter. More information can be found at: http://www.ato.gov.au/Business/GST/.

Successful applicants not registered for GST – without an ABN - may need to complete a 'Statement by a Supplier' form from the ATO. Contact the ATO for more information.

# Application process

Applicants are required to submit the application and all supporting documentation in full by the time and date the round closes.

All applications must be submitted using SmartyGrants, the department's online grants administration program. New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account you can login using your existing details.

A Help Guide for Applicants is available at https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/
If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

Deadlines for submitting an application are strict. No extensions will be provided.

# Supporting documentation

Supporting documentation required to be submitted with the application is as follows:

- Written approval from the property owner (if applicable).

- A copy of a contract/formal lease agreement indicating that your organisation is legally/contractually responsible for maintaining the property (if applicable).

- Letters of commitment from partner organisations detailing the cash contributions and in-kind support to be committed to the project (if applicable).

- A copy of the Certificate of Incorporation (if applicable).

- Applicants seeking a Category 2 grant must provide a Conservation Management Plan or work schedule prepared by a qualified Heritage Architect.

- Two quotes for expenditure items over $5,000. If you are unable to provide two quotes, an explanation must be provided in the application form as to why not. Failure to provide two quotes may affect the success of the application.

- Financial documents as follows:

  o The latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number.

  o For organisations with no audited financial statement, a balance sheet, income and expenditure statement and a recent bank statement showing BSB and account number.

  o Individual applicants must provide a recent bank statement showing BSB and account number.

- Evidence of public liability insurance coverage of at least $20 million (in total and per event) that is current and remains current for the duration of the project.

- Certificate of Currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (if applicable).

All supporting documentation is mandatory where required and failure to provide such supporting documents as specified may result in your application being deemed ineligible or being unsuccessful.

# Where can I find out more information?

There are a range of websites available that may provide reference material for you throughout the development of your application:

- for guidance on best practice and advice for conserving places of heritage value, search DES Technical Notes series - https://www.qld.gov.au/environment/land/heritage/publications/

- for more information on conservation management plans—search on http://www.des.qld.gov.au

- Queensland Heritage Register—search on https://www.qld.gov.au/environment/land/heritage/register/

- your local council—search on www.qldcouncils.com.au

- contact the Heritage Branch by email palm@des.qld.gov.au or phone 13QGOV (137468) and ask to speak with an officer in heritage development.

# When will funds be available to successful applicants?

Funding is expected to be available from March 2020. It will be provided to successful applicants once both parties have signed the grant deed and all required documentation has been received by the department.

## Any other questions?

If you have any questions relating to these guidelines or if you would like to discuss your application, please contact the Grants Coordinator, by telephone on (07) 3330 6360 or by email at csagrants@des.qld.gov.au

Please note the departmental officer will be able to provide you with the best advice based on the information provided to them at that time. All funding recommendations will be made by the Assessment Panel based on the information contained in that application.

# Privacy statement

The Department of Environment and Science is collecting personal information in the application for *Community Sustainability Action* Grant Program Round 4: Heritage Conservation to assess your application for funding and prepare a grant deed, should your application be successful.

All personal information you provide in this application form, including all attachments, will be routinely provided to the following parties for assessing the application:
- other Queensland Government agencies to assess your application;
- external assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for Environment and Science and the Minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek your consent for any uses or disclosures outside of these specific terms.

If your application is successful, the following information will be routinely published on the Department of Environment and Science's website:
- your organisation's name
- total amount of funding allocated
- project name, location and description.

Your grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the department, please contact the department's Right to Information Services unit by email at rtiservices@des.qld.gov.au

If you have any questions or concerns regarding the privacy of your personal information, please contact the department's Privacy Services unit by email at privacy@des.qld.gov.au

# Grants terms and conditions

## Applying for the grant

- Applicants must provide all required information at the time of submission of their application. Required information is clearly identified in the application form by a red asterisk (*). Failure to submit all required documents may result in your application being deemed ineligible.
- By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.
- Applicants must be covered by at least the following insurance:
  a) public liability insurance of a minimum of $20 million
  b) workers and volunteers under the Queensland *Work Health and Safety Act 2011* (as required).
- Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.
- Only one grant per heritage-listed place will be provided.

## Grant deeds and the provision of funding

- Project activities should not be conducted until the grant deed has been executed.
- A grant deed will be developed using information provided in the application form and in negotiation with the approved recipient.
- The grant deed will specify the financial and operational requirements of the grant.
- All recipients must comply with all terms and conditions in the grant deed.
- Funding will not be available until both parties have signed the grant deed, along with the provision of any additional required documentation to the department.
- Successful applicants may be required to complete a Conflict of Interest declaration prior to the release of any funding. A conflict of interest exists in instances where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently.
- Acceptance of a grant payment indicates the recipient's acceptance of all funding terms and conditions in this guideline and grant deed.
- Funding may be provided in milestone payments with a final payment withheld until completion of the project and the department's acceptance of acquittal documentation.
- The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
- Funds granted must be spent for the purposes stated in the application form and grant deed. Variations to the agreed project details should be applied for in writing to the department. It is at the absolute discretion of the delegated officer to provide approval. No variation is to be implemented without the applicant first receiving a notice of approval from the department.
- In the event of cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department immediately.
- All projects must be completed within 12 months from the signing of the grant deed.

## Reporting requirements

- All grant recipients will be required to submit periodic progress/milestone/financial reports as per the department's requirements. Reports will be requested on at least a six monthly basis.
- All grant recipients will be required to complete and submit a final report and financial acquittal within 30 calendar days after the completion date of the project.
- All grant recipients will be required to maintain full financial records of expenditure relating to the grant (including, but not limited to, profit and loss statement and receipts for expenditure). This documentation must be provided to the department on request.
- Grants exceeding $10,000 (excluding GST) may require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the project's completion.
- All promotional material relating to the project must acknowledge funding from the department. This includes promotional flyers, banners and any other promotional material. The final draft of any promotional material using the Queensland Government logo must be approved by the department before going to print.

## Announcement of successful applicants

- The Minister for Environment and Science will announce the successful applicants.
- Following the announcement, successful applicants will be listed on the department's website.
- All applicants will be advised of the outcome of their submission by mail.